



As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

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If you have questions or complaints, please reference <https://www.witcc.edu/board/policies.cfm> or call (712)

274-6400 ext. 1406, and/or email jackie.plendl@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.

Individuals using assistive technology (such as a screen reader, Braille reader, etc.) who experience difficulty accessing information on this web site, should send an email to the Webmaster at webmaster@witcc.edu. The email should include the nature of the accessibility problem and the individual's email address for a response. If the accessibility problem involves a particular Web page, the message should include the URL (Web address) of the page. We will contact individuals having accessibility problems within three business days to assist them and to provide them with the information being sought.

Western Iowa Tech Community College

Accredited/Approved by:

The Higher Learning Commission,
230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604; (800) 621-7440

Iowa Department of Public Health, Bureau of EMS, 321 East 12th Street, Lucas State Office Building, Des Moines, IA 50319-0075; (515) 281-3741

Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611; (312) 440-2500

Commission on Accreditation in Physical Therapy Education (CAPTE),
1111 N. Fairfax St., Alexandria, VA 22314; (703) 706-3245

Iowa Board of Nursing, Riverpoint Business Park, 400 S.W. 8th Street, Ste B, Des Moines, IA 50319-0166; (515) 281-3255

National Council of State Boards of Nursing, 111 East Wacker Drive, Suite 2900, Chicago, IL 60601-4277; (312) 525-3600

Medical Assisting Education Review Board, 20 N. Wacker Drive, Ste. 1575, Chicago, IL 60606; (800)-228-2262

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA), 6 W. Dry Creek Circle, Suite #110, Littleton, CO 80120; (303) 694-9262

Iowa Board of Educational Examiners, 400 East 14th St., Grimes State Office Building, Des Moines, IA 50319-0147; (515)-281-3245

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, 8301 Lakeview Parkway, Ste. 111-312, Rowlett, TX 75088; (214)-703-8445
Commission on Accreditation of Allied Health Education Programs (CAAHEP);

25400 US Highway 19 N., Suite 158, Clearwater, FL 33763; (727) 210-2350

The nursing education program is a candidate for accreditation by the Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000

Curricula approved by:

Iowa State Board of Education

Approved for:

Associate of Arts Degree
Associate of Science Degree
Associate of General Studies Degree
Associate of Applied Science Degree
One-year Diploma
Occupational Proficiency Certificate
Veterans' Training

Member of:

Iowa Association of School Boards
Iowa Association of Community College Trustees,
Presidents

College Calendar 2020–2021

FALL SEMESTER

| | |
|----------------------|--|
| August 25, 2020 | Classes Begin |
| September 7 | Labor Day Holiday; No Credit Classes; College Closed |
| October 21 and 22 | Staff Development; No Credit Classes; Offices Closed |
| October 23 | No Credit Classes; Offices Open |
| November 26 and 27 | Thanksgiving Break; No Credit Classes; College Closed |
| December 22 | Fall Semester Ends at Noon |
| December 23 | Faculty Workday; No Classes; Offices Open |
| December 25 | No Classes; Offices Closed |
| Dec. 24–Jan. 1, 2021 | Winter Break |

SPRING SEMESTER

| | |
|------------------|---|
| January 14, 2021 | Classes Begin |
| March 8 and 9 | Staff Development; No Classes; Offices Open |
| March 10–12 | No Credit Classes; Offices Open |
| April 2 | Spring Break; College Closed |
| May 13 | Spring Semester Ends at Noon; Graduation |
| May 14 | Faculty Work Day |

SUMMER SEMESTER

| | |
|--------------|---|
| June 1, 2021 | Classes Begin |
| July 2 | First Half Summer Semester Ends |
| July 6 | Second Half Summer Semester Begins |
| August 6 | Summer Semester Ends After Last Regularly Scheduled Class; No Evening Classes |

NOTE: College holidays and break periods begin with the close of regularly scheduled evening classes on the class day immediately preceding the holiday or break period. Classes resume at their regularly scheduled starting time on the first day following a holiday or break.

The College Now programs may adjust their calendars to meet the individual needs of their respective school districts.

The Iowa Community College Online Consortium (ICCO) sets the online class schedule. The online semester dates may vary from the face-to-face semester by a few days.

Telephone Listings

Sioux City – Main Campus

4647 Stone Ave., Sioux City, IA

| | |
|--------------------|----------------|
| Information | (712) 274-6400 |
| Admissions..... | 274-6403 |
| Financial Aid..... | 274-6402 |
| Registration..... | 274-6404 |
| Toll Free..... | (800) 352-4649 |

Sioux City – Beltway Center

3415 Highway 75 North, Sioux City, IA (712) 274-6449

Cherokee Campus (712) 225-0238 or
200 Victory Drive (800) 352-4649, ext. 1240

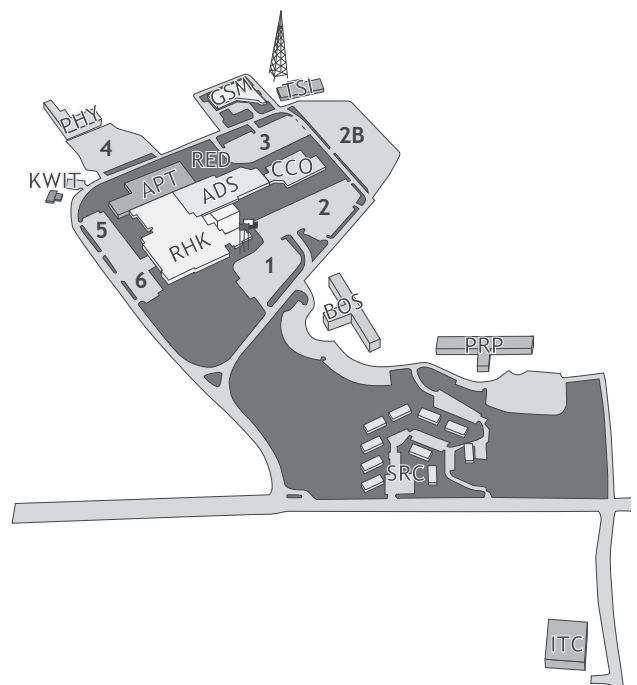
Denison Campus (712) 263-3419 or
Hwy. 30 E./11 N. 35th Street (800) 352-4649, ext. 2621

Mapleton Center (712) 882-2401
38491 Hwy. 175 North

Le Mars Center (712) 546-7338
25 5th Avenue NW

www.witcc.edu

Sioux City Campus



| | | | |
|------|--------------------------|---------|-------------------------------------|
| ADS | Applied Sciences | RED | Dr. Robert E. Dunker Student Center |
| APT | Applied Technology | RHK | Dr. Robert H. Kiser Building |
| BOS | Bur Oak Suites – Housing | SRC | Sun Ridge Court – Housing |
| CCO | Corporate College | TRC/ITC | Industrial Technology Center |
| GSM | Gaylord Smith Building | TSI | The Security Institute |
| KWIT | KWIT/KOJI Radio | 1-6 | Public Parking |
| PHY | Physical Plant | | |
| PRP | Prairie Place – Housing | | |

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| 40 Bookkeeping and Office Support | 54 Nitrous Oxide/Oxygen Sedation Monitoring-Dental Assistant | 66 Paralegal/Legal Assistant | |
| 41 Bookkeeping | 54 Digital Marketing | 66 Legal Secretary | |
| 41 Cost Accounting | 54 Early Childhood Education | 66 Paralegal/Legal Assistant - Advanced Standing | |
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Career Cluster Program Index

The States' Career Clusters Initiative (SCCI) is a national initiative intended to help states and schools organize their programs and guidance activities around clusters of similar occupations. The 16-cluster format used by the U.S. Department of Education encompasses all 970+ occupations.

"Our 16 broad career clusters will help students enhance the link between the knowledge they acquire in school and the skills they need in the workforce. Without limiting students, career clusters help them focus on an area of interest or a possible career path."

– Richard W. Riley, Former U.S. Secretary of Education

Agriculture, Food, and Natural Resources

Agribusiness Technology, Agriculture Management, Veterinary Assistant

Architecture and Construction

Air Conditioning, Heating, and Refrigeration, Construction, Electrician, Industrial Drafting Technology, Plumbing Systems

Arts, A/V Technology and Communications

Audio Engineering Technician, Band Instrument Repair, Broadcasting and Multimedia Journalism, Graphic Design, Marketplace Design, Professional Photography, Video Game Design, Video and Media Production

Business, Management and Administration

Accounting, Administrative Office Management, Bookkeeping and Office Support, Business Management, Entrepreneurship, Human Resources Management, Digital Marketing

Education and Training

Coaching, Early Childhood Education

Finance

Financial Services

Health Science

Administrative Assistant-Medical, Certified Personal Trainer, Dental Assisting, EMS-Paramedic, Medical Assistant, Medical Coding, Medical Scribe, Medical Secretary, Nursing-CNA/LPN/RN, Pharmacy Technician, Physical Therapist Assistant, Pre-Dental Hygiene, Surgical Technology

Hospitality and Tourism

Culinary Arts, Hospitality Management

Information Technology

Cyber Security and Digital Crime, Information Systems, Networking Administration and Security

Law, Public Safety, Corrections and Security

Fire Science Technology, Paralegal/Legal Assistant, Police Science Technology, Police Science Corrections, Police Science Forensic Investigations

Manufacturing

Electromechanical Technician, Manufacturing, Mechanical Engineering Technology, Robotics and Automation, Welding

Transportation, Distribution and Logistics

Auto Collision Repair Technology, Auto Mechanics, Automotive Technology, Truck Driving

Mission, Values and Guiding Principles

Mission

As a comprehensive community college, our mission is to provide quality education and to economically enhance the communities we serve.

To accomplish the mission, the College will:

- Provide post-secondary occupational education leading to diplomas, certificates, and the Associate of Applied Science degree.
- Provide post-secondary general and transfer education leading to the Associate of Arts or Associate of Science degree.
- Provide basic education for the improvement of academic skills and/or leading to a High School Equivalency Diploma (HSED).
- Provide economic development programs and assistance.
- Provide lifelong community and continuing education.
- Develop partnerships with educational institutions, businesses, governmental agencies, and communities.
- Develop programs for participation in the global economy.
- Provide student development services to improve the academic success of our diverse student population.
- Provide opportunities for our students to participate in leadership development and in community, social, and recreational activities.
- Maintain a learning and working environment that is safe, clean, and comfortable.
- Provide student and employee support services to operate the College.

Values and Guiding Principles

- **Student Learning.** We value the personal, intellectual, and occupational growth of our students.
- **Quality.** We are committed to quality instruction and services to maximize student success and employer satisfaction.
- **Access.** We provide access to the College by addressing student needs related to time, location, and cost.
- **Diversity.** We respect individual differences and strive to meet the needs in our diverse communities.
- **Lifelong Learning.** We promote lifelong learning for personal and professional development.
- **Academic Freedom.** We are dedicated to the free exchange of ideas and information which promotes our growth as an educational institution.
- **Shared Governance.** We believe in shared governance and encourage our employees and students to contribute to the development of the College.
- **Efficiency and Effectiveness.** We are committed to continuous improvement and fiscal responsibility within our educational programs and College services.
- **Dedication.** We value a workplace which promotes mutual respect and cooperation between the College and the employees.
- **Professional Integrity.** We are committed to high standards of ethics and integrity in our relationships, our professional activities, and the performance of our duties.

Academic Vision

Western Iowa Tech Community College's scholar-practitioner model of learning is embedded in a culture of innovation, carried out with integrity and evidenced through the success of our learners and our communities.

The best place to start and succeed

- creating opportunities in an environment of hope for all learners
- providing meaningful education and training so that learners may successfully pursue careers and/or further their education
- promoting and transcribing credentialed, lifelong learning
- engaging communities regionally, nationally, and globally

Learner-centered

- examining the implications of ethical, historical, economic, and social trends
- developing, deploying, and assessing curriculum to meet learners' needs
- cultivating technical and professional skills for tomorrow's workforce
- encouraging excellence in employees
- providing comprehensive support systems

Innovative

- encouraging creativity as a means for generating positive change
- fostering openness and diversity of thought, experience, and culture
- forging relevant interdisciplinary learning opportunities
- collaborating globally in regional economic development
- expanding workforce and industry capability
- embracing an evolving curriculum architecture process

A model of integrity

- demanding academic rigor and relevance
- fostering WITCC's values and guiding principles
- accomplishing initiatives through genuine empowerment
- operating resourcefully, effectively, and efficiently
- establishing a shared vision through effective internal governance

Adopted Fall 2006, Affirmed 2012

College History

Western Iowa Tech Community College is a publicly supported comprehensive community college serving the Iowa counties of Cherokee, Crawford, Ida, Monona, Plymouth, and Woodbury, which have a combined population of about 180,000.

A nine-member Board of Directors provides governance for Western Iowa Tech Community College. The board members are elected from the nine districts in the six-county service area. The College is accredited by the North Central Association of Colleges and Schools and is regulated by the Iowa State Department of Education.

Brief History

The College was organized in August 1966 and created as an area vocational-technical school as provided in Chapter 280A of the Iowa Code. The first board of directors was chosen at a special school election on November 2, 1966. The Board selected Dr. Robert H. Kiser to serve as chief administrator and named the school Western Iowa Tech.

The first classes began on January 27, 1967, when Western Iowa Tech accepted responsibility for one vocational and two technical postsecondary programs then operated by the Sioux City Community Schools. By fall term of 1967, 17 full-time programs were in operation. At that time, Western Iowa Tech also assumed direction of all adult basic, high school completion, high school equivalency certificate and occupationally oriented adult educational programs. At this point enrollment totaled 230.

During the first years of operation, WITCC offered programs at various temporary locations throughout Sioux City. The first administrative home in 1966 was the former Hobson School building located at 222 South Floyd Boulevard. In 1968, the administrative offices were moved to the former Trinity Prep campus at 3075 Floyd Boulevard.

In 1970, enrollment totaled 510 and a permanent campus was established on a 143 acre site at 4647 Stone Avenue. The first building was completed and occupied during the 1970-71 school year. In November 1972, ground was broken for another, adjacent building. In 1973, when Western Iowa Tech received permission to offer a two-year associate of arts degree, the curriculum became fully comprehensive. The facility for radio station KWIW was completed in 1978. The station provided public, non-commercial radio within an 80-mile radius of the city.

In the fall of 1980, credit enrollment totaled 1,323. During the same year, construction was completed on the then Student Center and the Gaylord Smith Vocational Building. On-campus housing, Sun Ridge Court Apartments, was built in 1982. In 1984, the Transportation Center, located at 5001 East Gordon Drive, was added to the Sioux City campus.

In 1990, credit enrollment totaled 1,687. In 1991, Dr. Robert H. Kiser retired from the presidency of the College after 25 years of service. Dr. Robert E. Dunker, a graduate of the College's first Mechanical Drafting and Design Technology class, was selected by the Board of Directors as the second president to lead Western Iowa Tech Community

College. In 1992, remodeling of the College's original structure added two lecture halls and an interactive television classroom. Distance learning became a reality. Through community partnerships, the College constructed and opened the Denison Campus in 1993. In 1996, through community partnerships, the College constructed and opened the Cherokee Campus and Conference Center. In 1994, extensive construction joined the College's first two structures into an instructional, student service administrative facility known as the Dr. Robert H. Kiser Building.

In 2000, fall credit enrollment totaled 4,365. Online classes were first offered in 2002 providing a whole new, convenient platform for learning. KWIW added KOJI in 2002 bringing Iowa public radio programming to the Great Lakes region for the first time. In 2003, the Denison campus was remodeled and expanded adding classroom, library and new high-tech equipment space. During that same year, the first tree was planted on the Sioux City campus's Loess Hills Arboretum and Nature Trail. The Advanced Sciences Building, which was started in 2003, was dedicated and held its first classes in 2005. It added 78,000 square feet of additional instructional space to the Sioux City campus. In 2008, the Sioux City campus expanded significantly adding 66 acres of undeveloped woodland, prairie, and watershed to its Loess Hills Arboretum and Nature Trail. A new residence hall, The Bur Oak Suites, was also completed adding housing for 185 more students. Likewise, The Security Institute, a 37,000 square foot facility was constructed. The structure is a collaboration of the College, the City and County and provides training in real-life, real-time condition of crisis and a new location for county 911 communications and city/county emergency operations. In 2009 the Beltway Center on Highway 75 North in Sioux City was secured as a site for transportation related training including truck driving and motorcycle handling.

In 2010, credit student enrollment reached 6,421. During 2011, Dr. Robert E. Dunker retired as president and the College's new student center was named in his honor. This 40,000 square foot center provides fitness and meeting facilities for learners and employees. Dr. Terry A. Murrell, who joined Western Iowa Tech four years earlier, was selected by the Board of Directors after a national search to become the College's third president. During 2012, renovations of existing facilities upgraded the student learning environments in the Kiser Building and community meeting area in the Corporate College. In 2014, another complex, Prairie Place, was added to the Sioux City campus bringing total housing accommodations to more than 500 students, and a permanent WITCC Le Mars Center was opened. In 2015, the campus and the student experience were infused with technology. Each student was provided a laptop loaded with curriculum-specific software. Students were given internet connectivity 24/7 and the Sioux City, Denison and Cherokee campuses became interconnected with virtual classrooms. In 2016, the College celebrated 50 years of operation and lost its first president, Dr. Robert H. Kiser. In 2017 and 2019, WITCC was recognized as an Apple Distinguished School for its innovative uses of technology.

Enrollment Services

WITCC is committed to providing an atmosphere that encourages scholarship, the robust exchange of ideas and interaction with others in a safe environment.

WITCC reserves the right to deny admission or place conditions on admission or the enrollment of any applicant, student, or former student if WITCC determines that such person presents an unreasonable risk to the safe and orderly campus environment.

WITCC also reserves the right to deny a student's application for residence hall housing, or remove a student from a residence hall, if it is determined that the student presents an unreasonable risk of harm to others in the residence hall.

A Checklist for Registration and Your Academic Success

- ✓ **Complete and Submit Application for Admission**
 - Apply online at www.witcc.edu.
 - Application available in Enrollment Services (Room A300) on the Sioux City Campus, or the main office on the Denison, and Cherokee campuses.
- ✓ **Request high school transcripts and any college transcripts to be sent to WITCC (4647 Stone Ave., PO Box 5199, Sioux City, IA 51102) or admissions@witcc.edu.**
- ✓ **Apply for Financial Aid if needed**
 - Apply online at <http://studentaid.gov>.
 - Start this process early. It can take 6-8 weeks for government aid applications to process.
 - If you need assistance applying, call Financial Aid at (712) 274-6402.
- ✓ **Visit with an Admissions Advisor**
 - Discuss any necessary assessments, develop an academic plan, select and schedule classes.
- ✓ **Take any Required Assessments**
 - Students with an ACT composite of 22 or higher may be exempt. Please consult with an advisor to determine if your planned program requires assessments and for referral to Testing Center.
 - Call Denison at ext. 2621; or call the main office in Cherokee at ext. 1240.
- ✓ **Register for your WITCC Classes**
 - Online - using my.witcc.edu, under "Student Planning"
 - By telephone - call (712) 274-6404, or (800) 352-4649, ext. 6404; in Denison at ext. 2621; in Cherokee at ext. 1240
 - In person - in Enrollment Services (Room A300) on the Sioux City campus; or the main office on the Denison, or Cherokee campuses.
- ✓ **Pay your Tuition**
 - In person; by phone at (712) 274-8733, ext. 1210; or online at my.witcc.edu; or Student Financial Services on the Sioux City campus; or the main

office in the Denison or Cherokee campuses.

• Refer to Methods of Payment and Tuition Charges on the following pages of this booklet.

✓ **Purchase Books**

- Online at bookstore.witcc.edu.
- Bookstore hours are 7:30 a.m.-6 p.m. Monday - Thursday and 7:30 a.m. - 5 p.m. on Friday on the Sioux City campus.
- Go to the main office at the Denison, or Cherokee campuses.

✓ **Go to Class!**

Applying for Admission

Western Iowa Tech Community College is an open enrollment institution. To be admitted to the College as a student, new students must submit a completed Application for Admission. Admission to the College does not guarantee admissions into programs or courses.

Applicants are asked to submit an official high school transcript showing receipt of high school diploma, or submit official documentation that a GED/HSED has been received. A high school transcript is required for admission to some programs. Students should also have transcripts sent from any previous colleges attended.

Transfer Students

Admitted students who want credits transferred to WITCC from another postsecondary institution need to submit an official transcript to the Registrar. Grades earned with a "C" or higher are eligible for transfer.

Readmitting Students

A student who has a break in enrollment in the College for two or more consecutive semesters, excluding summer sessions, is readmitted to the College under the catalog program requirements in effect at the time of readmission. The student must submit a new Application for Admission prior to registering.

International Students

The following conditions apply to students from outside the United States seeking admission to the College:

1. Immigration laws require international students on certain visas to attend college as full-time students.
2. Any individual with a visa and enrolled as a student will be considered to be a non-resident for purposes of tuition payments.
3. Students **must take** the English Placement Test when they arrive on campus. Based on the results of this test, the student **will be placed** in appropriate academic classes as test scores indicate. The classes are held at the Sioux City main campus.

4. The applicant is required to complete the Application for Admission (International Student) form.
5. The applicant must provide an official high school transcript of grades (English translation) with the date of graduation. For students transferring from another college or university, official transcripts are required (certified English transcripts).
6. The applicant must provide evidence of financial independence while attending college. A deposit covering tuition, fees, books, supplies, and an estimated cost of living expense allowance for one semester must be submitted in advance.
7. Although all of the deposited money may not be needed, it is available to the student and may be used as conditions warrant. The unspent money, with any accrued interest, is returned to the student at the time of departure.
8. Upon completion of the requirements for admission, the I-20 Eligibility Form and a letter of acceptance will be sent to the applicant. The applicant is responsible for all costs associated with the application process.

College Experience Class

SDV-108, The College Experience, is a one-credit, pass/fail course. This course introduces students to the college's expectations, environment, and resources so that students may become more competent participants in the learning process. The College Experience allows students opportunities to learn about WITCC policies and procedures that will impact them. They also learn about acclimation to college, financial aid, campus security, self-advocacy, learning styles, study habits, student activities, and much more. Students are required to enroll in The College Experience during their first semester of college. The College Experience, SDV-108, is a required course for all new certificate (12+ credits), diploma, and degree-seeking students, part-time or full-time. Successful completion of SDV-108 is a requirement of graduation. All students will benefit from SDV-108; however, students who fit into the following categories may request a waiver for the course:

Those students who have successfully passed a similar course at another institution.

Those students who transfer 12 or more credits with a minimum GPA of 2.0.

Those students who attended Western Iowa Tech prior to the Fall 2012 semester and successfully completed 12 or more credits with a minimum GPA of 2.0. This does not include those students who completed college-level courses while enrolled in high school.

Criteria for Admission to Specific Programs

Programs which have program-specific admission criteria include, but are not limited to:

- Early Childhood Education
- Health Occupations
 - Associate Degree Nursing (RN)
 - Dental Assisting
 - Emergency Medical Services/Paramedic
 - Medical Assistant
 - Physical Therapist Assistant
 - Practical Nursing
 - Surgical Technology

For information on specific program requirements, contact Enrollment Services for a program handbook, or go to www.witcc.edu.

Admission to the programs listed above is based on the order in which the requirements for admission are completed and on the availability of space.

Health Occupations Programs Requirements

- All students in the health careers have additional program specific admission criteria. Students entering health career occupations need to be able to perform certain activities in order to be successful in the occupation. The Iowa Core Performance Standards (found in the specific program requirements booklet) was developed so prospective individuals will be aware of the occupation requirements. Before final admission applicants are responsible for providing medical and other documentation related to any disability and the appropriate accommodations needed to meet the Core Performance Standards.
- Students in health careers will need to complete a criminal history and give permission to have individual criminal background checks completed. Results of the criminal background check will be released to many external affiliating agencies so students can be screened for acceptance into agencies for clinical experience.
- Students in health careers may need to consent for drug testing and release of that information to external affiliating agencies for clinical experience. The drug test is a urine specimen that is tested for the presence of drugs, including but not limited to amphetamines, cannabinoids (marijuana), cocaine, opiates, and phencyclidine (PCP).
- A health evaluation, which includes health history, hearing, vision, immunization record and physician physical, must be completed prior to entering the clinical phase of the program.

Registration

Registration is the process of selecting a course of study, officially enrolling for class(es) and the payment of tuition and fees. Dates of registration and instructions are published each semester in the Schedule of Classes and on the MyWIT "Academics" tab. Academic advising and assistance will be provided by faculty, admissions advisors, and other staff members; however, it is the responsibility of the student to be certain that the courses selected will meet the requirements for the degree, diploma or certificate in their program of study.

Registration Requirements

To register for classes, a student:

1. must complete the Admissions requirements;
2. have no outstanding financial or other obligations to the College;
3. must complete required pre-requisites
4. must be in good academic standing and cannot have been dismissed from the College for conduct reasons.

Changes in Registration

Students who wish to add or drop classes after registering for a semester should use Student Planning on my.witcc.edu or submit a completed Add/Drop/Withdrawal form at Enrollment Services, or call (712) 274-6404 or (800) 352-4649, ext. 6404. Students cannot drop using MyWIT Student Planning after the class has started. Must see Admissions staff.

Change of Major

Process to update Program of Study Information:

Go to MyWIT

Go to Academics

Student Planning > My Progress

Check active academic program and your catalog.

If not correct, contact Enrollment Services at (712) 274-6403, to make a change.

Fees and Expenses

Tuition and fee charges are determined annually by the WITCC Board of Directors and are published in the Credit Class Schedule book and in Student Planning on MyWIT.

Course Fees: Material and lab fees may be assessed on a course by course basis. A list of course fees is published in the Schedule of Classes and maintained in the Student Financial Services.

Books and Supplies: Students may purchase books and supplies through the WITCC Bookstore. Students attending classes in Cherokee, and Denison may purchase their books at those campus centers. Students may also purchase books online; go to bookstore.witcc.edu. Book rentals are available for some courses.

Laptop Policy: All tuition-paying, credit students may check out a college-issued laptop computer. Some restrictions may apply. Students who have been issued a device are required to turn in the laptop computer

by the date set at the end of each semester unless the student is registered for the next academic semester. Failure to return the device will result in a monthly charge to be placed on the student's account. The College will immediately bill the student or parent, if applicable, the full replacement cost of the issued device. WITCC may also require the device and all related materials to be returned to WITCC due to other reasons such as Student Code of Conduct violations, etc. as determined by the College.

Other: Depending on the program, the student may be required to purchase uniforms, tools, instruments or other equipment (examples of such programs or courses are art, science, health occupations programs, auto tech programs, construction trades, etc.). For an estimate of costs, see the program advisor.

Institutional Refund Policy: Students who stop attending and who fail to **officially** withdraw will **NOT** receive a refund of tuition and fees.

A schedule for refunding of tuition and/or fees is published each semester in the Schedule of Classes. Copies are available in Enrollment Services, Room A300, or online at my.witcc.edu.

Payment of Accounts

Charges incurred each semester for tuition, fees, and other expenses (books and supplies) are the responsibility of the student. Payment or arrangement for payment is due on or before the first day of class. Failure to make payment or payment arrangements may result in disenrollment of all classes.

No student shall be permitted to register for a new semester or attend classes until all prior accounts are settled. Students will not be granted a degree, diploma, certificate, final grade report, or official transcript until all outstanding accounts with the College have been paid in full.

1. Payment in Full – you may pay your tuition and fees in person, by phone, or online at my.witcc.edu. Payment may be made with cash, check, debit card, or credit card (Visa, MasterCard, Discover, or American Express).

2. Payment by Financial Aid – approved financial aid will be applied to the student's charges.

3. Payment by Third Party – if sponsored by an agency (JTP, DVRS, etc.), please sign the invoice and return to Student Financial Services.

4. FACTS Tuition Payment Plan – Western Iowa Tech Community College has a tuition payment plan option to accommodate the financial needs of students. Students using the FACTS payment plan may apply online at any computer with online access by using my.witcc.edu. Additional information regarding online application is provided by Student Financial Services at (712) 274-8733, ext. 1210).

Returned Checks. A service charge is assessed for returned checks.

Residence Qualifications

For tuition charges, students will be classified as either an Iowa resident or non-resident based on the purpose of being in Iowa. A student is classified as a non-resident if the sole purpose for being in Iowa is to attend school. However, a student's residency status may change, once the student has resided in the State of Iowa 90 days prior to the start of a semester.

If the student establishes an Iowa residence and wishes to apply for a change of status, it is the responsibility of the student to request a change of residence status by filling out the Request for Iowa Residency Status form. This request must be initiated with the Enrollment Services Office. Two forms of supporting documents will be required with the student's current Iowa address. These documents must be dated 90 days prior to the beginning of the semester that Iowa residency will take effect. The decision of the Dean of Students, or its designee, will be final.

Appealing Tuition and Fee Charges

Students who must drop classes within a semester due to extenuating circumstances may request an adjustment of tuition. Extenuating circumstances may include medical hardship, the death of immediate family members, military activation, or other situations which prohibit the student from completing a class. Students appealing charges must provide supporting documentation.

Students wishing to appeal tuition and fee charges for a semester must complete the appropriate appeal form available at Enrollment Services. **The appeal form must be received by the end of the subsequent semester. Appeals received after this time will NOT be reviewed.** The Appeals Committee will review and make a decision. The decision of the Dean of Students, or its designee, is final.

Military Refund Policy

Western Iowa Tech Community College is supportive of a student who is a member, or the spouse of a member if the member has a dependent child, of the National Guard or reserve forces of the United States and who is ordered to National Guard duty or federal active duty. Upon verification of orders requiring active duty, you may select from several tuition credit options. Additional information regarding tuition credit may be obtained by contacting the Registrar's office.

Options available to qualified students: Upon meeting with the Registrar to verify orders, the college will work with you to determine the best plan for your circumstances. The college has three options to review and consider with you:

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

Student Financial Aid Policy and Program

Western Iowa Tech Community College believes that the opportunity for a college education should be within the reach of all interested individuals. The College administers a financial aid program designed to assist the student who qualifies, to complete a diploma or degree program. The purpose of the Financial Aid Office is to assist, within the limits of its resources, students who have a financial need.

All students who are accepted to WITCC and apply for financial aid will be considered for aid regardless of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, actual or potential parent, family or marital status, or other protected basis as set forth in the College's affirmative action plan. Students must make satisfactory academic progress to continue their eligibility for financial aid.

Applying for Financial Aid

To apply for financial aid a student must:

- 1.) Complete the Free Application for Federal Student Aid (FAFSA). The FAFSA is available online at <https://studentaid.gov> and may be submitted after January 1 for the school year beginning the next fall. If you need assistance accessing the FAFSA online, contact Student Financial Services.
- 2.) To receive financial assistance, the following requirements apply:
 - Graduation from high school, completion of the GED/HSED.
 - Admission into an eligible program at WITCC leading to a degree or diploma.

- U.S. citizenship or eligible non-citizen status.
- Possession of a valid Social Security number.
- Must not be in default on any federal student loan or in repayment status on a federal grant.
- Males who are required to be registered with the Selective Service must be registered.
- If you are a returning student at WITCC, you must be making satisfactory academic progress as defined by the institution.

Financial Aid Refund Policy

Important Notice for Financial Aid Recipients

The American taxpayers have entered into an agreement with you by investing tax dollars in grants and loans for your education at Western Iowa Tech. This investment places a serious responsibility on you to complete your education according to the agreement with the American taxpayers. If you fail to complete your education, the American taxpayers are entitled to receive back, from you, a portion of their investment.

Consequences of Withdrawal and Financial Aid

A student receiving federal financial assistance may have his/her financial aid adjusted based on his/her date of official or unofficial withdrawal.

Withdrawal Policy

Withdrawal is defined as dropping all classes and having no credit hours for a given semester.

A student officially withdraws from school when:

- The student submits a written notice of total withdrawal to Enrollment Services at any WITCC campus. (A signed official withdrawal form or other written notice, such as an e-mail to the registrar, constitutes a written notice.) OR

- The student calls Enrollment Services at any of the WITCC campuses and declares his/her intent to withdraw from all courses. The student must supply all information requested by the registration clerk or the withdrawal will not be considered official or completed. OR

- The student withdraws online from all classes using my.witcc.edu (only prior to the start date of the course).

The date of official withdrawal will be the date the written notice is received in Enrollment Services, or the date the student's phone call is received, or online notice is processed.

A student will be considered to have unofficially withdrawn when:

- The student does not complete the **official withdrawal** process.

AND

- All of the student's instructors report that the student is no longer attending classes.
- Or, the student has received an "F" grade in all classes.

The date of unofficial withdrawal will be the mid-point of the semester.

If the student wishes to document his/her last date of attendance, it is the student's responsibility to have his/her instructors send an e-mail to Enrollment Services stating the last date the student participated in an academically related activity which was part of the course of instruction.

Return of Title IV Funds

Students receiving federal financial assistance may have his/her financial aid award adjusted based on his/her date of official or unofficial withdrawal.

Calculating Title IV Returns

It is the responsibility of the Financial Aid Office to complete the calculation of Title IV returns within the timeframe required by federal regulation. WITCC returns the calculated amount to the Department of Education which creates a bill owed to WITCC. The following steps outline the general procedures used to calculate a Title IV return amount.

- Step 1: Determine the percentage of federal aid earned by calculating the percentage of the semester that the student completed.
- Step 2: Determine the amount of federal earned aid by applying the percentage to the total Title IV aid that was or could have been disbursed.
- Step 3: Determine the amount of unearned federal aid by subtracting earned aid from disbursed aid or determine the amount of a post-withdrawal disbursement by subtracting disbursed aid from earned aid.
- Step 4: If unearned funds must be returned, determine the school's and the student's shares; or if a post-withdrawal disbursement is due, determine the sources from which it will be funded.
- Step 5: If unearned funds must be returned, allocate unearned aid to programs from which student was funded; or if a post-withdrawal disbursement is due, send student notification.
- Step 6: Return the institution's share and any funds repaid by the student or refer the student to the Department of Education; or make the post-withdrawal disbursement.

Procedure for Repaying the U.S. Government

If you owe a repayment of grants to the U.S. Government, you will remain ineligible for federal aid until you resolve your repayment. If you owe a repayment for grants received at WITCC, it may be possible to resolve your repayment at Student Financial Services. Contact Student Financial Services for details.

If you do not contact Student Financial Services within 15 days of receiving notice and schedule your repayment, you will be turned over to the U.S. Department of Education for collection. If you are referred to the Department of Education, you will remain

ineligible for federal aid until the college receives notice from the Department of Education that you have re-established your eligibility.

Carefully read all correspondence received from WITCC in case there is a change in your financial obligation to the college or your financial aid eligibility.

If you have any question about the effect of the Return of Funds to the federal aid programs, contact Student Financial Services.

Satisfactory Academic Progress Standards for Financial Aid Recipients

Federal and state regulations require students receiving financial aid to maintain satisfactory academic progress. These standards apply to recipients of federal, state, and institutional programs administered by the WITCC Financial Aid Office. Scholarships awarded by WITCC from institutional or foundation resources are governed by criteria specific to those awards.

Satisfactory academic progress is evaluated at the end of each semester during the regular academic year. Students attending summer sessions are evaluated at the end of the second session. Satisfactory Academic Progress Standards apply to all work attempted even though a student may not have been receiving financial aid.

A student must complete his/her program within 150 percent of the amount of credits normally required to complete a degree or diploma.

A minimum 2.0 cumulative grade point average for all course work at WITCC is required. In addition, a student must complete 67% of all hours attempted at WITCC.

- 1.) Credit hours completed are:
 - a. "A" through "D-" grades
 - b. "P" passing with credits
- 2.) Incomplete credit hours are:
 - a. "F" grade
 - b. "W" grade
 - c. "X" replaced grade
 - d. "O" academic renewal
 - e. "I" incomplete
 - f. "Q" grade
- 3.) A student who withdraws from WITCC and re-enrolls at a later date will return with a financial aid status determined at the end of the semester for which he/she withdrew from WITCC.
- 4.) Transfer students may be assumed to be making satisfactory progress for the first disbursement of financial aid funds. Cumulative GPA for transfer students is based on WITCC academic work only. However, credits transferred from other institutions will be used to evaluate program completion within the 150 percent time frame. Transcripts from all previously attended post-secondary institutions may be required.

5.) **Additional Satisfactory Academic Progress Requirements for Students Receiving Department of Veterans Affairs Education Benefits.** Initially, students receiving Department of Veterans Affairs Education or Training Benefits are held to the same standards (GPA and Completion Percentage) and procedures (Filing an Academic Progress Appeal) listed above for Financial Aid Recipients. Students will be notified at the end of each semester or summer term if they are in a Warning or Not Eligible status

Period of Non Enrollment Required. In addition, the Department of Veterans Affairs regulations require a period of non-enrollment at the point a student is determined to be Not Eligible. Students have the right to appeal. If the Academic Appeal Review Committee grants your appeal, you may continue to enroll and receive benefits. You must notify the VA School Certifying Official to have your VA record reactivated.

However, should you chose not to appeal or if your appeal be denied, VA regulations require you to sit out an enrollment period, interpreted by VA to be at least an academic semester or quarter. **You may not continue to enroll, even at your own expense.**

The Department of Veterans Affairs will be notified of your Not Eligible status. This status may affect your eligibility at a new school.

Procedure for Re-Enrolling. To be readmitted after a period of non-enrollment, the student must:

- complete an application for admission
- meet with an Academic Advisor and update their Academic Plan
- submit a new Academic Progress Appeal Form detailing steps taken to meet academic progress standards

If your return appeal is granted, you must notify the VA School Certifying Official to have your VA record reactivated.

Financial Aid Warning

A student who has received financial aid is placed on financial aid WARNING the first time 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.** If a student does not meet the minimum levels by the end of the WARNING semester, the student is considered to be making unsatisfactory academic progress and is NOT ELIGIBLE for Financial Aid.

However, a student whose cumulative credits earned is 0 or whose cumulative grade point average is 0.0 will become ineligible. (See Appeal of Financial Aid Eligibility)

Notification

The Financial Aid Office notifies any student receiving financial aid who does not meet the minimum satisfactory academic progress standards by e-mail at their my.witcc.edu e-mail account.

Appeal of Financial Aid “Not Eligible” Status

Any student who loses eligibility for financial aid based on academic performance has the opportunity to appeal and explain extenuating circumstances such as death of an immediate family member, serious illness or other significant circumstances which adversely affected their academic performance to the Appeals Committee.

An appeal must be outside of the student's control, made in writing in a format provided by the Financial Aid Office and documentation supporting the extenuating circumstances must be submitted with the appeal.

An Academic Plan, signed by the student's advisor, must also be submitted with the appeal.

The decision of the committee will be final.

Types of Financial Aid

Federal Programs

Federal Pell Grants. All students should apply for this grant by completing the Free Application for Federal Student Aid (FAFSA). The grant does not need to be repaid. Grants are variable in amount depending on student eligibility, enrollment status, and federal appropriations.

Federal Supplemental Educational Opportunity Grants (FSEOG). These grants are awarded to students demonstrating exceptional financial need. The Free Application for Federal Student Aid (FAFSA) is used to apply for these grants. Students are notified of their eligibility for this grant by the Financial Aid Office. Grants are variable in amount depending on student eligibility, enrollment status, and federal appropriations.

Federal Direct Stafford Loans. A student's eligibility for the Federal Pell Grant must be determined before a Direct Loan may be processed. Submit the Loan Request Form to the Financial Aid Office online through my.witcc.edu and complete all loan eligibility requirements if you wish to borrow.

Federal Work-Study Programs. In addition to grants, students may be awarded part-time jobs funded through the Federal Work-Study Programs. Eligibility is based on financial need. Students employed under the Federal Work-Study Programs are paid monthly by check. Contact Student Financial Services for details.

State Programs

Visit www.iowacollegeaid.gov for complete details and deadlines for submitting the FAFSA.

Kibbie Grants and Iowa Vocational-Technical Tuition Grants. The Legislature of the State of Iowa sets aside funds each year to assist students who choose vocational programs at the Iowa area schools. Students must be residents of Iowa as defined in the state of Iowa Code and Policy.

All Iowa Opportunity Scholarship. This is a statewide need-based program to assist high-need Iowa residents. Recipients must demonstrate financial need

and make satisfactory academic progress to receive the award.

Students must complete the All Iowa Opportunity Scholarship online application each year by March 1, at www.iowacollegeaid.gov. Students must also file the Free Application for Federal Student Aid (FAFSAs) by March 1.

Iowa Last-Dollar Scholarship. This scholarship provides financial assistance to Iowa residents enrolled in certain career and technical education programs leading to a diploma or associate degree at Iowa community colleges and eligible private colleges and universities. Scholarships for students amount to the remaining tuition and institution-wide mandatory fees charged after other federal and state scholarships and grant aid have been awarded. Complete details available at www.iowacollegeaid.gov/lastdollar.

Education and Training Voucher (ETV) Grant. This grant program is a statewide need-based program to assist high-need Iowa residents who were in the Iowa Foster Care system. Recipients must demonstrate financial need and make satisfactory academic progress to receive this award.

Students must complete the ETV application online by March 1, at www.iowacollegeaid.gov to be considered for an award. Students must also file the Free Application for Federal Student Aid (FAFSA) by March 1.

Iowa National Guard Education Assistance Program. Grant assistance for members of the Iowa National Guard. Annual application is required. Contact your Guard unit for application procedures and deadlines or go to www.iowacollegeaid.gov.

Aid from Other States. Non-Iowa residents may be eligible for assistance from their home state. Contact the WITCC Financial Aid Office if you need to know how to contact your state agency.

Scholarships

Foundation Scholarships. The Western Iowa Tech Community College Foundation is a non-profit organization operated for charitable, scientific, and educational purposes. Students can view a complete list of Foundation Scholarships online at www.witcc.edu. Click on Scholarship under the Financial tab.

Private Loans

Private student loans (also called alternative loans) are offered by outside lenders and are not affiliated with the U.S. Department of Education or WITCC. WITCC requires students to use all Federal Grant and Direct Loan options before considering a private student loan. WITCC does not offer a preferred lender list and it is the student's responsibility to find a lender of their choice. **WITCC does not recommend private loans when federal aid options are available.**

Academic Information

Student Responsibility for Catalog Information

Each student is responsible for being familiar with the information appearing in this catalog. **Failure to read the regulations will not be considered an excuse for noncompliance.** The College reserves the right to change policies or revise curricula as necessary.

Credit for Prior Learning

With proper assessment, learning outside the classroom can be recognized as part of the educational experience. WITCC acknowledges credit for prior learning through the following methods:

- Transfer of credits with a grade of “C” or better from other post-secondary institutions. (Courses or credits over seven years old may not apply.)
- College Level Examination Program (CLEP) (see page 21) General Examinations may be used for elective credit. Subject matter tests may be substituted for appropriate equivalent courses.
- Test-out exams (see page 22)
- Departmental challenge exams
- Defense Activity for Non-traditional Education Support (DANTES) (see page 20)
- American Council on Education Credit (ACE)
- Advanced Placement (AP) program of the College Board (see page 22)
- Program for Non-Collegiate Sponsored Instruction (PONSI)
- Work experience learning
- National Certification (current)
- High School Articulation Agreements

Questions regarding Credit for Prior Learning should be directed to Enrollment Services (A300) where they will be referred to the appropriate Academic Dean.

Academic Advising

Academic Advising is “key” to the success of every degree-seeking student at Western Iowa Tech Community College. While enrolled at WITCC, students will need to connect regularly with:

1. **Faculty Advisors** – Each degree-seeking student will be assigned a faculty advisor from their respective program of study. Faculty Advisors are assigned by the 8th week of the students first term at WITCC. Students can find their faculty advisor contact information at My.witcc.edu in the Advising section of Student Planning. The faculty advisor will work directly with each student to ensure progress toward completion of the academic program, as well as registering for the correct courses in the second semester and beyond. The faculty advisor can also serve as a referral source for internships, career field connections, and industry specific information.

2. **Admissions Representatives /Career Navigator** – Admissions Representatives and Career Navigators will register students for their first semester of course work at WITCC. They will provide basic information that new students need to get started. They will also be available to assist students during their entire WITCC experience through graduation. All degree-seeking students will be assigned an Admissions Representative/Career Navigator beginning in the first term of attendance. This staff member will serve as an information and referral resource for questions related to career exploration, registration, financial aid, academic tutoring, resume writing, interview skills, just to name a few.

Academic success and degree completion is dependent upon the team effort of the student, faculty advisor, admissions representative/career navigator, and other faculty during the course of enrollment at WITCC.

Role of the Student in Advising – The role of the student is to:

- a. Consult with the faculty advisor at least once per semester to ensure that progress in the designated program of study is in line with the students plan and timeline for graduation. Students will be expected to make an appointment with the faculty advisor or attend group advising meetings within their respective program of study department if sessions are provided. Students should develop a plan of study in Student Planning on MyWIT.
- b. Consult with the assigned Admissions Representative/Career Navigator at least once per semester to ensure that the program of study and all student record and financial aid information is accurate and up-to-date. The student should set this appointment a minimum of one month prior to the end of each term in order to plan for the upcoming term.

Role of the Faculty Advisor – The role of the faculty advisor is to:

- a. Be available for scheduled appointments with the student each semester to assess progress toward completion of the requirements for the degree program.
- b. Serve as a resource for industry specific career related questions the student may have.

Role of the Admissions Representative/Career Navigator –

- a. Be available for scheduled appointments with the student each semester to ensure that the program of study, student record related items, and financial aid are accurate and up-to-date.
- b. Be a referral source to assist students in addressing individual barriers and making

the best use of College resources to ensure completion of the program of study.

Policy for Prerequisite Courses

Students are responsible for meeting prerequisites before enrolling in a course. An Academic Dean or chair may waive course prerequisites for demonstrated course equivalency and/or achievement of the course competencies. Contact the Academic Dean/Chair or Registrar for the appropriate form. A grade of C (2.0) or better is required for prerequisites in some professional courses (such as health occupations programs); a passing grade is required for prerequisites in general education courses. Some state and national accrediting agencies may require certain departments to have higher minimum standards.

Independent Study Courses

Independent study courses are defined as WITCC college credit courses that may be taken by a student on an independent study basis due to special circumstances.

A course that is taken on an independent study basis must be a WITCC college credit course that is listed in the college catalog and is required for a student's program of study. A student enrolled in an independent study course must complete the same course requirements as when it is offered in a traditional class format.

An independent study course will have the same course prefix and number as other similar courses; however, a special section number will be assigned. To register for an independent study, a student must complete a Request for Independent Study form which is available from Academic Deans or Chairs. All academic and registration policies and procedures for college credit courses are applicable to independent study courses.

Transcript Request Information

Order online 24/7. Go to www.witcc.edu/onestop/transcripts.cfm.

- There is a \$5 charge for each transcript, so have your payment method ready.
- You can choose Electronic or Mail delivery. Electronic can be processed immediately. Mail can take up to ten business days to receive.
- You can request one of three processing options:
 1. Send Now: Will send immediately regardless of grades being posted or pending graduation. What you have transcribed at the moment you submit the request is what will be included.
 2. After Grades: Will wait until this semester's grades have been issued before sending.
 3. After Degree: Will wait until your degree has been awarded for the current term before sending.

- If you need assistance, please contact the National Student Clearinghouse's transcript ordering service at 703-742-7791 or transcript@studentclearinghouse.org for assistance.

Student Classification

Students taking 12 credit hours or more are classified as full-time students during each semester, fall, spring, and summer. Students who take less than 12 credit hours per semester are classified as part-time students.

Grades

Unit of Credit

Each course carries academic credit based on the total contact hours and the method of instruction. Units of credit are used in determining student grade point averages.

Grading System

Students enrolled in credit courses will be graded by the following letter-grade and point system. These represent various levels of accomplishment and grade points earned.

| Grade | Description | Grade Points per cr. value |
|-------|--|-------------------------------|
| A | Excellent achievement. | 4 |
| A- | | 3.67 |
| B+ | | 3.33 |
| B | Above average achievement. | 3 |
| B- | | 2.67 |
| C+ | | 2.33 |
| C | Average achievement. | 2 |
| C- | | 1.67 |
| D+ | | 1.33 |
| D | Below average achievement. | 1 |
| D- | | 0.67 |
| F | Failing. Course requirements have not been met. | 0 |
| I | Incomplete. Work acceptable but incomplete. | Not computed |
| P | Pass. Acceptable work in course taken as Pass/Fail | Not computed |
| Q/NP | Failing. Course requirements not met in course taken as Pass/Fail. | Not computed |
| W | Withdrawal. | Not computed |
| N | Audit. | Not computed |
| AW | Administrative Withdrawal. | Not computed |
| O | Academic Renewal. | Not computed |
| T | Credit granted by testing. | Not computed |
| L | Credit granted for prior learning. | Not computed |
| X | Course repeated. | Not computed |

Grade Point Average

The cumulative grade point average (GPA) is determined by dividing the total number of grade points earned by the total number of credits in those courses taken at Western Iowa Tech Community College. Grades that

do not carry points are not included in the grade point average.

The semester cumulative grade point average is determined by dividing the total number of grade points earned in a semester by the total number of credits in those courses.

Students with a cumulative GPA of 3.5 or higher will be given special recognition during graduation ceremonies for their outstanding achievements. Honors are also noted on the student's official transcript.

Grade Reports

No grade reports will be mailed to the student's home address. The student may access grades via MyWIT Student Planning at my.witcc.edu.

Repeating a Course

Students may wish to repeat a previously taken course. Both courses will be shown on the permanent transcript. Only the **latest** grade will be computed in the cumulative grade point average.

Veterans should consult with the Veteran's Advisor in Enrollment Services before repeating any course.

Academic Renewal

Academic renewal permits the removal of credit hours and grades for one or two semesters from a student's grade point average to allow for improvement of the student's cumulative GPA.

A student may be granted academic renewal only one time. A student must have completed 12 semester credit hours with a minimum grade point average of 3.00, or 24 semester credit hours with a minimum grade point average of 2.50 following the term(s) for which renewal is sought.

Courses and grades, which are granted academic renewal, will remain on the student's official transcript, but will be marked with an "O." These hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award are not eligible for Academic Renewal.

Students who are granted academic renewal may be required to pay back some or all benefits received for those courses and terms for which veteran's benefits or financial aid was received.

Auditing a Course

A student who audits a class is required to pay tuition and other required fees. To audit a class, a student must complete the Audit Permit form within ten (10) days after the class starts. Students who audit a class will receive a grade of "N" but will receive no credit.

Electing Pass/Fail

Some courses may provide an option for students to take a course in a Pass/Fail format. To enroll in a course as pass/fail, students must notify the Registrar within ten (10) days from the start of the course. Students will receive either a P (pass) or Q (fail) on their official

college transcript. This is not available for all courses and students should confer with advisors regarding the impact of Pass/Fail election on their Grade Point Average (GPA) and program requirements.

Incomplete Grades

To receive an Incomplete ("I") grade, students must contact their instructor prior to the end of the semester requesting a grade of incomplete. The instructor must complete an Incomplete Grade Contract form. Instructors may assign incomplete grade ("I") only when a student who is doing ACCEPTABLE course work and is unable to complete the course because of an illness or other extenuating circumstances, i.e., military service, hardship, or death in the immediate family.

A student shall have until the end of the next regular semester following receipt of the "I" to meet the conditions of the contract. If the student fails to do so, the "I" will be changed to an "F" grade.

Attendance

Students are expected to attend all sessions of classes for which they are enrolled. Absences do not excuse the student from meeting the course requirements and the student must take the initiative in making up any missed work as permitted by the instructor. Each instructor will provide policies concerning course attendance. Students who require an extended leave of absence due to extenuating circumstances should communicate directly with their instructors.

Attendance and participation in courses, both on-campus and online, will be monitored and tracked by instructors and advisors. The college may administratively withdraw any student who fails to attend or participate in an on-campus or online course for 14 calendar days. Lack of attendance or participation may also negatively impact the student's eligibility to receive federal financial aid or may require that funds previously received by the student be returned to the federal aid program. Students who are administratively withdrawn from their courses are responsible for all costs associated with the academic term and will not be allowed to continue to reside in on-campus housing.

Scholastic Recognition

Scholastic recognition is available to students who have completed 12 or more graded semester credits during the fall, spring, or summer semesters. Students are eligible for the following academic honors.

1.) President's List GPA = 4.0000

2.) WITCC Scholar List GPA = 3.5000-3.9999

This scholastic recognition is announced early by the Dean of Students in the following semester.

Students with a cumulative GPA of 3.5 or higher will be given special recognition during graduation ceremonies for their outstanding achievements. Honors are also noted on the student's official transcript.

Honors Program

The WITCC Honors Program consists of intensified course instruction. Faculty and students select a project within the scope of the course for further research or performance. The student completes the project under the tutorial leadership of the course instructor. The student must also achieve a grade of “A” in the class to receive Honors (H) recognition on the transcript and at graduation.

Phi Theta Kappa Honor Society

WITCC students can earn scholastic recognition through membership in Phi Theta Kappa (PTK), the honor society for two-year colleges. The College chapter, Beta Zeta Mu, provides opportunities for campus and community service, leadership development, and scholarships. Students who qualify for membership, join, and maintain eligibility may wear the PTK gold stole at graduation and have the PTK seal affixed to their diplomas.

The PTK member becomes part of the international organization that offers national scholarships, a study abroad program, and opportunities for honors study.

To be eligible for membership, WITCC students must be in an associate degree program and have earned 12 credit hours or more with a GPA of 3.5 or higher. For further information about Phi Theta Kappa, phone (712) 274-8733, ext. 2884.

Academic Awards

Western Iowa Tech Community College grants Degrees, Diplomas and Certificates to those individuals who successfully complete programs of study in Liberal Arts, Science, Business, Vocational, Technical and Health Sciences.

General Education

Philosophy

Western Iowa Tech Community College’s general education provides breadth of learning to the community college experience. General Education imparts common knowledge, promotes intellectual inquiry, and stimulates the examination of different perspectives, thus enabling people to function effectively in a global and changing world.

General Education is not directly related to an individual student’s technical, vocational, or professional field, but prepares a student to meet personal, social, and lifelong learning needs.

Goals

Upon successful completion of any degree program, the student should be able to:

1. Communicate effectively
 - a. Utilize current information technology specific to the discipline/program

- b. Write and/or speak using organized, clear and grammatically correct language, appropriate to purpose and audience
2. Reason quantitatively, and/or qualitatively
 - a. Demonstrate mathematical concepts including data analysis and interpretation, use of formulas, etc.
 - b. Summarize participant observations, focus groups, open-ended surveys, etc.
3. Think critically and demonstrate information literacy
 - a. Identify and locate information through application of relevant research
 - b. Evaluate information for credibility and relevancy
 - c. Analyze, integrate and synthesize knowledge and draw conclusions from complex materials and facts
4. Demonstrate social responsibility
 - a. Identify the relationships between current and historical events
 - b. Collaborate with others in a team environment
 - c. Examine the impact of diversity within local and global communities
 - c. Examine, analyze and discuss ethical issues

Graduation

Application for Graduation

Students who plan to receive a degree, diploma, or certificate must file an Application for Graduation with Enrollment Services by the filing deadline set for that semester. Submit the application on mywitcc.edu (Academics Tab).

Requirements for Graduation

All degrees, diplomas, and certificates earned at WITCC are based upon the successful completion of a specific prescribed program of study. Refer to the appropriate section in the College catalog for the requirements of each program. It is the student’s responsibility to check the transcript prior to the last semester of study and finalize any transfer of credit to ensure that all the requirements for graduation are met. Students may request a degree audit at any time.

Effective Catalog

The catalog in use during a student’s first enrollment in the College normally is used in determining completion of graduation requirements. The effective catalog may not be more than six years old at the time of graduation. A student may elect to meet the requirements of any subsequent catalog published during the six-year period, including the current year. This election must be made when the student files a graduation application.

A student who has a break in enrollment in the College for two or more consecutive semesters, excluding

summer sessions, is readmitted to the College under the catalog program requirements in effect at the time of readmission. The College reserves the right to make necessary course and program changes in order to meet current educational standards.

When a decision is made to inactivate a program, students that currently have that program declared as their major will be notified. Those students will be given an opportunity to complete that program within the next year. Course's will not continue to be offered beyond one year to complete inactivated programs.

Graduation Ceremony

Students are encouraged to participate in the formal commencement ceremony upon completion of their requirements for degree or diploma. Dates of the graduation ceremony are included in the College Calendar.

Transfer Agreements/Colleges and Universities

Western Iowa Tech Community College maintains formal transfer agreements that help ensure that associate degree graduates may transfer a maximum number of credits into a baccalaureate program. Final decisions regarding acceptance at the transfer institution rest solely with that institution. For example, a grade of "D" will rarely transfer if it is earned in a student's major, and in certain cases, a "D" grade will not transfer under any circumstance. It is very important that students who plan to transfer after completing their studies at WITCC, consult the college of their choice as early as possible in their academic program.

In addition to the formal articulation agreements, many four-year institutions articulate courses with WITCC students upon evaluation of the student's transcript.

A list of current transfer agreements and links to transfer guides is available at www.witcc.edu/onestop/transferring.cfm

Guaranteed Quality of Education

Western Iowa Tech Community College believes in the quality of its faculty and staff, and in the quality of instruction and technical skill competencies the College provides to students. As an expression of confidence in this belief, WITCC has established guidelines to guarantee its graduates the technical skill competencies expected by employers and the transferability of baccalaureate oriented course credits to receiving four-year colleges and universities.

A copy of the complete guarantee statement is available on request from Enrollment Services.

Defense Activity for Non-Traditional and Education Support (DANTES)/DSST Subject Standardized Tests* and WITCC Equivalent Courses

| Title | Min. Score | Credit Awarded | WITCC Equivalent Course | |
|---|------------|----------------|-------------------------|-------------------------------------|
| MATHEMATICS | | | | |
| Fundamentals of College Algebra | 400 | 4 | MAT 121 | College Algebra |
| Principles of Statistics | 400 | 3 | MAT 156 | Statistics |
| SOCIAL SCIENCE | | | | |
| Foundations of Education | 400 | 3 | EDU 210 | Foundations of Education |
| Art of the Western World | 400 | 3 | ART 101 | Art Appreciation |
| Human/Cultural Geography | 400 | 3 | GEO 121 | World Regional Geography |
| Lifespan Developmental Psychology | 400 | 3 | PSY 121 | Developmental Psychology |
| General Anthropology | 400 | 3 | ANT 105 | Cultural Anthropology |
| Criminal Justice | 400 | 6 | CRJ 133 | Constitutional Criminal Procedure & |
| | | | CRJ 100 | Introduction to Criminal Justice |
| PHYSICAL SCIENCE | | | | |
| Astronomy | 400 | 3 | PHS 142 | Principles of Astronomy |
| Health and Human Development | 400 | 3 | PEH 102 | Health |
| Environment and Humanity: The Race to Save the Planet | 400 | 3 | ENV 949 | Env Sci – Special Topics |
| BUSINESS | | | | |
| Principles of Finance | 400 | 3 | FIN 130 | Principles of Finance |
| Personnel/ Human Resource Management | 400 | 3 | MGT 170 | Human Resource Management |
| Principles of Supervision | 400 | 3 | MGT 130 | Principles of Supervision |
| Introduction to Business | 400 | 3 | BUS 102 | Introduction to Business |
| Personal Finance | 400 | 3 | FIN 121 | Personal Finance |
| APPLIED TECHNOLOGY | | | | |
| Technical Writing | 400 | 3 | COM 723 | Workplace Communications |
| HUMANITIES | | | | |
| Ethics in America | 400 | 3 | PHI 105 | Introduction to Ethics |
| Introduction to World Religion | 400 | 3 | REL 101 | Survey of World Religions |
| Principles of Public Speaking (Speech Required)* | 400 | 3 | SPC 112 | Public Speaking |

* In addition to a minimum score of 400 on the multiple-choice test, an examinee must also receive a passing grade on the recorded speech.

College-Level Placement Tests (CLEP) Subject Examinations and WITCC Equivalent Courses

| Department and CLEP Test | Min. Score | Credit Awarded | WITCC Equivalent Course | |
|--|------------|----------------|-------------------------|---|
| COMPOSITION AND LITERATURE | | | | |
| American Literature | 50 | 6 | LIT 110 | American Literature to Mid-1800's AND |
| | | | LIT 111 | American Literature Since Mid-1800's |
| Analyzing and Interpreting Literature | 50 | 3 | LIT 101 | Introduction to Literature |
| English Literature | 50 | 6 | LIT 140 | British Literature I AND |
| | | | LIT 141 | British Literature II |
| Freshman College Composition | 51 | 3 | ENG 105 | Composition I |
| Humanities | 50 | 3 | HUM 101 | Introduction to Humanities |
| FOREIGN LANGUAGES** | | | | |
| College Level French Language | 50 | 8 | FLF 141 | Elementary French I AND |
| | | | FLF 142 | Elementary French II |
| College Level German Language | 50 | 8 | FLG 141 | Elementary German I AND |
| | | | FLG 142 | Elementary German II |
| College Level Spanish Language | 50 | 8 | FLS 141 | Elementary Spanish I AND |
| | | | FLS 142 | Elementary Spanish II |
| College Level Spanish Language | 63 | 6 | FLS 231 | Intermediate Spanish I AND |
| | | | FLS 232 | Intermediate Spanish II |
| HISTORY AND SCIENCES | | | | |
| American Government | 50 | 3 | POL 111 | American National Government |
| History of the U.S. I: Early Colonization to 1877 | 50 | 3 | HIS 151 | U.S. History to 1877 |
| American History II — 1865 to the Present | 50 | 3 | HIS 152 | U.S. History Since 1877 |
| Introduction to Educational Psychology | 50 | 3 | PSY 281 | Educational Psychology |
| Introductory Psychology | 50 | 3 | PSY 111 | Introduction to Psychology |
| Human Growth and Development | 50 | 3 | PSY 121 | Developmental Psychology |
| Principles of Macroeconomics | 50 | 3 | ECN 120 | Principles of Macroeconomics |
| Principles of Microeconomics | 50 | 3 | ECN 130 | Principles of Microeconomics |
| Introductory Sociology | 50 | 3 | SOC 110 | Introduction to Sociology |
| Western Civilization I: Ancient Near East to 1648 Modern | 50 | 3 | HIS 110 | Western Civilization: Ancient to Early |
| Western Civilization II: 1648 to Present | 50 | 3 | HIS 111 | Western Civilization: Early Modern to Present |
| SCIENCE AND MATHEMATICS | | | | |
| Calculus with Elementary Functions | 50 | 3 | MAT 211 | Calculus I |
| College Algebra | 50 | 3 | MAT 121 | College Algebra |
| Precalculus | 50 | 3 | MAT 129 | Pre Calculus |
| Chemistry | 50 | 4 | CHM 122 | Introduction to General Chemistry |
| BUSINESS | | | | |
| Information Systems and Computer Applications | 50 | 3 | BUS 179 | Information Systems |
| Principles of Management | 50 | 3 | MGT 101 | Principles of Management |
| Principles of Accounting | 50 | 8 | ACC 131 | Principles of Accounting I AND |
| | | | ACC 132 | Principles of Accounting II |
| Introductory Business Law | 51 | 3 | BUS 185 | Business Law I |
| Principles of Marketing | 50 | 3 | MKT 110 | Principles of Marketing |

* Scaled scores are equivalent to the 50th percentile (national norms).

** A single Spanish or German test covers material normally learned during the first four semesters of college level study. The amount of credit received depends upon test scores as indicated.

Advanced Placement (AP) Examinations by the College Board and WITCC Equivalent Courses

| AP Examination | Min. Score | Equivalent WITCC Course | Credit Hours Awarded |
|--------------------------------|------------|-------------------------|----------------------|
| ART | | | |
| Art History | 3 | ART 203 | 3 |
| | 5 | ART 203 and 204 | 6 |
| Studio Art – Drawing | 3 | ART 133 | 3 |
| BIOLOGY | | | |
| Biology | 3 | BIO 116 and BIO 117 | 8 |
| CHEMISTRY | | | |
| Chemistry | 4 | CHM 166 | 5 |
| | 5 | CHM 176 | 10 |
| ECONOMICS | | | |
| Macroeconomics | 3 | ECN 120 | 3 |
| Microeconomics | 3 | ECN 130 | 3 |
| ENGLISH | | | |
| English Language | 3 | ENG 105 | 3 |
| English Literature | 3 | LIT 101 | 3 |
| FOREIGN LANGUAGE | | | |
| French Language | 3 | FLF 141 and 142 | 8 |
| German Language | 3 | FLG 141 and 142 | 8 |
| Spanish Language | 3 | FLS 141 and 142 | 8 |
| Spanish Literature | 4 | FLS 141, 142, 231, 232 | 14 |
| GOVERNMENT and POLITICS | | | |
| American Government | 3 | POL 111 | 3 |
| Comparative Government | 3 | POL 125 | 3 |
| HISTORY | | | |
| European History | 3 | HIS 110 and 111 | 6 |
| American History | 3 | HIS 151 and 152 | 6 |
| Human Geography | 3 | GEO 121 | 3 |
| MATHEMATICS | | | |
| Calculus AS | 4 | MAT 211 | 5 |
| | 5 | MAT 211 and 217 | 10 |
| Statistics | 3 | MAT 157 | 4 |
| PHYSICS | | | |
| Physics B | 3 | PHY 162 | 4 |
| | 5 | PHY 162 and 172 | 8 |
| PSYCHOLOGY | | | |
| Psychology | 4 | PSY 111 | 3 |
| COMPUTERS | | | |
| Computer Science | 3 | CSC 116 | 3 |

Test-Out Opportunities

Business Department Test-Outs:

| | |
|---------|-----------------------------|
| ACC 261 | Income Tax Accounting |
| ADM 105 | Introduction to Keyboarding |
| ADM 131 | Office Calculators |
| BCA 115 | Internet Basics |

Tests for the above courses may be taken once each semester in the Testing Center. Contact the Testing Center for an appointment.

General Test-Out:

| | |
|---------|---------------------------|
| SDV 153 | Pre-employment Strategies |
|---------|---------------------------|

The test-out is given only once each semester.

Contact the secretary for the Associate Dean for Career and Technical Education in room B104 for more details.

Math Department Test-Out:

| | |
|---------|--------------|
| MAT 772 | Applied Math |
|---------|--------------|

The test-out of MAT 772 is available anytime before the term begins and closes 14 calendar days after the term begins. Students must coordinate the MAT 772 test-out directly with the Comet Learning Center staff. Students may attempt the MAT 772 test-out only once. See the Math Department or the Comet Learning Center for more details such as procedure to sign up, costs, and times available to test.

Student Services and Activities

Western Iowa Tech Community College offers a variety of student services. Professionally trained staff and counselors are accessible to all students.

Career Services

Career Planning

The Career Services Center is located in Enrollment services on the Sioux City Campus and is available to all WITCC prospective/current students and alumni. Career Exploration sessions assist individuals who are undecided about their career options to find direction in a career path. Career Explorations, resume writing, resume review, job search tips, interview tips, and phone and live mock interview sessions are services available to students throughout the year. Career Fairs with employers on the Sioux City campus are hosted each Fall and Spring. Several services are also available on WITCC branch campuses. Contact the Director at each branch campus for more information.

Transfer Information

College catalogs and transfer information for four-year colleges and universities are located in Enrollment Services. Transfer representatives from regional colleges visit WITCC regularly to provide information to students pursuing a baccalaureate degree. Please ask for further details at the front desk in Enrollment Services.

Student Services at Branch Campuses

Arrangements for career counseling, tutoring, and other student services are available at the branch campuses upon request. Contact the Director at each branch campus as to how to access the requested services.

Student Housing and Residence Life

WITCC's student housing is located on the Sioux City Campus, within short walking distance of all campus buildings. Prairie Place and Bur Oak Suites offer private bedrooms in suite-style living quarters. The Sun Ridge Court offers apartment-style living. Please contact the student housing office at (712) 274-6417 for further details or questions.

Campus Bookstore

The WITCC Bookstore is located across from the Overlook Cafeteria. Students may purchase textbooks, supplies, clothing and novelty items at the bookstore or order them online for delivery or pick-up at bookstore.witcc.edu. Bookstore hours and return policies can also be found on the website.

Payment for bookstore merchandise is due at the time of the purchase. Accepted methods of payment are cash, check, VISA, MasterCard, and Discover. Students sponsored by an agency (JTP, DVRS, Promise Jobs, etc.) must have a written authorization from the agency before charges can be processed. Students

receiving federal grants can charge against the balance remaining after tuition and fees. Sponsored students and students with federal grants can begin charging one week before the semester begins.

Rather than a physical textbook, some courses use digital content embedded into the course to provide an adaptive learning platform that minimizes the cost of the textbooks required for students. Costs of the digital content varies and is charged to the student through a course fee associated with the course. There is no tangible item that must be purchased through the bookstore.

If a student does not want to utilize this content, the student may opt-out and receive a refund on the charged fee. Opt-outs are only accepted within the first 10 days of the course and must be requested through the bookstore. Access to the digital materials are then removed and the student is responsible to find the required course materials by other means.

Book Return Policy

1. You **MUST** have your receipt for any returns.
2. Fall and Spring Semesters: Textbooks must be returned within two weeks from the start of class for a full refund. Summer Semester: Textbooks must be returned within one week from the start of class for a full refund. Textbooks must be in the same condition as when purchased for full refund. Books **CANNOT** be returned if written or highlighted in. Books with shrink wrap **CANNOT** be returned if removed from wrap.
3. Clothing must be returned within two weeks of the dated receipt and in new condition. Supplies cannot be returned.
4. Defective products should be returned immediately for refund or exchange.
5. A "Used Book Buyback" is usually held during the last week of each semester. Dates and times will be posted at all locations. Books are purchased for a "used book" wholesaler. Prices are based on national demands and resale value.

Student Activities and Special Services

Student Government

Student Government is a campus-wide student-run organization composed of students working together to promote cooperation and communication among the administration, the faculty, and student body. Student Government is responsible for all recreation, social, and entertainment events that occur. They plan and coordinate activities on- and off-campus such as movie nights, treat days, GLOW, and much more in Student Government meetings.

Student Organizations and Clubs

Students are encouraged to participate in one or more of the many student organizations. Several are associated with particular academic programs of study. Hobby interest clubs are also available depending on student interest. Each group must have a college advisor and must be chartered by Student Government.

Student Activities

The Student Activities Office plans and coordinates a variety of special activities that involve community service activities, music groups, comedians, picnics, dances, club sports, and various trips.

Student Center

A 40,000 square foot gymnasium and well-equipped fitness center are available for students and staff to use as well as rooms for classes and meetings.

Student Insurance

Western Iowa Tech Community College does not have a compulsory insurance plan, but the college recommends that students enroll in a voluntary group accident and/or health insurance plan, available through commercial insurance companies. If students are enrolled as a member of a family health or hospital related plan, students should check to see at what age that coverage ends.

Counseling

Group and individual counseling sessions for students who are questioning their career options or coping with personal issues are available with the college counselor located in Enrollment Services.

Testing Center

Types of tests administered:

- ALEKS Math Assessment (PPL)
- College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES). These are national tests that can be taken to show proficiency in a subject and receive college credit for that topic.
- High School Equivalency Tests (HiSET®)
- VUE Tests
 - Cisco
 - Comp TIA
- Make-up tests for WITCC classes
- Online class tests
- Transportation Security Administration (TSA)
- Other community requested testing

Assessment

The ALEKS Math Assessment may be required of students entering General Studies programs and/or courses as well as those programs with designated ALEKS cut scores. Individual interpretation of the results is provided. Check with an Advisor for assessment requirements and referral to the Testing Center.

Learning Achievement Center

The Learning Achievement Center houses the Comet Learning Center, High School Equivalency Program, Library, and TRIO Student Support Services.

Library

Visit your WITCC Library in the Kiser Building (south of the Bookstore/Cafeteria area) or virtually at www.witcc.edu/library. You will find us in the Learning Achievement Center where you see the beautiful flags from around the world that emulate many of the countries our students come from. Our library is set up as a large open area for group study. If you need a quiet area to study, contact one of the staff. We are open Monday-Thursday 7:30 a.m. – 6:00 p.m.; Friday 7:30 a.m. – 5:00 p.m.; Saturday 8:00 a.m. – 12:00 p.m. and are closed on Sunday. Hours do vary during summer, breaks, and holidays. Watch for signs on the doors and my.witcc.edu for any changes in the college schedule.

The Sioux City Libraries treat each other's students as our own. As part of the library cooperative, your WITCC ID will allow you to check out materials at Briar Cliff, Mercy Medical, Morningside College, Sioux City Public and the St. Lukes Libraries. You will need to bring your WITCC ID to that library along with some proof of address.

As part of the worldwide Interlibrary Loan cooperative, WITCC can borrow materials for your use, from around the world. These Interlibrary Loans can be created through one of our databases called First Search, Ebsco database articles that are not full-text and paper request form that are available in the library.

To check out materials, bring your Student ID which can be obtained for free in the Enrollment Services area. Assistance is available at our front desk, by calling 712-274-8733 ext. 1239, or by emailing library@witcc.edu.

Our databases and other electronic resources are available to be used from home, 24 hours a day, 7 days a week. Access to the databases from off campus requires a username and password. The username is always library but the password changes each semester. The username and password can be found in the announcements section on <https://my.witcc.edu> or by asking any library staff.

We carry brochures on the card catalog and database usage. The databases are filled with scholarly and popular press full text articles, eBooks, encyclopedias, videos, court cases, sample tests, tutorials, downloadable books and audiobooks, employment aids, veteran support tools, help learning other languages, and so much more.

Comet Learning Center

Tutoring The Comet Learning Center, located in the Learning Achievement Center, provides drop-in tutoring services in various subject areas. No appointment is necessary. Individual tutor schedules are posted each semester. The Comet Learning Center employs both

peer and professional tutors. Tutoring services are offered free of charge.

Supplemental Instruction The Comet Learning Center coordinates Supplemental Instruction sessions for select courses each semester. These sessions take place outside of class time and offer students an opportunity to review important material in a group setting with a qualified Supplemental Instruction Leader (student who has previously mastered the course material). Students who participate in the free Supplemental Instruction sessions have historically outperformed other students in the class.

Open Computer Lab

The Open Computer Lab is equipped with a few computers. Each computer has software to support the WITCC curriculum and each provides access to the internet. Each student who is enrolled in college credit courses and who has no outstanding financial obligations to WITCC is assigned a login. The login allows the student to use the computers in the Open Computer Lab and WITCC classrooms.

High School Equivalency Diploma (HSED) Preparation

The HSED program is designed to improve literacy skill levels in reading, writing, math, problem solving, and other literacy skills. The HSED diploma is a goal of many of the adult learners. Learners progress at their own pace using a variety of resources including print materials and computer-aided instruction. HSED classes are located in A424.

English Language Learners (ELL)

The ELL program is designed to improve the skill levels of English language learners in speaking, listening, writing, and reading. Classes progress from basic through advanced English literacy. Classroom instruction, supplemented by computer-aided instruction, is competency-based with emphasis on life and employability skills.

ELL classes are located in the Corporate College, B152.

Disability Services

It is Western Iowa Tech Community College's policy not to discriminate against individuals with disabilities and to provide reasonable accommodation(s) to qualified applicants and students. Although this policy primarily describes accommodations that allow persons with disabilities to apply for admission and participate in education programs, courses, services and activities, the policy also applies to accommodations that would allow applicants or students with disabilities to enjoy equal benefits and privileges of education as enjoyed by other applicants or students.

Persons with documented disabilities may request reasonable accommodations. The student should indicate the nature of the disability and identify specific needs and/or requested accommodations. The student

is responsible for providing documentation of the disability.

Approved accommodations may include interpreters; alternative testing, color-coded materials, large print copies, and assistive technology may be made available as needed.

The Disability Services Coordinator is located in Enrollment Services, Room A323, and can be reached by calling (712) 274-8733, ext. 3216.

The Kurzweil Reader is available to all WITCC students and is also located in the WITCC Computer Lab.

See College Policies, page 34 for additional information.

Scope of Potential Reasonable Accommodations

- A. Upon request, and with appropriate documentation, Western Iowa Tech Community College is prepared to adjust the admissions process or the educational environment to make reasonable accommodations to qualified applicants and students with disabilities.
- B. Upon request and with approved documentation, reasonable accommodations may include but are not limited to: a) making existing academic facilities used by students and the public readily accessible to and usable by individuals with disabilities; b) adjusting when and how academic or technical requirements are met or performed; c) adjusting admission and performance tests, educational materials, or policies; d) allowing readmission upon review and evaluation; e) providing or arranging counseling services; f) providing readers, interpreters, written materials in alternative formats, and other auxiliary aids and services; g) adjusting the manner and method of instruction and testing; h) allowing applicants or students to make use of equipment or devices that the College is not required to provide. The College does not assume coordination or financial responsibilities for attendant care services.
- C. Each request will be evaluated on a case-by-case basis. An accommodation is not considered reasonable when: a) the accommodation would fundamentally alter the nature of the program, course, service, and/or activity; b) the individual is not otherwise qualified to meet the academic and technical standards required for admission or participation in an education program, course, service and/or activity; c) the accommodation would cause an undue financial or administrative burden on the College; or d) the individual poses a direct threat to the health or safety of self, or others.
- D. Reasonable accommodation does not negate requirements for successful completion of a program, course, service, and/or activity, adherence to generally acceptable standards of behavior and the College's code of conduct, not adherence to administrative and faculty directions and instructions.

Request for Reasonable Accommodation

- A. If an accommodation would result in any expense to the College, the applicant or student must submit a formal request to the Disability Services Coordinator describing the nature of the requested accommodation. The applicant or student should indicate the nature of the disability and identify specific needs or limitations. The applicant or student is responsible for providing documentation of the disability to the Disability Services Coordinator.
- B. The applicant or student shall identify any specific accommodations that have been successful in the past and any equipment, aids, or services that the applicant or student is willing to provide and utilize.

Disability 504 Accommodation Plan

Once a student's file is completed with the Coordinator of Disability Services will provide a written 504 plan that the student will take to instructors which verifies the student's eligibility and includes recommendations for appropriate accommodations. It is the student's responsibility to discuss the 504 accommodation plan with each instructor as early in the semester as possible. Instructors provide their acknowledgement of the accommodation plan with their signature. If the classroom instructor is unable to provide reasonable accommodation or if the student's request is refused by the instructor, the student may request advocacy services from the Coordinator for Disability Services located in Room A323 or may be contacted by phone at (712) 274-8733, Ext. 3216.

Applicants or Students Who Refuse Reasonable Accommodation

Applicants and/or students with disabilities have the right to refuse an offer of an accommodation. If the refusal of an offer of an accommodation results in the individual's inability to perform or meet the admission or participation standards for a program, course, service, or other activity, then that individual will not be considered a qualified individual with a disability and may be denied admission or participation accordingly, as deemed appropriate by the College.

Appeals of Accommodations

A student who disagrees with the College's decision to refuse a requested accommodation may appeal the decision to the Dean of Students of Western Iowa Tech Community College. The decision of the Dean of Students will be final.

A complete copy of the Policy of Nondiscrimination can be obtained from the Dean of Students or its designee.

Special Programs

TRiO Student Support Services Program

TRiO Student Support Services is an equal opportunity, federally funded program designed to provide opportunities that will increase a student's chances for success in college. Services offered through TRiO-SSS are available to all eligible participants free of charge.

Students will receive the guidance and encouragement needed to successfully complete their studies at WITCC and transfer to the four-year college of their choice.

Services unique to TRiO Student Support Services students include:

- Summer Bridge Program for incoming freshmen
- Free tutoring, including computer-aided instruction
- Exposure to cultural events and experiences
- Campus visits to four-year institutions
- Transfer assistance
- Personal, academic, and financial aid advising
- Peer Mentoring Program

To find out if you are eligible, contact the TRiO Student Support Services program at WITCC at (712) 274-8733—Sioux City ext. 3247, Denison ext. 2636, Cherokee ext. 2416—and make an appointment to meet with one of the staff; or stop by the office, located in The Comet Learning Center.

WITCC also administers the TRiO Educational Talent Search and the Upward Bound TRiO programs. These programs help prepare middle school and high school youth for college.

Vocational Rehabilitation Services

The Division of Vocational Rehabilitation Services of the Iowa Department of Education assists individuals who have a physical or mental impairment which constitutes or results in a substantial impediment to employment for that individual.

Specific eligibility requirements are available from the Rehabilitation Counselor located in the Enrollment Services Office. For more information, contact the Vocational Rehabilitation Counselor at (712) 274-8733, ext. 1254.

Job Training Partners (JTP)/Workforce Investment and Opportunity Act (WIOA) Services

Job Training Partners administers the WIOA services in the Region 12 area in Iowa. The Workforce Investment and Opportunity Act (WIOA) programs serve low-income adults, dislocated workers, and disadvantaged, low-income youth. Participants can obtain assistance to earn a HSED; receive assistance in creating a quality resume, cover letter, and thank-you notes; receive personalized career development and job search assistance; and in some cases receive funding assistance to complete an educational program.

Eligible participants may qualify for support services such as dependent care and transportation during an educational program. Job Training Partners' staff provides individualized career development, case management, and employment services to participants who are enrolled in WIOA services. Low income adults and youth must reside in Region 12 in order to be eligible for services. Dislocated workers may be eligible for WIOA services if the employer from which they were dislocated is based in one of the five counties in Region 12. Under certain circumstances, WIOA services

may be provided to a resident of Region 12 who was dislocated from an employer in a neighboring state.

Job Training Partners, which houses WIOA low income adult, dislocated worker, and youth services, is located in Room A325. You can reach Job Training Partners at (712) 274-6401.

Student's Rights and Responsibilities

Western Iowa Tech Community College students are both citizens and members of the academic community. As citizens, students enjoy the same freedom of speech, peaceful assembly, and the right to petition that other citizens enjoy. As members of the academic community, they are subject to the obligations which are theirs by virtue of this membership.

The College expects its students to conduct themselves in such a way as to reflect credit upon the institution they represent. There are two basic standards of behavior required by all students: a) They shall not violate any board policy, municipal, state, or federal law; b) nor interfere with or disrupt the orderly educational processes of the College. Students are not entitled to greater immunities or privileges before the law than those enjoyed by other citizens generally.

Western Iowa Tech Community College is an institution dedicated to helping students identify and achieve realistic goals through excellent educational opportunities. The administration and staff of the College promote responsible participation and high achievement as the goal for our students. In working toward this goal, the College acknowledges the rights of students. As a WITCC student you should be aware of and accept responsibility as an active, contributing member of the College.

This catalog is a document that explains policies and procedures identifying students' rights and responsibilities. WITCC believes that all students have responsibilities in the areas of governance, curriculum, services, and conduct.

Student Government

The Student Government represents the student body in contact with faculty and administration. Representatives to the Student Government are selected through an interview process. These representatives are the voting members of Student Government, providing the student body with a voice in college affairs. Student Government organizes and underwrites many of the special events planned for students.

Student Governance

Students are expected to know the lines of authority and communication in the college, division, and program or course in which they are enrolled.

Students can participate in Student Government and selected College committees by attending meetings, sharing views, reporting back to constituents, gathering data and developing rationales for positions taken and requests presented. When representing a constituency, the student is responsible to the total student constituency rather than only themselves or a small interest group.

Students shall maintain confidentiality when appropriate and indicated.

The student should assume responsibility for his/her own thoughts, verbal and nonverbal communications, writings, and behavior.

Student Academic Responsibilities

Students are responsible for their own learning and development. They have a responsibility to be an active learner by attending class, completing class and laboratory assignments, and preparing in advance of the scheduled class session.

Students should participate through sharing learning experiences with peers, broadening their general education base, and transferring previous learning. Students should assume responsibility for fostering effective relationships with instructors and peers.

Students are expected to understand and maintain high standards of academic honesty. Before any formal action is taken against a student who is suspected of committing academic dishonesty, the instructor is encouraged to meet with the student to discuss the situation. If the instructor concludes that the student has committed academic dishonesty and can resolve the matter with the student through punitive grading, the case may be considered closed.

Examples of punitive grading include giving a lowered or failing grade for the assignment, having the student repeat the assignment or complete an additional assignment, or assessing a lower or failing grade for the course. The Academic Review Procedure offers recourse to a student who feels his/her grade has been reduced unfairly. Examples of academic dishonesty include, but are not limited to, the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise including, but not limited to, the following:

- a. Substituting on an exam or course for another student.
 - b. Submitting a paper written by another person.
 - c. Copying with or without the other person's knowledge during an exam.
 - d. Turning in a paper that has been obtained from a commercial research firm or internet site.
 - e. Using unauthorized notes during an exam.
 - f. Padding items on a bibliography.
 - g. Accessing and/or altering exams or grade records.
- 2. Plagiarism.** A student must not use the words and/or ideas of another, representing them as his/her own, without proper credit to the author or source.
- 3. Fabrication.** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.
- 4. Dual Submission.** A student is expected to submit work solely for a single course unless prior written permission of the instructor is obtained that addresses the nature of the changes required in that work before submission to a second course.
- 5. Facilitating Academic Dishonesty.** A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.

Responsible Use of Services

Students are responsible for appropriate use of services provided by the College. This includes the following:

1. Knowledge of student, social and professional activities;
2. Participation in student, social and professional activities;
3. Seeking assistance when facing problems that interfere with educational success; and
4. Meeting financial obligations to WITCC and those incurred through student loan programs.

Student Code of Conduct

Western Iowa Tech Community College students are responsible to conduct themselves in a manner that maintains an educational environment conducive to learning. Students at WITCC are expected to conduct themselves as good citizens in the College community by respecting the rights and property of others.

All rules and regulations are in effect 24 hours a day at all WITCC facilities, including WITCC Student Housing. Regulations also apply for college-sponsored activities which are held off-campus.

The College reserves the right to change the rules regulating student conduct with appropriate notice to the student body.

Any person who commits, attempts to commit, or incites/aids others in committing any of the following acts of misconduct shall be subject to disciplinary procedures by the College:

1. Obstruction/disruption of teaching, administrative processes, disciplinary procedures, or any college authorized function/activity.
2. Unauthorized occupation/use of (or unauthorized entry into) any college facility.
3. Conduct which threatens or endangers the health/safety of any person on the campus or at any college authorized function/activity including, but not limited to, physical abuse, the threat of physical abuse, sexual abuse, and assault. This includes harm to self and others.
4. Theft, defacement, or damage to property belonging to the College or to any agency/person on the campus.
5. Interference with any lawful right of any person on the campus including the right of access to college facilities.
6. Setting a fire on campus without proper authorization.
7. Unlawful use or possession of alcohol or alcoholic beverages, non-prescription drugs; use or possession of firearms, ammunition; dangerous weapons, substances, or materials (except as expressly authorized by the College); or bombs, explosives, or explosive, incendiary devices prohibited by law.
8. Off-campus conduct which directly, seriously, and/or adversely disrupts or interferes with the educational or other function of the College.
9. Verbal abuse, humiliating treatment, or harassment of any person on the campus. (Also see Sexual and Gender Harassment Policy.)
10. Dishonesty in any form. This includes cheating, plagiarism, forgery, falsification of records, misrepresentation, and lying.
11. Unauthorized use of property belonging to the college or any agency/person on campus.
12. Smoking, the use of tobacco and the use of e-cigarettes are not allowed anywhere on campus. This includes buildings, parking lots, common areas, outdoor arenas, and any vehicle located on the school grounds, and including the perimeter area of fifty feet beyond such school grounds to which the public is invited or in which the public is permitted. Anyone caught smoking on campus will be fined. See the Student Handbook for a complete list of fines.
13. Violation of any local, state, or federal law as evidenced by conviction.
14. Gambling without specific authorization by the administration.
15. Failure to comply with directions of college

personnel acting in the performance of their duties. This rule includes failure to identify oneself at the request of a college employee.

16. Disorderly, lewd, indecent, or obscene conduct.
17. Violation of college policies or regulations such as parking and guidelines for student events.
18. Failure to appear at a disciplinary hearing.
19. Minor children are not allowed to: attend classes with their parents, be in college work areas with their parents or be on campus unattended. These are safety and insurance issues for the college. Children may accompany their parents or guardians who are on WITCC campuses to register for class, to pick up and drop off class materials, and/or seek college information services.

Computer Conduct

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

Acts of misconduct which will be the cause for disciplinary action up to and including discharge, as well as possible legal and/or civil action:

1. Unauthorized copying of anything that is licensed or protected by a copyright. This includes, but is not limited to, any software (including operating systems, programs, applications, databases, or code), multimedia files (including music, movies, or audio), or text files.
2. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system). This includes, but is not limited to, successful acts of hacking, unsuccessful attempts, possession of the tools used for computer hacking, or running programs that attempt to identify passwords or codes.
3. Knowingly introducing a "computer virus" to a computer or network (i.e. a program – either harmless or damaging – which attaches itself to another program and/or has the capability to reproduce in order to infect other computers).
4. Gaining unauthorized access to information that is private or protected or attempting to do so. Willful damage or misuse of systems, applications, databases, code, or data. Attempting to gain network privileges to which you are not entitled.
5. Unauthorized alteration of system configuration. This includes, but is not limited to, interrupting programs that protect data or secure systems, or attempting

to do so. Downloading and/or installing software, or attempting to do so.

6. Introducing or using profanity/obscenities on the network, including, but not limited to, the campus network, Internet, or any other communications configuration which is accessible by or connected to College computers or computer systems.
7. Using the network to conduct business or solicit services, and/or develop, introduce, or circulate inflammatory comments or subjects.
8. Sharing of assigned logins with anyone else for any reason. Unauthorized use of another person's login or attempting to do so. Unauthorized use of a generic login outside of the context for which that login was created. **Each student/employee will be responsible for all activities under his/her assigned login.**
9. Inappropriate or misuse of e-mail. This involves **sending** unsolicited e-mail (including junk mail, jokes, or chain letters) to users of the College's e-mail system that is of a non-business nature.
10. Installing unauthorized personal hardware or software to any computer or network.

Respectful Exchange of Ideas and Information

Computer systems and networks allow for a free exchange of ideas and information. This exchange serves to enhance learning, teaching, critical thinking, and research. While the constitutional right of free speech applies to communication in all forms, we encourage civil and respectful discourse. College policy and local, state, and federal law do prohibit some forms of communication, to include:

- obscenity, lewd, or sexually harassing images or text
- defamation
- advocacy directed to incite or produce lawless action
- threats of violence
- harassment based on sex, race, disability, or other protected status
- anonymous or repeated messages designed to annoy, abuse, or torment

Personal Responsibility

Each individual who is given a computer and/or e-mail account, or uses the computers and network resources made available by Western Iowa Tech Community College, must understand that you are accountable for the policies set forth in this document. In addition, users assume responsibility for:

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

Authority

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

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

Academic Review Procedure

Academic policies include, but are not limited to, admissions requirements for programs, specific program requirements for continuation in, and completion of a program, pre-requisites, and policies impacting the transcription of credit. A student who has concerns with a particular academic policy should informally consult with his/her academic advisor or academic dean/chair related to the policy to ensure understanding of the policy and provide resolution to the concern if appropriate. Every effort should be made to resolve the concern.

If unable to resolve the concern, many policies, such as program specific requirements, have departmental procedures outlined for review of student concerns. If so, the student should follow the steps outlined in those procedures of review. If the student's concern is not resolved through that procedure or if no departmental procedure exists pertaining to the student's concern, the formal Academic Review Procedure may be initiated by the student. Written requests and written responses shall be provided at each step. Timelines for response may be impacted by official college breaks and such impacts will be communicated with the student.

Step 1: Student will present the concern in writing to the appropriate Academic Dean, Chair or other administrator responsible for the area of concern. The written document should clearly indicate the student's desire to formally appeal an academic policy, describe the student's concern and specifically indicating the resolution requested from the student, along with any supporting documentation the

student would like to provide. Upon receipt of the written concern, the Academic Dean, Chair or administrator will respond to the student within 7 official working days.

Step 2: If the concern is not resolved in Step 1, the student may provide a written request to the Dean of Instruction to convene the Appeals Committee. This request must be submitted within 10 calendar days of the Academic Dean, chair or administrator's response in Step 1. The student should provide full written documentation of the concern as well as the student's requested outcome should the appeal be granted. The student may personally appear before the committee if desired. Faculty and/or staff related to the concern of the appeal will also be made available to the committee. The Dean of Instruction will convene the Appeals Committee within 10 working days from the receipt of the request from the student.

The committee has no authority to make decisions, but rather makes recommendations to the Dean of Instruction or its designee for the appropriate resolution of the appeal. The Dean of Instruction or its designee shall have 7 working days to respond to the student from the date of the Appeals Committee meeting. The decision of the Dean of Instruction or its designee will be final.

Grade Appeal Procedure

A student who questions a final grade from a particular course should make every effort to meet with the faculty member involved to communicate his/her concerns and resolve those concerns in an informal manner. The syllabus for each course will provide an outline of the grading procedures for the course and should be referenced in dealing with these issues.

When unable to informally resolve a concern, a Grade Appeal Procedure is provided to students. A student may exercise the following procedures in sequence. Written requests and written responses shall be provided at each review step. Written responses may be given to the students in an electronic format. The Grade Appeal Procedure must be initiated within 45 calendar days of the posting of the final grade in the course. Please note that timelines outlined below for response to a student's request will be based on the availability of faculty and administration impacted by official college breaks and non-contracted faculty days. Every attempt will be made to communicate timeline expectations with students making such requests.

Step 1: Within 45 calendar days of the posting of the final grade, the student will present in writing his/her concerns to the faculty member involved. The student should clearly indicate in that written concern that he/she is formally appealing the final grade received in the course. The student should document specifically his/her concerns related to the calculation of

the grade and should also include the grade received as well as the grade expected. If the appeal would be granted. Upon receipt of the written concern, the faculty member will have 7 working days to respond to the student.

Step 2: If the concern is not resolved in Step 1, the student may appeal in writing to the appropriate Academic Dean or Chair. The appeal should provide full written documentation as outlined in Step 1. This appeal must be submitted to the Academic Dean or Chair within 10 calendar days of the response from the faculty member in Step 1. The Academic Dean or Chair shall respond to the student within 7 official working days of receiving the appeal.

Step 3: If the concern is not resolved in Step 2, the student may provide a written request to the Dean of Instruction to convene the Appeals Committee. This request must be submitted within 10 calendar days of the Academic Dean or Chair's response in Step 2. The student should provide full written documentation as outlined in Step 1 for the committee and may personally appear before the committee if desired. Faculty related to the grade appeal may also appear before the committee in its review. The Dean of Instruction will convene the Appeals Committee within 10 working days from the receipt of the request from the student.

The committee has no authority to make decisions, but rather makes recommendations to the Dean of Instruction or its designee for the appropriate resolution of the appeal. The Dean of Instruction or its designee shall have 7 calendar days to respond to the student from the date of the Appeals Committee meeting. The decision of the Dean of Instruction or its designee will be final.

Due Process Procedure

I. Statement of General Expectations and Definitions

A. Expectations: All students are expected and required to obey college policies, rules and regulations and not violate municipal, county, state or federal law. All students are expected to conduct themselves in such a manner as to show respect for properly constituted authority, exhibit and maintain integrity and honor in all matters related to the College and not interfere with or disrupt the orderly educational processes of the College.

B. Definition: In these procedures, unless the context otherwise requires:

1. "Authorized College Official" means an officer of the college who, by assigned responsibility, has authority to act in a particular situation. Frequently, but not exclusively, it will be the Vice President, Dean of Students, Code of Conduct Hearing

Officer, or a person designated by them.

2. "Board" means the WITCC Board of Directors.
 3. "Class day" means one day on which classes are in session (M-F). Registration, test, and orientation days are included.
 4. "College property" or "college facilities" means property, real or personal, owned, leased, controlled, or managed by the College.
 5. "Complaint" is a written statement which identifies an alleged violation and which sets forth the facts which constitute the violation.
 6. "Dean of Students" means the Dean of Students, or his/her designee.
 7. "Representative" means legal council, parent, or advisor.
 8. "Student" means any person enrolled at the college, whether on a part-time or full-time basis, and includes a person accepted for admission to the College.
 9. "President" means the Chief Executive Officer of the College.
 10. "Violation" means any conduct, act, or omission to act, which violates a regulation, policy or administrative rule of the College or of the Board.
 11. "Administrative disposition" refers to disciplinary action taken by the Dean of Students or his/her designee.
 12. "Administrative Complainant" refers to the WITCC official who investigates the complaint and presents evidence of the violation at the hearing.
- C. Immediate Suspension: The authorized college official may take immediate interim disciplinary action by suspending the student from classes or from the campus, or otherwise alter the status of a student. Causes for immediate interim suspension include, but are not limited to, the following:
1. ignoring a summons for a hearing.
 2. an attempt of bodily harm to anyone on campus.
 3. possession, use, sale, or purchase of illegal drugs on campus.
 4. destruction or theft of college property or another person's personal property.
 5. possession of intoxicating beverages on campus.
 6. any activities causing a major disruption or disturbance.
 7. a violation of the student code of conduct which the administrator considers a major violation.
- D. Prior to deciding whether to suspend a student, the authorized college official will give the student oral notice of the alleged violation and an opportunity to provide an immediate response to the allegation. Normally, within three (3) class days of the action of immediate interim

suspension, the student will be summoned by the Dean of Students or designee. However, the Dean of Students or designee, at his or her discretion, may postpone this meeting for as much as three (3) additional class days. The Dean of Students or designee will give the student written notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The Dean of Students or designee will:

1. dismiss the allegation; or
2. decide the alleged violation did occur and make an administrative disposition to impose a penalty as described in Section III.

If the suspended student received a favorable administrative disposition or favorable hearing, the student shall be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

- E. **Disciplinary Removal From Class:** An instructor may remove a student from class for disciplinary reasons. Prior to deciding whether to remove a student from class, the instructor will give the student oral notice of the alleged violation and an opportunity to provide an immediate response to the allegation. The alleged violation must be reported in writing to the Dean of Students by close of day to review the allegation and to initiate disciplinary actions.

II. Disciplinary Proceeding

- A. **Initial Response:** Upon notification of an alleged violation, the Dean of Students or designee will review the complaint within three class days and will:

1. Dismiss the allegation as being unfounded or irrelevant.
2. Summon the student for a conference and, after giving the student written notice of the alleged violation and an opportunity to provide an immediate response, then
 - a. dismiss the allegation; or
 - b. decide the alleged violation did occur and make an administrative disposition to impose a penalty as described in Section III.

The student may accept the administrative disposition or may request a formal hearing (IV). The request for a formal hearing must be made in writing to the Dean of Students within three days of the disposition.

III. **Penalties:** The Dean of Students or designee may impose one or more of the following penalties for a violation:

- A. **Warning** – a written reprimand to the student to whom it is addressed.
- B. **Disciplinary Probation** – a warning indicating that further violations may result in suspension. Disciplinary probation may be imposed for a period of up to two (2) semesters. At the completion of the period of probation, the

student must meet with the Dean of Students who will determine whether the student will be removed from probation or whether the probationary period will be continued, and if so, for what period of time.

- C. **Restitution** – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- D. **Suspension of Rights and Privileges** – a penalty which may impose limitations or restrictions to fit the particular case.
- E. **Suspension of Eligibility for Official Extra-Curricular Activities:** prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization, taking part in a registered student organization's activities, or attending its meetings or functions, and from participating in an official extra-curricular activity.
- F. **Community Service:** A student may be required to perform service to the College or the community in lieu of another penalty.
- G. **Suspension from the College** for less than the remainder of the term prohibits, during the period of suspension, the student on whom it is imposed from entering College property except in response to a request of the College and from registering, either for credit or non-credit work, at the College.

Penalties H. and I regarding Dismissal from the College will only be imposed upon conferral with the President:

- H. **Dismissal from the College** for a period which shall not be less than the remainder of the term and shall not exceed one (1) calendar year.
 1. Before returning to the College, student will be required to put, in writing, a request to return and schedule a hearing with College Authorities. Final determination will rest with the decision of the College.
- I. **Permanent dismissal from the College.** This includes credit classes, non-credit classes, seminars, workshops, and other such activities.

IV. Formal Hearing

- A. The Dean of Students shall have written notice served upon the student and the complainant, which notice shall set forth the date, time, and place for the hearing, as well as the nature of the alleged violation. The hearing date shall be not less than five (5) nor more than ten (10) class days after service of the notice unless the student makes written acknowledgment of the notice and written consent to the scheduling of a hearing at a different time. Notice may be hand delivered to the student. In the student's absence from the campus, notice mailed to the student's last known address by ordinary mail shall be deemed adequate. Notice by mail will be deemed given on the date of mailing.
- B. For good cause, the Dean of Students may postpone the hearing for as much as three (3)

class days.

- C. The notice shall direct the student to appear before the Dean of Students on the date and at the time specified, and shall advise the student that she/he has a right to each of the following:
 1. To have a private hearing.
 2. To have, at the student's expense, the presence of a representative.
 3. To confront and cross-examine witnesses against him/her who appear at the hearing.
 4. To cause the Dean of Students to order witnesses to appear on his/her behalf. Only college students and employees are subject to being ordered to appear to testify. The college is not responsible for witnesses who fail to appear or who refuse to testify, and the failure of a witness to appear or to testify will not affect the hearing.
 5. To allow the student to examine documents presented in evidence against the student.
 6. To remain silent during the hearing.

V. Preliminary Matters

- A. Alleged violations arising out of the same occurrence, or out of the same series of occurrences against more than one student, may be heard together. Either at the option of the Dean of Students or upon request by one of the students or the complainant, separate hearings shall be held.
- B. Alleged violations by one student arising out of the same transaction or occurrence or out of the same series of transactions or occurrences shall be heard together. Alleged violations by one student arising out of unrelated transactions or occurrences may be heard together with the written consent of the student.
- C. At least three (3) class days before the hearing date, the student shall in writing furnish the Dean of Students with:
 1. The name of each witness she/he wants ordered to appear.
 2. Any objection that, if sustained, would postpone the hearing.
 3. The name of representative, if any, who is to appear with him or her.
 4. A request for a private or separate hearing and the ground for such request.
 5. A request to exercise any of the student's other rights stated in the notice.
- D. When the hearing is held by consent of the student less than five (5) days after service of notice or for other good cause shown, the student may submit the information described in paragraph C-2 immediately above at any time before the hearing terminates.
- E. If, after notice has been provided to the student as required by these procedures, the student fails to appear, the hearing will be canceled and the previous administrative disposition will be upheld.
- F. Procedure
 1. The hearing shall be closed to the public

unless otherwise requested by the student.

2. The hearing shall proceed generally as follows:
3. The name of representative, if any, who is to appear with him or her.
 - a. The Dean of Students shall read the complaint.
 - b. The Dean of Students shall inform the student of his/her rights, as stated in the notice of hearing.
 - c. The administrative complainant shall present evidence in support of the alleged violation.
 - d. The student may present his/her defense.
 - e. At the request of the student or the administrative complainant, witnesses shall not be present before time they are called to testify.
 - f. The administrative complainant and the student may present rebuttal evidence, and shall have the right to make argument. The administrative complainant shall have the right to make the first opening and the final closing arguments.
 - g. The authorized college official shall state in writing each finding of a violation and the penalty determined and inform the student of the findings and impose the penalty, if any. This action shall occur no more than five (5) class days after conclusion of the hearing.

G. Evidence

1. Rules of evidence shall not apply to administrative hearings, and the Dean of Students may admit and give effect to evidence that possesses probative value and is commonly accepted in the conduct of a reasonable person. Privileged communications between a student and a member of the professional staff where such communications were made in the course of performances of official duties and when the matters discussed were understood by the staff member and the student to be confidential, as well as those communications which are privileged by law shall not be introduced as evidence before the Dean of Students without the written permission of the student.
2. A student is presumed innocent until the administrative complainant has proved that more likely than not a violation did occur.
3. All evidence offered during the hearing shall be made a part of the hearing record. Documentary evidence may be included in the form of copies, extracts or abstracts, or by specific reference. Real evidence may be photographed or described.

H. Record

1. Right To Appeal
 - a. The student may appeal the decision of Dismissal (III – H & I) to the President.

- b. Appeals must be made by giving written notice to the Dean of Students on or before the third (3) class day after the day the decision or action is served on the student or mailed to the student's last known address by ordinary mail. The notice of appeal shall contain the student's name, the date of the decision or action, the name of his/her representative, if any, and a simple request for appeal.
- c. Notice of appeal timely given suspends the imposition of penalty until the appeal is finally decided. However, a notice of

appeal does not affect an immediate suspension imposed under Section I (C) of these procedures. An immediate suspension will continue in effect until an appeal is finally decided.

- d. After reviewing the evidence and the appeal, the President may take any action consistent with the Board policy.
- e. The action of the President is final.

VI. Information for crime victims about the outcomes of disciplinary hearings can be obtained through the Office of the Dean of Students and is available upon written request.

College Policies

WITCC is committed to providing an atmosphere that encourages scholarship, the robust exchange of ideas and interactions with others in a safe environment.

WITCC reserves the right to deny admission or place conditions on admission or the enrollment of any applicant, student, or former student if WITCC determines that such person presents an unreasonable risk to the safe and orderly campus environment.

WITCC also reserves the right to deny a student's application for residence hall housing, or remove a student from a residence hall, if WITCC determines that the student presents an unreasonable risk of harm to others in the residence hall.

Discrimination, Sexual Harassment, Americans With Disabilities Act Compliance

WITCC complies with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as well as other applicable federal, state, and local laws.

The person charged with monitoring and coordinating Equal Opportunity and Affirmative Action matters, as well as compliance with the aforementioned laws is the Equal Employment Opportunity Administrator/ADA Coordinator. She is located in Room A242 or may be contacted by phone at (712) 274-8733, ext. 1406.

Sexual and Gender Harassment

WITCC is pledged to maintain an environment conducive to work and study for staff and students. That environment must be free of sexual and gender harassment and all forms of sexual intimidation and exploitation. Such behavior, including (1) suggestions that academic reprisals or rewards will follow refusal or granting of sexual favors or (2) behavior which creates an intimidating or hostile academic environment constitutes gross misconduct and will not be tolerated.

Complaints regarding sexual and gender harassment can be directed to the Sexual Harassment Conciliator. She is located in Room A242 or may be contacted by phone at (712) 274-8733, ext. 1406.

Non Discrimination Policy

It is the policy of Western Iowa Tech Community College not to discriminate on the basis of race, creed, color, sex, national origin, religion, age, disability, sexual orientation, gender identity, socioeconomic status, actual or potential parent, family or marital status in its programs, activities, or employment practices as required by state and federal civil rights regulation.

If you have questions or complaints, please reference <https://www.witcc.edu/board/policies.cfm> or call (712) 274-6400 ext. 1406, and/or email jackie.plendl@witcc.edu or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number (312) 730-1560, fax (312) 730-1576.

Individuals using assistive technology (such as a screen reader, Braille reader, etc.) who experience difficulty accessing information on this web site, should send an email to the Webmaster at webmaster@witcc.edu. The email should include the nature of the accessibility problem and the individual's email address for a response. If the accessibility problem involves a particular Web page, the message should include the URL (Web address) of the page. We will contact individuals having accessibility problems within three business days to assist them and to provide them with the information being sought.

Discipline

Students are to maintain orderly conduct that is consistent with an educational environment. An instructor may remove a student from class for disciplinary reasons. The violation is then reported to the Dean of Students for review and action. Discipline is the responsibility of the Dean of Students, who has the authority to act on any violation and take whatever action is deemed appropriate. The Dean of Students will review

all complaints and may dismiss the allegations, make an administrative disposition, or conduct a formal hearing. Possible disciplinary actions, as well as procedures for disciplinary due process, can be found in the Student Handbook and on pages 28–32 of this catalog.

The Federal Family Educational Rights and Privacy Act (FERPA)

Western Iowa Tech Community College complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”). Under the Act, each student has the right to inspect and review their student records and request the amendment of inaccurate or misleading student records or request the amendment of student records to ensure they are not otherwise in violation of the student’s privacy or other rights.

FERPA also covers other information about student records that the College maintains, including, but not limited to, who has access to them, and for what purposes access is granted. Generally, FERPA allows the College to release personally identifiable information contained in student records with the student’s consent and without the student’s consent in some circumstances. FERPA also permits the College to release “directory information” without the student’s consent. Directory information consists of: Student name, student address and telephone number, date and place of birth, major/field of study, level of education, dates of attendance, degrees and honors earned and dates, and the most recent educational agency or institution attended prior to enrollment at the College.

Students who wish to restrict access to their records may do so in the Admissions Office. This same office can provide WITCC policy statements and guidelines for access or restricting of access to student records.

If a student feels the College has failed to comply with any provision of FERPA or its regulations, the student may file a complaint with the:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202)

Drug-Free College Community

The College shall endeavor to provide a healthy, safe, and secure educational environment. It is the policy of the Board that within the powers of the college, reasonable measures shall be taken to establish and maintain a drug-free college community as required by the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act/Amendment of 1988 (PL101-226), and applicable Iowa statutes.

Smoke-Free and Tobacco-Free Campus

Smoking, the use of tobacco and the use of e-cigarettes are not allowed anywhere on campus. This includes buildings, parking lots, common areas, outdoor arenas, and any vehicle located on the school grounds, and including the perimeter area of fifty feet beyond such school grounds to which the public is invited or in which the public is permitted. Anyone caught smoking on campus will be fined. See the Student Handbook for a complete list of fines.

College Credit Programs

Associate of Arts Degree

Plans of Study Include:

- Agriculture Education
- Business
- Communication
- Criminal Justice
- Early Childhood Education Teacher Licensure
- Education
- Fine Arts

Associate of Science Degree

Plans of Study Include:

- Agriculture Agronomy
- Agriculture Business
- Biology
- Chemistry
- Mathematics

Associate of Applied Science Degree

- Accounting Specialist
- Administrative Assistant–Medical
- Administrative Office Management
- Agribusiness Technology
- Agriculture Management
- Audio Engineering Technician
- Auto Collision Repair Technology
- Automotive Technology
- Band Instrument Repair
- Broadcasting and Multimedia Journalism
- Business Management
- Culinary Arts
- Cyber Security and Digital Crime
- Digital Marketing
- Early Childhood Education

- Emergency Medical Services – Paramedic
- Fire Fighter/Paramedic
- Graphic Design
- Hospitality Management
- Human Resources Management
- Mechanical Engineering Technology
- Networking Administration and Security
- Nursing (ADN)
- Paralegal/Legal Assistant
- Physical Therapist Assistant
- Police Science – Corrections
- Police Science Technology
- Professional Photography
- Robotics and Automation
- Surgical Technology
- Technical Business Management
- Technical Studies
- Video Game Design
- Video and Media Production
- Welding Technology

Diplomas Listing

- Accounting
- Administrative Office Support
- Agriculture
- Air Conditioning, Heating, and Refrigeration
- Audio Production Assistant
- Auto Body Refinishing
- Auto Body Structural Repair
- Auto Mechanic
- Bookkeeping and Office Support
- Construction
- Computer Support Technician
- Dental Assisting
- Dental Assisting Part Time
- Early Childhood Studies
- Electrician
- Electromechanical Technician
- Entrepreneurship
- Fire Science
- Food Service
- Hospitality Operations
- Human Resources
- Industrial Drafting Technology
- Information Security Analyst
- Law Enforcement Advanced
- Legal Secretary
- Manufacturing
- Marketplace Design
- Medical Assistant
- Medical Coding Specialist
- Medical Scribe
- Medical Secretary
- Medical Transcriptionist
- Mobile Game and Application Developer
- Paralegal/Legal Assistant Advanced Standing
- Paralegal/Legal Assistant Advanced Standing - Part Time
- Paramedic
- Pharmacy Technician
- Plumbing Systems

- Practical Nursing
- Professional Photography Technician
- Veterinary Assistant
- Video and Media Production Assistant
- Video Game Artist
- Welding–Industrial

Certificates Listing

- Air Conditioning
- Auto Body Procedures
- Auto Body Repair
- Automotive Drive Train
- Automotive Electrical
- Automotive Painting
- Bookkeeping
- Carpentry
- Childcare Development – Infant/Toddler
- Childcare Development – Preschool
- Coaching
- Concrete Specialties
- Cost Accounting
- Drywall
- Electromechanical Specialist
- Emergency Medical Responder
- Emergency Medical Technician
- Emergency Medical Technician Advanced
- Entrepreneurship Concepts
- Entry-Level Firefighter
- Expanded Functions Dental Assistant
- Food Preparation
- Heating
- Health Information Technology
- Help Desk Technician
- Hospitality Operation Concepts
- Interior Finishing
- IV Therapy Concepts and Review
- Medication Aide
- Medical Scribe – Advanced Standing
- Nitrous Oxide/Oxygen Sedation Monitoring – Dental Assistant
- Nursing Assistant
- Office Assistant
- Payroll Clerk
- Predictive Maintenance Advanced
- Residential Plumbing
- Tax Preparer
- Truck Driving
- Video Game Fundamentals
- Wall Framing and Roofing
- Welding – Production Welding
- Welding – Qualified Advanced

Alternative Delivery Systems

Online

WITCC belongs to the Iowa Community College Consortium (ICCOC), consisting of six Iowa community colleges who partner to offer courses and programs online via a shared learning management system. The six community colleges that are members of ICCOC are Eastern Iowa Community College, Iowa Lakes Community College, North Iowa Area Community College, Northwest Iowa Community College, Southeastern Community College, and Western Iowa Tech Community College. Further information is available at www.iowacconline.org or www.witcc.edu.

Hybrid

WITCC offers hybrid courses that combine traditional face-to-face instruction and online technology. Many learning activities in the course are delivered online, reducing the number of face-to-face meetings for students and allowing greater flexibility in their educational pursuits.

Video Presence Classrooms

WITCC offers courses via its Video Presence system that provides fully interactive video and audio to and from classrooms in Sioux City, Denison, and Cherokee. This system connects to the Iowa Communications Network (ICN) allowing connectivity to other locations.

Associate of General Studies

The Associate of General Studies (AGS) degree is awarded upon the completion of an individualized plan of study that is primarily designed for the acquisition of a broad educational background rather than a specific college major or professional/technical program. Students will develop an approved Plan of Study working directly with their academic dean/chair. This degree is not intended for transfer but rather an opportunity to combine skills and knowledge to meet the rigor of an Associates level degree that may enable the graduate to meet a specific job opportunity. The individualized Plan of Study must be approved by the respective Associate Dean and the Dean of Instruction prior to the awarding of the degree.

Degree Requirements

A minimum of 64 credit hours are required for the degree with a minimum of a 2.0 cumulative grade point average.

General Education: 25 credit hours minimum required

English and Speech

6 credit hours minimum of approved courses

Mathematics/Lab Science

4 credit hours minimum of approved courses

Humanities and Social and Behavior Sciences

6 credit hours minimum of approved courses

Distributed Requirement

9 additional credit hours from any of the areas above

Approved courses are any courses that meet any of the above requirements as outlined in the Associate of Arts degree and the Associate of Science degree.

Technical Courses:

A maximum of 32 credit hours in vocational/technical courses may be included in the Plan of Study. A maximum of six (6) of the 32 credit hours are allowed for an approved internship.

Associate of Applied Science Degree Requirements

The Associate of Applied Science (A.A.S.) degree is awarded to graduates who complete the technical or paraprofessional degree programs in a specific occupational field. The curriculum normally requires two years (minimum of four semesters) to complete when taken on a full-time basis and includes technical courses that emphasize applied sciences and general education courses. (A.A.S. programs contain a minimum of 64 credit hours.)

Although the Associate of Applied Science degree is not designed to be a transfer program, some of the courses may be accepted toward a baccalaureate degree at some institutions. Please consult a WITCC academic advisor for further information.

Associate of Applied Science Requirements

The Associate of Applied Science degree is awarded to students who satisfy the following requirements:

1. Satisfactorily complete a prescribed program of study as outlined in the College catalog. Each A.A.S. program is designed for a specific occupational field; semester hour requirements will vary with the particular program. A.A.S. programs contain a minimum of 64 semester credit hours.
2. A minimum of fifteen (15) semester credit hours must be in the A.A.S. General Education.
3. Earn a minimum cumulative grade point average of 2.0 ("C" average).
4. Earn a minimum of fifteen (15) credit hours in an A.A.S. degree program at WITCC.
5. File an application for graduation at the Enrollment Services Office or online by the filing deadline.
6. Resolve all financial obligations to the College and return all library and College materials.
7. Complete the College's outcomes assessment requirement.

NOTE: Developmental education courses (courses numbered below 100) do not fulfill AAS requirements.

Associate of Applied Science General Education

Students earning the Associate of Applied Science degree must complete a minimum of 15 hours of general education. At least one course from English/Speech, Mathematics/Science, and Social and Behavior Science/Humanities is required as part of the 15 credits.

Successful completion of SDV 108 is a requirement of graduation.

I. General Education Core

A. English and Speech (minimum one course)

COM 723, 753
ENG 105
SPC 112, 122

B. Mathematics and Science (minimum one course)

MAT 102, MAT 772, 777 or higher,
or approved science course

Take a minimum of one course from C or D

C. Social and Behavioral Sciences

History and Diverse Cultures

ANT 105
CLS 212
GEO 121
HIS 110, 111, 151, 152, 211
SOC 100 or higher

Social and Political Sciences

ECN 120, 130
POL 111, 112, 121, 125
PSY 102, 111 or higher

D. Humanities

ART 101, 184, 186, 203, 204, 370, 371
DRA 101, 112
ENG 221
FLF 141 or higher
FLG 141 or higher
FLS 141 or higher
HUM 101, 220
LIT 101, 133, 185
MMS 101
MUS 100, 202
PHI 101, 105, 111
REL 101, 150
SPC 122

E. General Education Elective—up to 3 credits

Take 3 credits of any Arts and Science classified coursework including, but not limited to, any of the courses listed above in A, B, C, or D. Check your plan of study or consult with your advisor on appropriate course selection.

Diploma

A diploma is awarded to graduates who complete the technical or paraprofessional degree programs in a specific occupational field. The curriculum normally requires one year (minimum of two semesters) to complete when taken on a full-time basis. Technical courses that emphasize applied science and general education courses are included.

Diploma programs contain a minimum of 30 semester credit hours. Diploma programs may fulfill a major portion of Associate of Applied Science degree requirements. Students should consult with their academic advisor regarding course options before enrolling.

Diploma Requirements

1. Satisfactorily complete a minimum of 30 semester hours from an approved program of study.
2. Earn a minimum of six (6) semester credits in general education.
3. Earn a minimum cumulative grade point average of 2.0 ("C" average).
4. Earn a minimum of ten (10) credit hours in a diploma program at WITCC.
5. Successful completion of SDV 108 is a requirement of graduation.
6. File an application for graduation at the Enrollment Services Office by the filing deadline.
7. Resolve all financial obligations to the College and return all library and College materials.

NOTE: Developmental education courses (courses numbered below 100) do not fulfill diploma requirements.

Certificates

Certificates are designed to enable students to gain entry-level employment in specialized areas or to qualify for occupational advancement. A Certificate may consist of selected occupational and general education college credit courses.

Certificate Requirements

1. Successfully complete a prescribed certificate program of study.
2. Each is designed for a specific occupational field; semester hour requirements will vary with the particular program.
3. Earn a minimum cumulative grade point average of 2.0 ("C" average).
4. Successful completion of SDV 108 is a requirement of graduation.
5. Resolve all financial obligations to the College and return all library and College materials.
6. File an application for graduation at the Enrollment Services Office by the filing deadline.

NOTE: Developmental education courses (courses numbered below 100) do not fulfill certificate requirements.

Accounting Specialist

Associate of Applied Science

This program prepares individuals to practice the profession of accounting and to perform related business functions. Students must earn a “C” or better in all core courses before participating in an internship, service learning, or on-the-job training. A “C” or better in all core courses is also required for graduation.

Plan of Study

| | | |
|---------------------|---------------------------------------|----|
| SDV 108 | The College Experience | 1 |
| ACC 131 | Principles of Accounting I | 4 |
| MAT 102 | Intermediate Algebra | 4 |
| BCA 147 | Basic Spreadsheets | 2 |
| BCA 148 | Advanced Spreadsheets | 2 |
| FIN 121 | Personal Finance | 3 |
| ACC 132 | Principles of Accounting II | 4 |
| ACC 161 | Payroll Accounting | 3 |
| ACC 171 | Sales & Use Tax | 1 |
| ACC 311 | Computer Accounting | 3 |
| ADM 162 | Office Procedures | 3 |
| PSY 102 | Human and Work Relations OR | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| ACC 221 | Cost Accounting | 3 |
| ACC 231 | Intermediate Accounting I | 4 |
| ACC 261 | Income Tax Accounting | 3 |
| BUS 185 | Business Law I | 3 |
| ADM 154 | Business Communication | 3 |
| SDV 153 | Pre-Employment Strategies | 2 |
| ACC 232 | Intermediate Accounting II | 4 |
| BUS 186 | Business Law II | 3 |
| PHI 105 | Introduction to Ethics | 3 |
| MGT 975 | Service Learning OR | 1 |
| MGT 938 | On-the-Job Training | 2 |
| SPC 112 | Public Speaking | 3 |
| ECN 120 | Principles of Macroeconomics OR | 3 |
| ECN 130 | Principles of Microeconomics | 3 |
| Program Total | | 68 |

Accounting

Diploma

This program prepares individuals to provide technical administrative support to professional accountants and other financial management personnel. Students must earn a “C” or better in all core courses before participating in an internship, service learning, or on-the-job training. A “C” or better in all core courses is also required for graduation.

Plan of Study

| | | |
|---------|----------------------------------|---|
| SDV 108 | The College Experience | 1 |
| ACC 131 | Principles of Accounting I | 4 |
| MAT 102 | Intermediate Algebra | 4 |
| BCA 147 | Basic Spreadsheets | 2 |

| | | |
|---------------------|-----------------------------------|----|
| BCA 148 | Advanced Spreadsheets | 2 |
| FIN 121 | Personal Finance | 3 |
| ACC 132 | Principles of Accounting II | 4 |
| ACC 161 | Payroll Accounting | 3 |
| ACC 171 | Sales & Use Tax | 1 |
| ADM 162 | Office Procedures | 3 |
| PSY 102 | Human and Work Relations OR | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| ACC 261 | Income Tax Accounting | 3 |
| ACC 311 | Computer Accounting | 3 |
| ADM 154 | Business Communication | 3 |
| Program Total | | 39 |

Bookkeeping and Office Support

Diploma

This program is designed for someone who likes both office and bookkeeping skills. Course work includes bookkeeping and office procedures and machine skills using computers and electronic calculators. Program emphasis is on developing bookkeeping concepts so that graduates can assist an accountant as well as perform necessary office skills. Training includes group and individual instruction, laboratory practice, worksheets and financial statement preparation.

Graduates of the Bookkeeping and Office Support program will find employment as general ledger, inventory and payroll clerks, assistant bookkeepers, and related jobs.

Plan of Study

| | | |
|---------------------|-----------------------------------|----|
| SDV 108 | The College Experience | 1 |
| ADM 105 | Introduction to Keyboarding | 1 |
| ADM 131 | Office Calculators | 1 |
| ADM 176 | Electronic Records System | 3 |
| ACC 131 | Principles of Accounting I | 4 |
| BCA 147 | Basic Spreadsheets | 2 |
| BCA 148 | Advanced Spreadsheets | 2 |
| MAT 772 | Applied Math OR | 3 |
| MAT 111 | Math for Liberal Arts | 4 |
| ADM 123 | Document Formatting | 3 |
| ADM 159 | Proofreading and Editing | 3 |
| ADM 162 | Office Procedures | 3 |
| ACC 161 | Payroll Accounting | 3 |
| ACC 171 | Sales & Use Tax | 1 |
| PSY 102 | Human & Work Relations | 3 |
| ACC 311 | Computer Accounting | 3 |
| SDV 153 | Pre-Employment Strategies | 2 |
| ADM 932 | Internship II | 2 |
| Program Total | | 40 |

Bookkeeping

Certificate

This certificate is designed for someone to learn basic bookkeeping skills. Program emphasis is on developing bookkeeping concepts so that graduates can assist an accountant.

Plan of Study

| | | |
|---------------------|---------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ACC 131 | Principles of Accounting I..... | 4 |
| BCA 147 | Basic Spreadsheets..... | 2 |
| ACC 161 | Payroll Accounting..... | 3 |
| ACC 171 | Sales & Use Tax..... | 1 |
| ACC 311 | Computer Accounting..... | 3 |
| ADM 162 | Office Procedures..... | 3 |
| Program Total | | 17 |

Cost Accounting

Certificate

This certificate program is designed to enable the student to use cost accounting concepts to perform variance analysis and prepare cost of production reports. These courses can be applied toward the fulfillment of an Accounting Diploma and Accounting Specialist AAS degree.

Plan of Study

| | | |
|--------------------|----------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ACC 131 | Principles of Accounting I..... | 4 |
| MAT 102 | Intermediate Algebra..... | 4 |
| BCA 147 | Basic Spreadsheets..... | 2 |
| BCA 148 | Advanced Spreadsheets..... | 2 |
| ACC 132 | Principles of Accounting II..... | 4 |
| ADM 162 | Office Procedures..... | 3 |
| ACC 221 | Cost Accounting..... | 3 |
| Program Total..... | | 23 |

Payroll Clerk

Certificate

This certificate program is designed to enable the student to compute wages and salaries, maintain payroll records, and prepare reports required by governmental agencies and the employer. These courses can be applied toward the fulfillment of an Accounting Diploma and Accounting Specialist AAS degree.

Plan of Study

| | | |
|---------|---------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ACC 131 | Principles of Accounting I..... | 4 |
| MAT 102 | Intermediate Algebra..... | 4 |

| | | |
|--------------------|----------------------------|----|
| BCA 147 | Basic Spreadsheets..... | 2 |
| BCA 148 | Advanced Spreadsheets..... | 2 |
| ACC 161 | Payroll Accounting..... | 3 |
| ACC 311 | Computer Accounting..... | 3 |
| ADM 162 | Office Procedures..... | 3 |
| Program Total..... | | 22 |

Tax Preparer

Certificate

This certificate program is designed to enable the student to become a tax preparer. The courses in the Tax Preparer Certificate can be applied toward fulfillment of an Accounting Diploma and Accounting Specialist AAS degree.

Plan of Study

| | | |
|--------------------|----------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ACC 131 | Principles of Accounting I..... | 4 |
| MAT 102 | Intermediate Algebra..... | 4 |
| BCA 147 | Basic Spreadsheets..... | 2 |
| BCA 148 | Advanced Spreadsheets..... | 2 |
| FIN 121 | Personal Finance..... | 3 |
| ACC 132 | Principles of Accounting II..... | 4 |
| ACC 261 | Income Tax Accounting..... | 3 |
| ACC 171 | Sales & Use Tax..... | 1 |
| ADM 162 | Office Procedures..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| Program Total..... | | 30 |

Administrative Assistant – Medical

Associate of Applied Science

This program prepares individuals to perform the duties of administrative assistants for practicing physicians, health care facilities, health service administrators and other health care professionals.

Plan of Study

| | | |
|---------|---|---|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| ADM 131 | Office Calculators..... | 1 |
| HSC 114 | Medical Terminology..... | 3 |
| HIT 248 | Essentials of Medical Coding..... | 2 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| CSC 116 | Information Computing..... | 3 |
| HSC 218 | Clinical Pathology for Allied Health..... | 3 |
| MAP 123 | Administrative Medical Office Procedures..... | 3 |
| HIT 301 | Electronic Health Records..... | 3 |
| MAP 134 | Medical Transcription I..... | 3 |
| ADM 154 | Business Communication..... | 3 |
| ADM 123 | Document Formatting..... | 3 |

| | | |
|--------------------|--|----|
| PSY 102 | Human & Work Relations | 3 |
| MAP 141 | Medical Insurance..... | 3 |
| HSC 143 | Pharmacology..... | 3 |
| HIT 242 | Coding I (ICD-10)..... | 3 |
| HIT 313 | Medical Office Computer Applications..... | 1 |
| ACC 111 | Introduction to Accounting | 3 |
| ADM 159 | Proofreading and Editing | 3 |
| HIT 244 | Basic CPT Coding | 3 |
| HIT 284 | Auditing of Evaluation & Management Codes..... | 1 |
| MAP 402 | Medical Law and Ethics..... | 2 |
| BUS 930 | Career Readiness | 1 |
| BUS 934 | Capstone Experience | 1 |
| SPC 122 | Interpersonal Communication | 3 |
| MAT 772 | Applied Math..... | 3 |
| Program Total..... | | 66 |

Medical Coding Specialist

Diploma

This program prepares students to assign codes to diagnoses and procedures using nationally recognized coding systems required for billing and reimbursement in health care facilities. The Courses in this program can be applied to an Associate of Applied Science (AAS) degree in Administrative Assistant-Medical.

Plan of Study

| | | |
|---------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding | 1 |
| HSC 114 | Medical Terminology..... | 3 |
| MAP 402 | Medical Law and Ethics..... | 2 |
| MAP 141 | Medical Insurance..... | 3 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| ADM 131 | Office Calculators | 1 |
| HIT 248 | Essentials of Medical Coding | 2 |
| MAP 123 | Administrative Medical Office Procedures..... | 3 |
| HSC 143 | Pharmacology..... | 3 |
| HSC 218 | Clinical Pathology for Allied Health..... | 3 |
| HIT 242 | Coding I (ICD-10)..... | 3 |
| ADM 154 | Business Communication | 3 |
| CSC 116 | Information Computing..... | 3 |
| PSY 102 | Human & Work Relations | 3 |
| HIT 244 | Basic CPT Coding | 3 |
| HIT 284 | Auditing of Evaluation & Management Codes..... | 1 |
| BUS 930 | Career Readiness | 1 |
| Program Total | | 43 |

Medical Secretary

Diploma

This program prepares students to perform clerical and administrative tasks in health care facilities.

Plan of Study

| | | |
|---------|-----------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding | 1 |
| HSC 114 | Medical Terminology..... | 3 |

| | | |
|---------------------|---|----|
| MAP 123 | Administrative Medical Office Procedures..... | 3 |
| MAP 402 | Medical Law and Ethics..... | 2 |
| HIT 301 | Electronic Health Records | 3 |
| CSC 116 | Information Computing..... | 3 |
| ADM 123 | Document Formatting..... | 3 |
| ADM 154 | Business Communication | 3 |
| ADM 159 | Proofreading and Editing | 3 |
| MAP 134 | Medical Transcription I..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| ADM 131 | Office Calculators | 1 |
| PSY 102 | Human & Work Relations | 3 |
| BUS 930 | Career Readiness | 1 |
| Program Total | | 36 |

Medical Transcriptionist

Diploma

This program prepares students to produce/proof medical reports and documentation which becomes a part of the medical-legal record.

Plan of Study

| | | |
|---------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding | 1 |
| HSC 114 | Medical Terminology..... | 3 |
| ADM 159 | Proofreading and Editing | 3 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| BCA 115 | Internet Basics..... | 1 |
| CSC 116 | Information Computing..... | 3 |
| MAP 134 | Medical Transcription I..... | 3 |
| HSC 218 | Clinical Pathology for Allied Health..... | 3 |
| MAP 123 | Administrative Medical Office Procedures..... | 3 |
| ADM 154 | Business Communication | 3 |
| HSC 143 | Pharmacology..... | 3 |
| MAP 135 | Medical Transcription II..... | 3 |
| BUS 930 | Career Readiness | 1 |
| PSY 102 | Human & Work Relations | 3 |
| Program Total | | 38 |

Health Information Technology

Certificate

This program prepares students to use electronic records systems in creating, managing, retrieving and accessing electronic health records.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| HSC 114 | Medical Terminology..... | 3 |
| MAP 123 | Administrative Medical Office Procedures..... | 3 |
| HIT 301 | Electronic Health Records | 3 |
| CSC 116 | Information Computing..... | 3 |
| Program Total..... | | 17 |

Administrative Office Management

Associate of Applied Science

This program prepares individuals to perform the duties of administrative assistants. It includes instruction in business communications, proofreading and editing, keyboarding and document processing, office procedures, business etiquette, basic accounting, filing systems and records management, and presentation preparation. Individuals also receive in-depth instruction in word processing, data base, spreadsheet, and presentation software. Students must earn a "C" or better in all core courses before participating in an internship, service learning, or on-the-job training. A "C" or better in all core courses is also required for graduation.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| ADM 131 | Office Calculators..... | 1 |
| ADM 162 | Office Procedures..... | 3 |
| ACC 111 | Introduction to Accounting..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| ADM 123 | Document Formatting..... | 3 |
| ADM 159 | Proofreading and Editing..... | 3 |
| BCA 147 | Basic Spreadsheets..... | 2 |
| BCA 148 | Advanced Spreadsheets..... | 2 |
| ACC 311 | Computer Accounting..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| ADM 124 | Document Formatting II..... | 3 |
| ADM 154 | Business Communication..... | 3 |
| ADM 176 | Electronic Records System..... | 3 |
| ADM 180 | Administrative Management..... | 3 |
| BCA 221 | Integrated Computer Business Applications..... | 3 |
| SMM 101 | Social Media Explored..... | 3 |
| ADM 241 | Advanced Office Skills..... | 3 |
| ADM 932 | Internship II..... | 2 |
| ACC 161 | Payroll Accounting..... | 3 |
| SDV 153 | Pre-Employment Strategies..... | 2 |
| SPC 112 | Public Speaking..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| Program Total..... | | 65 |

Administrative Office Support

Diploma

This program prepares individuals entry-level office employment. Includes instruction in basic accounting, computer software skills, and office procedures. Individuals will also receive training in keyboarding and document processing, office procedures, proofreading and editing, business communications, and office calculators. Students must earn a "C" or better in all core courses before participating in an internship, service learning, or on-the-job training. A "C" or better in all core courses is also required for graduation.

Plan of Study

| | | |
|--------------------|----------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| ADM 131 | Office Calculators..... | 1 |
| ADM 162 | Office Procedures..... | 3 |
| ACC 111 | Introduction to Accounting..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| ADM 123 | Document Formatting..... | 3 |
| ADM 159 | Proofreading and Editing..... | 3 |
| BCA 147 | Basic Spreadsheets..... | 2 |
| BCA 148 | Advanced Spreadsheets..... | 2 |
| ACC 311 | Computer Accounting..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| Program Total..... | | 31 |

Office Assistant

Certificate

This program will develop skills for entry-level office employment by concentrating on basic skills such as keyboarding, office calculators, filing and records management, document processing, and office procedures.

Plan of Study

| | | |
|--------------------|----------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| ADM 131 | Office Calculators..... | 1 |
| ADM 162 | Office Procedures..... | 3 |
| ACC 111 | Introduction to Accounting..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| Program Total..... | | 15 |

Agribusiness Technology

Associate of Applied Science

This program is designed to enable students to find employment in the areas of production agriculture and agribusiness. Instructional areas include crop production, animal production, management, sales and marketing.

Students will be provided with a combination of classroom instruction and agriculture/cooperative work experience.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| AGA 154 | Fundamentals of Soil Science | 3 |
| AGC 216 | Career Seminar | 2 |
| AGP 329 | Introduction to GPS | 3 |
| AGB 470 | Farm Records, Accounts, Analysis..... | 3 |
| ENG 105 | Composition I..... | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| AGA 114 | Principles of Agronomy..... | 3 |
| AGM 155 | Farm Equipment Management | 2 |
| AGH 284 | Pesticide Application Certification..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| BCA 206 | Applied Computer Concepts..... | 3 |
| AGC 936 | Occupational Experience..... | 3 |
| AGT 250 | Food and Biosecurity Issues | 1 |
| AGS 270 | Foods of Animal Origin | 3 |
| AGS 242 | Animal Health..... | 3 |
| AGX XXX | Agriculture Elective..... | 2 |
| SPC 112 | Public Speaking..... | 3 |
| ECN 130 | Principles of Microeconomics | 3 |
| AGA 158 | Soil Fertility | 3 |
| AGB 235 | Introduction to Agriculture Markets | 3 |
| AGB 336 | Agricultural Selling | 3 |
| AGC 420 | Issues in Agriculture..... | 3 |
| AGX XXX | Agriculture Elective..... | 2 |
| Program Total..... | | 64 |

Agribusiness Technology AAS Term 4 fall electives: Agronomy Emphasis: AGB 437; Animal Science Emphasis: AGS 319; Agribusiness Emphasis: AGB 330, AGB 437, AGB 466.

Agribusiness Technology AAS Term 5 spring electives: Agronomy Emphasis: AGC 403; Animal Science Emphasis: AGS 226, AGS 319; Agribusiness Emphasis: AGB 210, AGB 330

Agriculture Management

Associate of Applied Science

This program provides a broad agriculture knowledge-base for students. Graduates may secure employment in the areas of production agriculture and agribusiness. Instructional areas include crop production, animal production, finance, management, sales, and marketing. This agriculture degree is offered online. Students may gain relevant hands-on experience with agribusinesses within their locality or beyond.

Plan of Study

| | | |
|---------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| AGA 154 | Fundamentals of Soil Science | 3 |
| AGC 216 | Career Seminar | 2 |
| AGB 470 | Farm Records, Accounts, Analysis..... | 3 |
| ENG 105 | Composition I..... | 3 |
| PSY 111 | Introduction to Psychology OR..... | 3 |
| SOC 110 | Introduction to Sociology..... | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| AGA 114 | Principles of Agronomy..... | 3 |
| AGB 235 | Introduction to Agriculture Markets | 3 |
| AGB 330 | Farm Business Management..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| AGC 936 | Occupational Experience..... | 3 |
| AGT 250 | Food and Biosecurity Issues | 1 |
| AGB 466 | Agricultural Finance | 3 |
| AGB 437 | Commodity Marketing | 3 |
| AGX XXX | Agriculture Elective | 3 |
| MGT 101 | Principles of Management | 3 |
| ECN 130 | Principles of Microeconomics | 3 |
| AGB 210 | Agricultural Law | 2 |
| AGB 336 | Agricultural Selling | 3 |
| AGC 420 | Issues in Agriculture..... | 3 |
| AGC 403 | Sustainable Agriculture..... | 2 |
| AGX XXX | Agriculture Electives | 2 |
| SPC 112 | Public Speaking | 3 |
| Program Total | | 64 |

Agriculture Management AAS Term 4 fall electives: Agronomy Emphasis: AGP 329; Animal Science Emphasis: AGS 242, AGS 319; Agribusiness Emphasis: AGX XXX

Agriculture Management AAS Term 5 spring electives: Agronomy Emphasis: AGA 158, AGH 284, AGM 155; Animal Science Emphasis: AGS 226, AGS 242, AGS 319; Agribusiness Emphasis: other AGX-XXX.

Agriculture

Diploma

This program will give the graduate entry-level skills in crop production, livestock management, and agricultural marketing. This agriculture diploma is offered online. Students may gain relevant hands-on experience with agribusinesses within their locality or beyond.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| AGA 154 | Fundamentals of Soil Science..... | 3 |
| AGC 216 | Career Seminar..... | 2 |
| AGP 329 | Introduction to GPS..... | 3 |
| AGB 470 | Farm Records, Accounts, Analysis..... | 3 |
| ENG 105 | Composition I..... | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| AGA 114 | Principles of Agronomy..... | 3 |
| AGM 155 | Farm Equipment Management..... | 2 |
| AGH 284 | Pesticide Application Certification..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| BCA 206 | Applied Computer Concepts..... | 3 |
| Program Total..... | | 32 |

Air Conditioning, Heating, and Refrigeration

Diploma

This program includes a study of air conditioning, heating, and refrigeration for residential and light commercial equipment. Students are trained to be HVAC technicians in a real-world, hands-on lab environment.

Students who complete the WITCC Air Conditioning, Heating, and Refrigeration Diploma Program have the opportunity to take a test to enter the WITCC HVAC Apprenticeship program. If students pass the test, at a 75% rate, they may earn credit for Year 1 of the WITCC HVAC Apprenticeship program. In order for students to begin Year 2 of the apprenticeship program, they must be business sponsored and working 2000 hours annually. Upon completing the WITCC HVAC Apprenticeship Program, which has had the standards approved by the Department of Labor, Office of Apprenticeship, and completers will be eligible to take the Iowa Journeyman HVAC licensing examination.

Plan of Study

| | | |
|---------|------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| ELE 112 | Basic Electrical Theory..... | 3 |
| HCR 112 | Heating Fundamentals..... | 3 |
| HCR 120 | Gas Heating..... | 3 |

| | | |
|---------|-----------------------------------|---|
| HCR 137 | Hydronic Heating Systems..... | 3 |
| HCR 430 | Electric Motors and Controls..... | 3 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|---------|------------------------------------|---|
| HCR 205 | Air Conditioning Principles..... | 3 |
| HCR 410 | Electrical Applications I..... | 3 |
| HCR 305 | Fundamentals of Refrigeration..... | 3 |
| HCR 140 | Heat Pumps..... | 3 |
| COM 723 | Workplace Communications..... | 3 |
| HCR 715 | Blueprint Reading..... | 1 |

Program Total..... 36

Air Conditioning

Certificate

This certificate will prepare the student to maintain and troubleshoot residential air-conditioning equipment. Students are trained to be cooling technicians in a real world, hands-on lab environment. The HVAC facility is equipped with state-of-the-art and conventional air conditioning systems in which students experience ample hands-on training. Students may receive credit for coursework taken and skills learned toward completion of Apprenticeship Related Training Instruction (RTI) requirements.

Plan of Study

| | | |
|---------|------------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| ELE 112 | Basic Electrical Theory..... | 3 |
| HCR 205 | Air Conditioning Principles..... | 3 |
| HCR 410 | Electrical Applications I..... | 3 |
| HCR 305 | Fundamentals of Refrigeration..... | 3 |
| HCR 140 | Heat Pumps..... | 3 |
| HCR 715 | Blueprint Reading..... | 1 |

Program Total..... 18

Heating

Certificate

This certificate will prepare the student to maintain and troubleshoot residential heating equipment. Students are trained to be heating technicians in a real world hands-on lab environment. The HVAC facility is equipped with state-of-the-art and conventional heating systems in which students experience ample hands-on training. Students may receive credit for coursework taken and skills learned toward completion of Apprenticeship Related Training Instruction (RTI) requirements.

Plan of Study

| | | |
|---------|------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| ELE 112 | Basic Electrical Theory..... | 3 |
| HCR 112 | Heating Fundamentals..... | 3 |
| HCR 120 | Gas Heating..... | 3 |

| | | |
|--------------------|------------------------------------|----|
| HCR 137 | Hydronic Heating Systems | 3 |
| HCR 430 | Electric Motors and Controls | 3 |
| Program Total..... | | 17 |

Audio Engineering Technician

Associate of Applied Science

This program presents the world audio, sound studio operations, current music technologies, and music and sound production as they are implements for music, film, video, television, and interactive media. Students will acquire skills in sound mixing and editing, using various kinds of audio recording equipment, and the ability to engage in sound design.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| MUS 285 | Audio Production & Equipment I | 3 |
| MUS 291 | Audio Principles and Theory..... | 3 |
| MUS 420 | Audio Seminar I | 1 |
| MAT 772 | Applied Math..... | 3 |
| MUS 100 | Music Appreciation..... | 3 |
| | | |
| MUS 267 | Pro Tools..... | 3 |
| MUS 289 | System Assembly & Maintenance | 3 |
| MUS 301 | Live Sound Production | 3 |
| MUS 421 | Audio Seminar II..... | 1 |
| MUS 431 | Audio Practicum I | 1 |
| MUS 102 | Music Fundamentals..... | 3 |
| COM 723 | Workplace Communications..... | 3 |
| | | |
| MUS 287 | Audio Production & Equipment II..... | 3 |
| MUS 302 | Studio Production in Mass Communication..... | 3 |
| MUS 316 | Audio Engineering Electronics..... | 2 |
| MUS 432 | Audio Practicum II | 1 |
| CIN 104 | Media Production and Equipment..... | 3 |
| MMS 142 | Media Literacy OR..... | 3 |
| MMS 101 | Mass Media | 3 |
| | | |
| MUS 288 | Topics in the Modern Music Industry..... | 2 |
| MUS 336 | Advanced Audio Engineering Electronics..... | 2 |
| MMS 265 | Mass Communications Law | 3 |
| CIN 118 | Technical Production in Media..... | 3 |
| BUS 102 | Introduction to Business OR..... | 3 |
| BUS 130 | Introduction to Entrepreneurship | 3 |
| MUA 101 | Applied Voice OR..... | 1 |
| MUA 120 | Applied Piano OR..... | 1 |
| MUA 124 | Applied Guitar OR..... | 1 |
| MUA 180 | Applied Percussion..... | 1 |
| | | |
| MUS 932 | Internship..... | 3 |
| Program Total..... | | 64 |

Audio Production Assistant

Diploma

This program presents the world audio, sound studio operations, current music technologies, and music and sound production as they are implements for music, film, video, television, and interactive media. Students are introduced to audio theory and competency with industry standard tools.

Plan of Study

| | | |
|--------------------|--------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety | 1 |
| MUS 285 | Audio Production & Equipment I | 3 |
| MUS 291 | Audio Principles and Theory..... | 3 |
| MUS 420 | Audio Seminar I | 1 |
| MAT 772 | Applied Math..... | 3 |
| MUS 100 | Music Appreciation | 3 |
| | | |
| MUS 267 | Pro Tools | 3 |
| MUS 289 | System Assembly & Maintenance | 3 |
| MUS 301 | Live Sound Production | 3 |
| MUS 421 | Audio Seminar II..... | 1 |
| MUS 431 | Audio Practicum I | 1 |
| MUS 102 | Music Fundamentals..... | 3 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 32 |

Auto Collision Repair Technology

Associate of Applied Science

This program prepares the student for a career as a specialist in auto body repair. The automobile repair business is becoming even more important today as many car owners are having their present vehicles repaired rather than buying new ones. Students will receive training in sheet metal welding and cutting, cost estimating, basic business procedures, metal straightening, frame repair, suspension, glass, plastic, and fiberglass repair, body construction, automotive painting and refinishing. The student will gain practical experience by working on damaged vehicles in a state-of-the-art auto collision facility.

Plan of Study

| | | |
|---------|----------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| CRR 102 | Sheet Metal Welding..... | 3 |
| CRR 411 | Interior Body Construction..... | 3 |
| CRR 403 | Exterior Body Construction | 3 |
| CRR 323 | Sheet Metal Fundamentals..... | 3 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|--------------------|--|----|
| CRR 202 | Plastic Repair..... | 3 |
| CRR 533 | Structural Repair..... | 3 |
| CRR 551 | Integral Body Repair..... | 3 |
| CRR 504 | Frame and Unibody Damage Analysis..... | 4 |
| COM 753 | Technical Communications..... | 3 |
| CRR 811 | Surface Preparation..... | 4 |
| CRR 805 | Refinishing I..... | 4 |
| CRR 834 | Refinishing II..... | 4 |
| PSY 102 | Human & Work Relations..... | 3 |
| CRR 742 | Estimating Theory..... | 2 |
| CRR 210 | Electricity and Air Conditioning..... | 3 |
| CRR 655 | Advanced Collision Repair..... | 5 |
| CRR 874 | Advanced Refinishing..... | 4 |
| SPC 122 | Interpersonal Communication..... | 3 |
| Program Total..... | | 64 |

Auto Body Refinishing

Diploma

This diploma option prepares the student to do standard refinishing procedures, color blending, and color tinting. Students will identify and solve issues related to common paint problems.

Plan of Study

| | | |
|--------------------|---------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| CRR 811 | Surface Preparation..... | 4 |
| CRR 805 | Refinishing I..... | 4 |
| CRR 834 | Refinishing II..... | 4 |
| MAT 772 | Applied Math..... | 3 |
| CRR 411 | Interior Body Construction..... | 3 |
| CRR 403 | Exterior Body Construction..... | 3 |
| CRR 742 | Estimating Theory..... | 2 |
| CRR 874 | Advanced Refinishing..... | 4 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 31 |

Auto Body Structural Repair

Diploma

This diploma option prepares the student to perform basic body repairs, panel replacements, frame repair and analysis, and unibody structural repairs. Students will be introduced to the use of a frame machine, MIG welding, plastic welding and spot welding. Students will also learn how to take a crashed vehicle and fix all of the damage up to being painted.

Plan of Study

| | | |
|---------|---------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| CRR 102 | Sheet Metal Welding..... | 3 |
| CRR 411 | Interior Body Construction..... | 3 |
| CRR 403 | Exterior Body Construction..... | 3 |
| CRR 323 | Sheet Metal Fundamentals..... | 3 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|--------------------|--|----|
| CRR 202 | Plastic Repair..... | 3 |
| CRR 504 | Frame and Unibody Damage Analysis..... | 4 |
| CRR 533 | Structural Repair..... | 3 |
| CRR 551 | Integral Body Repair..... | 3 |
| COM 723 | Workplace Communications OR..... | 3 |
| COM 753 | Technical Communications..... | 3 |
| Program Total..... | | 32 |

Auto Body Procedures

Certificate

This certificate will offer students training to be prepared to complete minor auto collision damage. Emphasis will be placed on alignment and replacement of damaged fenders, light sheet metal work, interior dismantling and reassembly, windshield replacement, and sheet metal welding.

Plan of Study

| | | |
|--------------------|---------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| CRR 102 | Sheet Metal Welding..... | 3 |
| CRR 411 | Interior Body Construction..... | 3 |
| CRR 403 | Exterior Body Construction..... | 3 |
| CRR 323 | Sheet Metal Fundamentals..... | 3 |
| Program Total..... | | 13 |

Auto Body Repair

Certificate

This certificate program provides students exposure, fundamental knowledge and skills related to the auto collision industry. Students will have the opportunity to develop entry-level skills related to the repair of auto body fenders and finishes. Topics include welding, fender repair and preparation to finish and painting techniques.

Plan of Study

| | | |
|--------------------|---------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| CRR 102 | Sheet Metal Welding..... | 3 |
| CRR 411 | Interior Body Construction..... | 3 |
| CRR 403 | Exterior Body Construction..... | 3 |
| CRR 323 | Sheet Metal Fundamentals..... | 3 |
| CRR 811 | Surface Preparation..... | 4 |
| CRR 805 | Refinishing I..... | 4 |
| CRR 834 | Refinishing II..... | 4 |
| Program Total..... | | 25 |

Automotive Painting

Certificate

This certificate provides students with auto collision skills in the areas of painting. Students will have the opportunity to prep and paint sheet metal and fiberglass panels.

Plan of Study

| | | |
|--------------------|-----------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| CRR 811 | Surface Preparation..... | 4 |
| CRR 805 | Refinishing I..... | 4 |
| CRR 834 | Refinishing II..... | 4 |
| Program Total..... | | 13 |

Automotive Technology

Associate of Applied Science

This program is designed to prepare the student to perform a wide range of diagnostics, repair, and preventative maintenance tasks on automobiles and light trucks. Students will have extensive hands-on training in engine overhaul, manual and automatic drive train, front end alignment, brake service and repair, fuel systems, ignition systems, and air conditioning. In addition, the program provides training in electrical and electronic control systems, engine performance diagnosis, and on-board computerized engine control systems diagnosis.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| AUT 115 | Automotive Shop Safety..... | 1 |
| AUT 615 | Automotive Electricity/Electronics..... | 4 |
| AUT 633 | Automotive Electrical Systems..... | 4 |
| AUT 671 | Automotive Body Computer Systems..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| AUT 807 | Automotive Engine Performance..... | 5 |
| AUT 838 | Automotive Advanced Fuel and Ignition Systems..... | 5 |
| AUT 947 | Practicum..... | 4 |
| ART 186 | Digital Photography..... | 3 |
| AUT 703 | Automotive Heating and Air Conditioning..... | 3 |
| AUT 205 | Automotive Automatic Transmissions and Transaxles..... | 5 |
| AUT 304 | Automotive Manual Drive Train and Axles..... | 4 |
| BCA 206 | Applied Computer Concepts..... | 3 |
| AUT 101 | Introduction to Automotive Engine Repair..... | 1 |
| AUT 163 | Automotive Engine Repair..... | 3 |
| AUT 141 | Introduction to Automotive Brake Systems..... | 1 |
| AUT 502 | Automotive Brake Systems..... | 2 |
| AUT 128 | Introduction to Automotive Suspension and Steering..... | 1 |
| AUT 401 | Automotive Suspension and Steering..... | 3 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 65 |

Auto Mechanic

Diploma

This program prepares students to enter the auto repair industry with basic skills in electrical/electronics, engine overhaul, cooling, and suspension systems.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| AUT 115 | Automotive Shop Safety..... | 1 |
| AUT 615 | Automotive Electricity/Electronics..... | 4 |
| AUT 633 | Automotive Electrical Systems..... | 4 |
| AUT 671 | Automotive Body Computer Systems..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| AUT 128 | Introduction to Automotive Suspension and Steering ... | 1 |
| AUT 401 | Automotive Suspension and Steering..... | 3 |
| AUT 101 | Introduction to Automotive Engine Repair..... | 1 |
| AUT 163 | Automotive Engine Repair..... | 3 |
| AUT 141 | Introduction to Automotive Brake Systems..... | 1 |
| AUT 502 | Automotive Brake Systems..... | 2 |
| COM 723 | Workplace Communications..... | 3 |
| AUT 703 | Automotive Heating and Air Conditioning..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| Program Total..... | | 36 |

Automotive Drive Train

Certificate

This certificate prepares the student to rebuild manual and automatic transmissions. Upon completion of the certificate, graduates will be prepared to complete fundamental tasks related to transmission repairs and replacements.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| AUT 115 | Automotive Shop Safety..... | 1 |
| AUT 304 | Automotive Manual Drive Train and Axles..... | 4 |
| AUT 205 | Automotive Automatic Transmissions and Transaxles... | 5 |
| Program Total..... | | 11 |

Automotive Electrical

Certificate

This certificate prepares students to trace and troubleshoot electrical and electronic problems, and make repairs on automotive electrical systems. The electrical systems to be studied will include on-board computer systems, door locks, automatic windows, airbags, and lighting.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| AUT 115 | Automotive Shop Safety..... | 1 |
| AUT 615 | Automotive Electricity/Electronics..... | 4 |
| AUT 633 | Automotive Electrical Systems..... | 4 |
| AUT 671 | Automotive Body Computer Systems..... | 3 |
| Program Total..... | | 13 |

Band Instrument Repair

Associate of Applied Science

This program prepares individuals to apply technical knowledge and skills to repair, adjust, maintain, and tune woodwind and brass instruments. Includes instruction in methods and equipment used in cleaning, repair, and maintenance of these instruments, as well as basic machining, shop safety, and principles of repair shop management.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| BIR 101 | The BIR Industry..... | 3 |
| BIR 105 | Repair Shop Safety..... | 1 |
| BIR 140 | Woodwind Repair I..... | 4 |
| BIR 150 | Brasswind Repair I..... | 4 |
| MUA 174 | Wind Instrument Playing Techniques I..... | 1 |
| PSY 111 | Introduction to Psychology..... | 3 |
| | | |
| BIR 110 | Instrument Case Repair..... | 1 |
| BIR 135 | Small Parts Machining..... | 3 |
| BIR 141 | Woodwind Repair II..... | 4 |
| BIR 151 | Brasswind Repair II..... | 4 |
| MUA 175 | Wind Instrument Playing Techniques II..... | 1 |
| COM 723 | Workplace Communications..... | 3 |
| | | |
| BIR 126 | Woodwind Machine Operations..... | 3 |
| BIR 210 | Percussion Instrument Repair..... | 1 |
| BIR 240 | Woodwind Repair III..... | 4 |
| BIR 250 | Brasswind Repair III..... | 4 |
| MUA 176 | Wind Instrument Playing Techniques III..... | 1 |
| MUS 100 | Music Appreciation..... | 3 |
| BUS 102 | Introduction to Business..... | 3 |
| | | |
| BIR 215 | Shop Management Practices..... | 3 |
| BIR 225 | Orchestral String Instrument Repair..... | 2 |
| BIR 241 | Woodwind Repair IV..... | 4 |
| BIR 251 | Brasswind Repair IV..... | 4 |
| MAT 772 | Applied Math..... | 3 |
| Program Total..... | | 68 |

Broadcasting and Multimedia Journalism

Associate of Applied Science

Broadcasting and Multimedia Journalism is a two-year AAS degree program which is aimed at students invested in and wishing to enter the world of broadcasting. Coursework includes the production side for learning the technology used in day to day operations, and also essential skills such as news writing, copy editing, and using critical thinking to make informed decisions regarding content in the field of journalism. Other courses in the program introduce the student to concepts in broadcast management and on-air production. Students will be involved in developing content for both our on-campus streaming radio station, Comet Radio, and our internet television station, WITv, both located within our extensive lab area. Other skills will be put to practice in a real life newsroom also incorporated into our facility. This program allows the student to learn the skills necessary to obtain entry level employment in the Television, Radio and Internet Broadcasting industry.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| MMS 142 | Media Literacy OR..... | 3 |
| MMS 101 | Mass Media..... | 3 |
| MMS 132 | Writing for the Mass Media..... | 3 |
| CIN 104 | Media Production and Equipment..... | 3 |
| CIN 106 | Introduction to Editing Software..... | 2 |
| CIN 117 | Introduction to Motion Graphics..... | 2 |
| MUS 285 | Audio Production & Equipment I..... | 3 |
| | | |
| MMS 131 | News Reporting..... | 3 |
| MMS 161 | Broadcasting Practicum I..... | 1 |
| MMS 411 | Broadcasting Seminar I..... | 1 |
| CIN 116 | Management and Operations..... | 3 |
| CIN 126 | Video Field Production..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| | | |
| MMS 156 | Media Ethics..... | 2 |
| MMS 162 | Broadcasting Practicum II..... | 2 |
| MMS 412 | Broadcasting Seminar II..... | 1 |
| CIN 127 | Live Video Production..... | 3 |
| MUS 302 | Studio Production in Mass Communication..... | 3 |
| SMM 101 | Social Media Explored..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| MMS 157 | Newscast Structure and Producing..... | 3 |
| MMS 163 | Broadcasting Practicum III..... | 2 |
| MMS 265 | Mass Communications Law..... | 3 |
| CIN 118 | Technical Production in Media..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| | | |
| MMS 932 | Internship..... | 3 |
| Program Total..... | | 66 |

Business Management

Associate of Applied Science

This program is aimed primarily at students seeking employment as first-line supervisors and entry-level management. The program is also of interest to the student who is a first-line supervisor and needs to improve his or her skills. Students acquire a background in basic business including accounting, budgeting, math and economics as well as practical supervisory skills. Students must earn a “C” or better in all core courses before participating in an internship, service learning, or on-the-job training. A “C” or better in all core courses is also required for graduation.

Plan of Study

| | | |
|--------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| BUS 102 | Introduction to Business..... | 3 |
| MKT 110 | Principles of Marketing..... | 3 |
| MGT 170 | Human Resource Management..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| ADM 154 | Business Communication..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| ECN 120 | Principles of Macroeconomics..... | 3 |
| MGT 200 | Managing Diversity..... | 3 |
| MGT 101 | Principles of Management..... | 3 |
| BUS 150 | E-Commerce..... | 3 |
| BUS 197 | Leadership Development..... | 3 |
| ACC 132 | Principles of Accounting II..... | 4 |
| PHI 105 | Introduction to Ethics..... | 3 |
| BUS 124 | Business Innovation..... | 3 |
| BUS 130 | Introduction to Entrepreneurship..... | 3 |
| FIN 130 | Principles of Finance..... | 3 |
| HCM 239 | Customer Service..... | 2 |
| MGT 938 | On-the-Job Training OR..... | 2 |
| MGT 975 | Service Learning..... | 1 |
| PSY 102 | Human & Work Relations..... | 3 |
| Program Total..... | | 64 |

Technical Business Management

Associate of Applied Science

This advanced standing degree allows students who have completed a diploma in a technical field to pursue business management training. Students may use this flexible program to gain the skills to run their own business or advance within their current organization. Students must have completed their diploma before acceptance into the program and should work with their advisor to customize the plan of study to meet their goals.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| COM 723 | Workplace Communications..... | 3 |
| ZZZ XXX | Entrance Requirements..... | 12 |
| MAT 772 | Applied Math..... | 3 |
| ZZZ XXX | Entrance Requirements..... | 12 |
| PSY 102 | Human & Work Relations..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| ACC 111 | Introduction to Accounting OR..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| BUS 124 | Business Innovation..... | 3 |
| MGT 170 | Human Resource Management..... | 3 |
| BUS 130 | Introduction to Entrepreneurship OR..... | 3 |
| BUS 185 | Business Law I OR..... | 3 |
| BUS 186 | Business Law II OR..... | 3 |
| BUS 133 | Entrepreneurial Studies OR..... | 3 |
| MGT 177 | Staffing OR..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| BUS 930 | Career Readiness..... | 1 |
| BUS 934 | Capstone Experience..... | 1 |
| MKT 110 | Principles of Marketing..... | 3 |
| ACC 161 | Payroll Accounting..... | 3 |
| BUS 197 | Leadership Development..... | 3 |
| SMM 101 | Social Media Explored..... | 3 |
| BUS 130 | Introduction to Entrepreneurship OR..... | 3 |
| BUS 185 | Business Law I OR..... | 3 |
| BUS 186 | Business Law II OR..... | 3 |
| BUS 133 | Entrepreneurial Studies OR..... | 3 |
| MGT 177 | Staffing OR..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| Program Total..... | | 66 |

ZZZ XXX Entrance Requirements: Use 12 credits from an approved trades and industry diploma.

Coaching

Certificate

This certificate prepares students to instruct and coach groups or individuals in the fundamentals of fitness and athletics. Students learn to provide training direction, encouragement, motivation, and nutritional advice to students and athletes, as well as explain and enforce safety rules and regulations.

Completion of the coursework within this certificate is one of the mandatory requirements to apply for a coaching authorization or endorsement. According to the Iowa Board of Educational Examiners (BoEE), “All coaches (paid OR volunteer) are required to have either their coaching authorization, or a coaching endorsement listed on a valid teaching license.” Additional information may be found on the BoEE website.

Plan of Study

| | | |
|--------------------|--|---|
| PEC 110 | Coaching Ethics, Techniques and Theory | 1 |
| PEC 115 | Athletic Development and Human Growth | 1 |
| PEC 120 | Body Structure and Function..... | 1 |
| PEC 126 | Athletic Injury Prevention | 2 |
| Program Total..... | | 5 |

Construction

Diploma

This program provides students with the knowledge and skills needed for employment as a carpenter or concrete specialist. Study includes residential and commercial construction, with all phases explored and applied on a job site or in the lab. Specialized coursework includes drywall installation and finishing, blueprint reading, construction estimating, concrete stamping, and construction materials.

Plan of Study

| | | |
|---------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| CON 136 | Introduction to Construction Shop | 1 |
| CON 204 | Basic Framing Techniques..... | 4 |
| CON 216 | Advanced Framing and Roofing | 6 |
| CON 366 | Exterior Finishing | 4 |
| MAT 772 | Applied Math..... | 3 |
| Program Total | | 36 |

Carpentry

Certificate

This certificate prepares graduates for entry level jobs in the construction industry. The latest in carpentry techniques and building materials will be taught.

Plan of Study

| | | |
|---------------------|---|------|
| SDV 108 | The College Experience..... | 1 |
| CON 136 | Introduction to Construction Shop | 1 |
| CON 204 | Basic Framing Techniques..... | 4 |
| CON 366 | Exterior Finishing | 4 |
| CON 209 | Introduction to Drywall..... | 1 |
| CON 367 | Interior Doors, Cabinets and Millwork | 2.5 |
| MAT 772 | Applied Math..... | 3 |
| Program Total | | 16.5 |

Concrete Specialties

Certificate

This Certificate helps students explore advanced and innovative ways of using concrete in the construction industry. It also allows for American Concrete Institute (ACI) concrete certification.

Plan of Study

| | | |
|---------------------|---|---|
| CON 234 | Concrete Specialties..... | 3 |
| CON 136 | Introduction to Construction Shop | 1 |
| CON 132 | Footings and Foundations..... | 3 |
| Program Total | | 7 |

Drywall

Certificate

This certificate prepares students to be able to fasten drywall panels, tape, texture, and then prepare these panels for painting by taping and finishing joints and other imperfections.

Plan of Study

| | | |
|---------------------|---|-----|
| CON 136 | Introduction to Construction Shop | 1 |
| CON 209 | Introduction to Drywall..... | 1 |
| CON 365 | Advanced Drywall | 1.5 |
| Program Total | | 3.5 |

Interior Finishing

Certificate

This certificate helps prepare students to perform the finishing work within the home, installing doors, cabinets, flooring etc. Interior finishing carpenters work for home builders, supply and install companies, or as independent contractors. The Introduction to Construction Shop, Wall Coverings, and Coatings, Introduction to Drywall, Advanced Drywall, and Interior Doors, Cabinets, and Millwork courses could also be taken for the individual looking for help with home improvement projects dealing with floor and wall coverings, drywall as well as doors and cabinets.

Plan of Study

| | | |
|---------------------|---|-----|
| CON 136 | Introduction to Construction Shop | 1 |
| CON 209 | Introduction to Drywall..... | 1 |
| CON 365 | Advanced Drywall | 1.5 |
| CON 367 | Interior Doors, Cabinets and Millwork | 2.5 |
| CON 258 | Wall Coverings and Coatings..... | 1.5 |
| CON 259 | Floor Coverings and Coatings | 1.5 |
| Program Total | | 9 |

Wall Framing and Roofing

Certificate

This certificate offers a background in woods, fasteners, and materials, blueprint reading, framing of exterior and interior walls, doors and window openings. Students will also be exposed to multiple types of rafter construction, roof framing and finishing, and steel framing in the residential and light commercial setting. Training to receive the 10 hour OSHA safety card is also completed with this certificate.

Plan of Study

| | | |
|---------------------|---|----|
| CON 136 | Introduction to Construction Shop | 1 |
| CON 204 | Basic Framing Techniques..... | 4 |
| CON 216 | Advanced Framing and Roofing | 6 |
| Program Total | | 11 |

Culinary Arts

Associate of Applied Science

This program prepares students to provide professional chef and related cooking services in restaurants and other commercial food establishments. Includes advanced techniques in culinary skills, as well as kitchen management and supervision.

Plan of Study

| | | |
|---------|---|---|
| SDV 108 | The College Experience | 1 |
| HCM 100 | Sanitation and Safety..... | 2 |
| HCM 188 | Knife Skills | 2 |
| HCM 252 | Stocks and Sauces..... | 2 |
| HCM 270 | Garde Manger..... | 2 |
| HCM 287 | Ingredient Identification | 2 |
| HCM 410 | Culinary Seminar I..... | 1 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| HCM 116 | Fundamentals of Baking..... | 3 |
| HCM 231 | Nutrition | 2 |
| HCM 262 | Financial Management, Purchasing and Cost Control..... | 3 |
| HCM 306 | Basic Cooking Methods | 3 |
| HCM 411 | Culinary Seminar II..... | 1 |
| COM 723 | Workplace Communications..... | 3 |
| | | |
| HCM 275 | Baking II | 3 |
| HCM 303 | Front of House | 3 |
| HCM 307 | Intermediate Cooking Methods | 3 |
| HCM 308 | Food Sustainability | 2 |
| ART 101 | Art Appreciation | 3 |
| SOC 110 | Introduction to Sociology..... | 3 |
| | | |
| HCM 240 | Menu Planning and Design..... | 2 |
| HCM 277 | Protein Fabrication..... | 2 |
| HCM 286 | Advanced Garde Manger..... | 3 |

| | | |
|---------|-------------------------------|---|
| HCM 314 | Beverage Service..... | 1 |
| HCM 355 | Ethnic World Cuisine..... | 3 |
| BUS 102 | Introduction to Business..... | 3 |

| | | |
|---------|--------------------|---|
| HCM 932 | Internship OR..... | 3 |
| HCM 941 | Practicum..... | 3 |

Program Total 64

Food Service

Diploma

The Food Service Diploma emphasizes fundamental and intermediate techniques of food preparation, production and baking skills. This program prepares students for intermediate level positions in the industry.

Plan of Study

| | | |
|---------|---|---|
| SDV 108 | The College Experience..... | 1 |
| HCM 100 | Sanitation and Safety..... | 2 |
| HCM 188 | Knife Skills | 2 |
| HCM 252 | Stocks and Sauces..... | 2 |
| HCM 270 | Garde Manger..... | 2 |
| HCM 287 | Ingredient Identification | 2 |
| HCM 410 | Culinary Seminar I..... | 1 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| HCM 116 | Fundamentals of Baking | 3 |
| HCM 231 | Nutrition | 2 |
| HCM 262 | Financial Management, Purchasing and Cost Control..... | 3 |
| HCM 306 | Basic Cooking Methods | 3 |
| HCM 411 | Culinary Seminar II..... | 1 |
| COM 723 | Workplace Communications..... | 3 |

Program Total 30

Food Preparation

Certificate

This certificate emphasizes the fundamental techniques of sanitation, food preparation, and production skills.

Plan of Study

| | | |
|---------|---------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| HCM 100 | Sanitation and Safety..... | 2 |
| HCM 188 | Knife Skills | 2 |
| HCM 252 | Stocks and Sauces..... | 2 |
| HCM 270 | Garde Manger..... | 2 |
| HCM 287 | Ingredient Identification | 2 |
| HCM 410 | Culinary Seminar I..... | 1 |

Program Total 12

Cyber Security and Digital Crime

Associate of Applied Science

This program is designed to fill a critical and growing need for cyber security personnel in the public and private sector. Students completing this curriculum will be capable of investigating computer crimes, properly seizing and recovering computer evidence, and aiding in the prosecution of cyber criminals. To combat computer related crime, students in the Cyber Security and Digital Crime program will also understand counter measures against hacking, spam, and computer viruses through network intrusion detection and evidence gathering.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| NET 161 | IT Essentials I: PC Hardware and Software..... | 4 |
| NET 162 | IT Essentials II: Advanced PC Hardware and Software .. | 3 |
| NET 612 | Fundamentals of Network Security | 3 |
| NET 351 | Python for Cyber Security Professionals..... | 3 |
| NET 170 | Configuring Windows | 4 |
| NET 217 | CCNA Exploration Network Fundamentals | 3 |
| NET 218 | CCNA Exploring Routing Concepts..... | 3 |
| NET 423 | Securing a Linux Environment I..... | 3 |
| NET 638 | Network Firewalls and VPNs | 3 |
| NET 617 | Implementing Security Policies and Procedures | 3 |
| NET 424 | Securing a Linux Environment II | 3 |
| NET 633 | Computer Forensics Fundamentals..... | 3 |
| NET 730 | Computer Forensics and Investigations | 3 |
| NET 624 | Offensive Security I..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| NET 625 | Offensive Security II..... | 3 |
| NET 171 | Installing & Configuring Windows Server..... | 4 |
| NET 846 | Cyber Crime Projects..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| COM 723 | Workplace Communications..... | 3 |

Program Total..... 67

Information Security Analyst

Diploma

This program prepares the student to be responsible for network intrusion detection and mitigation. Students will learn to monitor computer networks, install and maintain security measures, and document security breaches. Students will also be taught to develop security best practices. Throughout the program students will be able to work with various security appliances and technologies. This program prepares students for an entry level position in information security.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| NET 121 | Fundamentals of Computers and Networks..... | 3 |
| NET 612 | Fundamentals of Network Security | 3 |
| NET 351 | Python for Cyber Security Professionals..... | 3 |
| NET 170 | Configuring Windows | 4 |
| MAT 772 | Applied Math..... | 3 |
| NET 197 | Intermediate Networking | 3 |
| NET 423 | Securing a Linux Environment I..... | 3 |
| NET 638 | Network Firewalls and VPNs | 3 |
| NET 617 | Implementing Security Policies and Procedures..... | 3 |
| NET 621 | Network Security Analysis | 3 |
| COM 723 | Workplace Communications..... | 3 |

Program Total..... 35

Dental Assisting

Diploma

This program is designed to prepare students to assume an active role in providing quality dental services under the direction of a licensed dentist. Preparation includes infection control management, chairside assisting procedures in general and specialty dentistry; management of medical and dental emergencies; intra- and extra-oral radiographic procedures; patient education; fabrication of oral appliances; and basic business office procedures. Program specific admission criteria must be met.

Plan of Study

FULL TIME STUDIES

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| DEA 101 | Professional Orientation..... | 1 |
| DEA 256 | Dental Anatomy | 2 |
| DEA 270 | Dental Therapeutics..... | 3 |
| DEA 405 | Dental Materials | 4 |
| DEA 508 | Fundamentals of Dental Assisting | 7 |
| DEA 303 | Dental Radiography | 4 |
| DEA 613 | Dental Assisting Specialties..... | 6 |
| DEA 701 | Dental Office Procedures..... | 1 |
| ENG 105 | Composition I..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |

Program Total 35

PART-TIME STUDIES

| | | |
|---------|---------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| DEA 101 | Professional Orientation..... | 1 |
| DEA 256 | Dental Anatomy | 2 |
| DEA 270 | Dental Therapeutics..... | 3 |
| DEA 701 | Dental Office Procedures..... | 1 |
| PSY 111 | Introduction to Psychology..... | 3 |
| ENG 105 | Composition I..... | 3 |

| | | |
|---------------------|--|----|
| DEA 405 | Dental Materials | 4 |
| DEA 508 | Fundamentals of Dental Assisting | 7 |
| DEA 303 | Dental Radiography | 4 |
| DEA 613 | Dental Assisting Specialties..... | 6 |
| Program Total | | 35 |

Expanded Functions Dental Assistant

Certificate

This certificate expands the scope of practice for a dental assistant performing intraoral functions in general and specialty dentistry. The course has been approved to meet requirements for Iowa. Participants are strongly advised to familiarize themselves with the laws and educational requirements for the state in which they practice.

Plan of Study

| | | |
|--------------------|-----------------------------|---|
| DEA 710 | RDA Expanded Functions..... | 3 |
| Program Total..... | | 3 |

Nitrous Oxide/Oxygen Sedation Monitoring - Dental Assistant

Certificate

This certificate expands the scope of practice of a dental assistant to include monitoring of nitrous oxide and oxygen sedation. The course has been approved to meet the requirements for monitoring nitrous oxide and oxygen sedation for both Iowa and South Dakota. Participants are strongly advised to familiarize themselves with the laws and educational requirements for which they practice.

Plan of Study

| | | |
|--------------------|------------------------------------|---|
| DEA 830 | RDA Nitrous Oxide Monitoring | 1 |
| Program Total..... | | 1 |

Digital Marketing

Associate of Applied Science

This program assists in the design and development of social media strategy utilizing various media platforms (Twitter, Facebook, YouTube).

The curriculum focuses on management of social media campaigns, engagement of social communities, development of content for reputable brand management

ensuring positive consumer experience using integrated marketing promotions.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| GRA 131 | Digital Layout..... | 3 |
| GRA 201 | Design Principles I | 3 |
| GRA 140 | Digital Imaging | 3 |
| GRA 241 | Creative Career Seminar..... | 1 |
| SMM 101 | Social Media Explored | 3 |
| ENG 105 | Composition I..... | 3 |
| GRA 132 | Digital Layout II | 3 |
| GRA 180 | Interactive Design | 3 |
| GRA 207 | Design Principles II | 3 |
| GRA 209 | Vector Drawing | 3 |
| GRA 208 | Creative Career Seminar II..... | 1 |
| SOC 110 | Introduction to Sociology..... | 3 |
| ART 186 | Digital Photography | 3 |
| MAT 772 | Applied Math..... | 3 |
| GRA 141 | Digital Imaging II | 3 |
| GRA 286 | Creative Media..... | 3 |
| BUS 150 | E-Commerce..... | 3 |
| MKT 110 | Principles of Marketing | 3 |
| MMS 132 | Writing for the Mass Media..... | 3 |
| GRA 246 | Design Concepts and Trends | 3 |
| GRA 247 | Business Presentations | 3 |
| SMM 107 | Applied Social Marketing..... | 3 |
| GRA 255 | Motion Media Design I..... | 3 |
| BUS 124 | Business Innovation..... | 3 |
| GRA 240 | Project Management for Creative Careers | 2 |
| GRA 700 | Capstone for Creative Careers | 1 |
| Program Total..... | | 72 |

Early Childhood Education

Associate of Applied Science

This program prepares graduates to develop, manage and evaluate early childhood programs as well as implement developmentally appropriate curriculum for children from birth through age 8. Students develop skills needed to support culturally, linguistic and ability diverse children and their families.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| ECE 103 | Introduction to Early Childhood Education..... | 3 |
| ECE 112 | Portfolio Development I | 1 |
| ECE 170 | Child Growth and Development | 3 |
| ECE 158 | Early Childhood Curriculum I..... | 3 |
| ENG 105 | Composition I OR | 3 |
| COM 723 | Workplace Communications..... | 3 |
| PSY 111 | Introduction to Psychology OR..... | 3 |
| SOC 110 | Introduction to Sociology..... | 3 |

| | | |
|---------|--|---|
| ECE 133 | Child Health, Safety, and Nutrition..... | 3 |
| ECE 159 | Early Childhood Curriculum II..... | 3 |
| ECE 221 | Infant/Toddler Care and Education..... | 3 |
| ECE 243 | Early Childhood Guidance..... | 3 |
| ECE 241 | Early Childhood Lab | 2 |
| MAT 117 | Math for Elementary Teachers OR..... | 3 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|---------|--|---|
| ECE 215 | Home, School & Comm Relations | 3 |
| ECE 262 | Early Childhood Field Experience..... | 3 |
| ECE 287 | Exceptional Learner | 3 |
| EDU 220 | Human Relations for the Classroom Teacher OR.... | 3 |
| CLS 212 | Diversity | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |

| | | |
|---------|--|---|
| ECE 246 | Observation and Assessment..... | 4 |
| ECE 290 | Early Childhood Program Administration | 3 |
| ECE 113 | Portfolio Development II | 1 |
| ECE 932 | Internship | 2 |
| LIT 105 | Children's Literature..... | 3 |
| EDU 255 | Technology in the Classroom..... | 3 |

Program Total..... 65

Early Childhood Studies

Diploma

This program prepares graduates to provide early childhood education services within a structured child care program. The program emphasis is on developmentally appropriate activities across developmental domains, guidance techniques, and beginning observation skills.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| ECE 103 | Introduction to Early Childhood Education..... | 3 |
| ECE 112 | Portfolio Development I | 1 |
| ECE 170 | Child Growth and Development | 3 |
| ECE 158 | Early Childhood Curriculum I..... | 3 |
| ENG 105 | Composition I OR | 3 |
| COM 723 | Workplace Communications..... | 3 |
| PSY 111 | Introduction to Psychology OR..... | 3 |
| SOC 110 | Introduction to Sociology..... | 3 |

| | | |
|---------|--|---|
| ECE 133 | Child Health, Safety, and Nutrition..... | 3 |
| ECE 159 | Early Childhood Curriculum II..... | 3 |
| ECE 221 | Infant/Toddler Care and Education..... | 3 |
| ECE 243 | Early Childhood Guidance..... | 3 |
| ECE 241 | Early Childhood Lab | 2 |
| MAT 117 | Math for Elementary Teachers OR..... | 3 |
| MAT 772 | Applied Math..... | 3 |

Program Total..... 34

Child Development – Infant/Toddler

Certificate

This certificate is designed to enable the student to become a trained child care assistant with an infant/toddler focus. The following classes are the recommended courses for students working toward a Child Development Associate® (CDA) Credential™. CDA®, administered by the Council for Professional Recognition, is a nationally recognized credential for early childhood educators who understand and are able to put into practice core competencies for working with young children. Completing these courses does not give the student a CDA® Credential; these courses fulfill the educational component of the national CDA® credentialing program. The student must complete additional requirements and apply to the Council for Professional Recognition in Washington, DC to earn the CDA® Credential.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| ECE 103 | Introduction to Early Childhood Education..... | 3 |
| ECE 133 | Child Health, Safety, and Nutrition..... | 3 |
| ECE 170 | Child Growth and Development | 3 |
| ECE 221 | Infant/Toddler Care and Education | 3 |
| ECE 243 | Early Childhood Guidance | 3 |

Program Total..... 16

Child Development – Preschool

Certificate

This certificate is designed to enable the student to become a trained child care assistant with a preschool focus. The following classes are the recommended courses for students working toward a Child Development Associate® (CDA) Credential™. CDA®, administered by the Council for Professional Recognition, is a nationally recognized credential for early childhood educators who understand and are able to put into practice core competencies for working with young children. Completing these courses does not give the student a CDA® Credential; these courses fulfill the educational component of the national CDA® credentialing program. The student must complete additional requirements and apply to the Council for Professional Recognition in Washington, DC to earn the CDA® Credential.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| ECE 103 | Introduction to Early Childhood Education..... | 3 |
| ECE 133 | Child Health, Safety, and Nutrition..... | 3 |
| ECE 170 | Child Growth and Development | 3 |
| ECE 158 | Early Childhood Curriculum I..... | 3 |
| ECE 243 | Early Childhood Guidance..... | 3 |
| Program Total..... | | 16 |

Childhood Program Administration

Certificate

This advanced-standing certificate is designed to provide students with leadership and management skills needed to work successfully with diverse individuals in early childhood settings. Completion of the Early Childhood Studies diploma or a current Child Development Associate (CDA) credential is required to be considered for this certificate.

Plan of Study

| | | |
|--------------------|--|----|
| ECE 290 | Early Childhood Program Administration | 3 |
| ECE 930 | Administrative Practicum..... | 1 |
| PSY 102 | Human and Work Relations | 3 |
| ACC 111 | Introduction to Accounting OR..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| BUS 102 | Introduction to Business OR..... | 3 |
| MGT 101 | Principles of Management OR..... | 3 |
| MGT 130 | Principles of Supervision OR..... | 3 |
| BUS 130 | Introduction to Entrepreneurship..... | |
| MGT 200 | Managing Diversity OR | 3 |
| SOC 200 | Minority Group Relations | 3 |
| Program Total..... | | 16 |

Electromechanical Technician

Diploma

This diploma program is designed to prepare students for an entry level position as an industrial mechanic or maintenance position. Electromechanical Technicians utilize knowledge and skills developed from learning various topics including electrical, mechanical, fluid power to maintain and repair industrial equipment and systems.

Plan of Study

| | | |
|---------|-------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety | 1 |
| ELE 112 | Basic Electrical Theory | 3 |
| MFG 125 | Intro to Automation..... | 4 |
| ELE 195 | Motor Control..... | 3 |

| | | |
|---------|--|---|
| IND 146 | Mech Power Transmission I..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| BPT 114 | Instrumentation I..... | 2 |
| ELE 210 | Programmable Controllers..... | 4 |
| ELT 102 | Blueprint Reading | 2 |
| IND 462 | Pumps..... | 2 |
| ELE 313 | Variable Frequency Drives for Motor Control..... | 2 |
| EGT 420 | PLTW - Digital Electronics | 3 |
| COM 723 | Workplace Communications..... | 3 |

Program Total..... 36

Electromechanical Specialist

Certificate

This certificate is designed to prepare students to perform entry-level industrial maintenance repairs. Students will learn to identify, perform scheduled maintenance, troubleshoot and perform repairs on equipment and machines. The theory of fluid power, hydraulics, mechanical systems and electricity will be learned through lecture and hands-on lab experiences.

Plan of Study

| | | |
|---------|--------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety | 1 |
| ELE 112 | Basic Electrical Theory | 3 |
| MFG 125 | Intro to Automation | 4 |
| ELE 195 | Motor Control..... | 3 |
| IND 146 | Mech Power Transmission I..... | 3 |
| MAT 772 | Applied Math..... | 3 |

Program Total..... 18

Predictive Maintenance Advanced Certificate

Certificate

This advanced-standing certificate is designed to provide students with a knowledge of various industrial predictive maintenance methods. Students will gain entry-level knowledge of how to predict mechanical and electrical problems through the use of vibration analysis and thermography. The value of using ultrasound will also be introduced. The Electromechanical Technician Diploma or prior work experience approved by the Division Chair is required for entry into this program.

Plan of Study

| | | |
|--------------------|--|---|
| MFG 465 | Predictive Maintenance - Machine Vibration and Motors..... | 2 |
| MFG 466 | Predictive Maintenance - Thermography and Ultrasound..... | 2 |
| Program Total..... | | 4 |

Electrician

Diploma

This program offers an industry-recognized curriculum providing the basic knowledge and skills in applied electrical theory. Students will develop entry-level skills and knowledge needed for residential, commercial, and industrial wiring, blueprint reading, estimating, building codes and national codes. Important safety practices are strongly emphasized while working on electrical circuits and in the use of test equipment and hand and power tools. The program also provides students an opportunity to develop their electrical skills to enable them to work with AC and DC motors, controls, distribution panels.

Plan of Study

| | | |
|---------------------|---|----|
| SDV 108 | The College Experience | 1 |
| ELE 101 | Industrial Safety | 1 |
| ELE 112 | Basic Electrical Theory | 3 |
| ELE 132 | Introduction to Wiring | 3 |
| ELE 175 | Installation of Wiring Systems | 4 |
| ELE 192 | Principles of Motors/Transformers..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| ELE 157 | Advanced Commercial Wiring | 4 |
| ELE 195 | Motor Control..... | 3 |
| ELE 184 | Field Installed Commercial Systems..... | 3 |
| ELT 250 | Programmable Logic Controllers..... | 3 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total | | 34 |

Emergency Medical Services – Paramedic

Associate of Applied Science

This program provides information and skill training to initiate and maintain treatment for medical, trauma, and cardiac emergencies. The Paramedic is the highest level of emergency responder training. The Paramedic AAS Degree offers a comprehensive course of study that prepares the graduate to sit for the EMT and EMT-Paramedic certification examinations as well as meet the requirements for the AAS degree.

Graduates are prepared to deliver emergency care to patients prior to their arrival at a hospital. Students are trained in life support procedures performed by following orders of the physicians or by following standard operating protocols. Successful completion of course requirements allows students to write the certification

examination for the EMT-P (Paramedic).

The Emergency Medical Services — Paramedic program and the Paramedic Diploma program are accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763. www.caahep.org. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088. 214-703-8445. Fax 214-703-8992. www.coaemsp.org.

Plan of Study

| | | |
|--------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| EMS 217 | Emergency Medical Technician | 7 |
| BIO 168 | Human Anatomy and Physiology I..... | 4 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| BIO 173 | Human Anatomy and Physiology II..... | 4 |
| PSY 111 | Introduction to Psychology..... | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| ENG 105 | Composition I..... | 3 |
| | | |
| EMS 540 | NSC Paramedic I | 13 |
| EMS 541 | Clinical I | 3 |
| EMS 810 | Advanced Cardiac Life Support..... | 1 |
| EMS 820 | Prehospital Trauma Life Support | 1 |
| | | |
| EMS 545 | NSC Paramedic II | 13 |
| EMS 546 | Clinical II | 3 |
| EMS 815 | Advanced Pediatric Life Support..... | 1 |
| EMS 825 | Advanced Medical Life Support | 1 |
| EMS 547 | Field Internship | 1 |
| Program Total..... | | 65 |

Paramedic

Diploma

Students must be a certified EMT to enroll in the diploma program.

This program provides information and skill training to initiate and maintain treatment for medical, trauma, and cardiac emergencies. The Paramedic is the highest level of emergency responder training. The Paramedic diploma offers a comprehensive course of study that prepares the graduate to sit for the EMT-P certification examination as well as meeting the requirements for the degree. The course offerings also apply toward the AAS degree.

Graduates are prepared to deliver emergency care to patients prior to their arrival at a hospital. Students are trained in life support procedures performed by following orders of the physicians or by following standard operating protocols.

Successful completion of course requirements allows students to write the certification examination for the EMT-P (Paramedic).

The Emergency Medical Services — Paramedic program and the Paramedic Diploma program are accredited by the Commission of Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763. www.caahep.org. To contact CoAEMSP: 8301 Lakeview Parkway Suite 111-312, Rowlett, TX 75088. 214-703-8445. Fax 214-703-8992. www.coaemsp.org.

Plan of Study

| | | |
|--------------------|--------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| EMS 540 | NSC Paramedic I..... | 13 |
| EMS 541 | Clinical I..... | 3 |
| EMS 810 | Advanced Cardiac Life Support..... | 1 |
| EMS 820 | Prehospital Trauma Life Support..... | 1 |
| EMS 545 | NSC Paramedic II..... | 13 |
| EMS 546 | Clinical II..... | 3 |
| EMS 815 | Advanced Pediatric Life Support..... | 1 |
| EMS 825 | Advanced Medical Life Support..... | 1 |
| EMS 547 | Field Internship..... | 1 |
| MAT 772 | Applied Math..... | 3 |
| ENG 105 | Composition I..... | 3 |
| Program Total..... | | 44 |

Advanced Emergency Medical Technician

Certificate

This certificate will provide the student with roles and responsibilities of the EMS provider; well-being including injury prevention and infectious disease; an overview of human systems, pharmacology; venous access; airway management; training for management of medical and trauma emergencies; special considerations of the obstetric, neonatal, pediatric, and geriatric patients; and a focus on assessment based management. This course will also provide the student the opportunity to apply past and current cognitive knowledge and psychomotor skills in a supervised clinical or field setting. Student must have current Iowa EMT certification, AGA, HCP card and state approved Mandatory child and Adult Reporter. Instructor consent required.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| EMS 217 | Emergency Medical Technician..... | 7 |
| EMS 312 | Advanced Emergency Medical Technician..... | 7 |
| Program Total..... | | 15 |

Emergency Medical Responder

Certificate

This certificate emphasizes the development of student skills in emergency medical care procedures. Curriculum includes life-threatening emergencies, injuries to various body parts, techniques of moving patients, CPR-BLS, Mandatory Reporting and blood borne pathogens. Successful completion of course requirements allows students to write certification examination for Emergency Medical Responder. Course meets pre-admission requirements for all health occupations.

Plan of Study

| | | |
|--------------------|----------------------------------|---|
| EMS 114 | Emergency Medical Responder..... | 2 |
| Program Total..... | | 2 |

Emergency Medical Technician

Certificate

This certificate provides students with the knowledge and skill necessary to perform basic emergency care and transport. Some advanced skills are taught. Successful completion of course requirements allows students to write certification examination for Emergency Medical Technician.

Plan of Study

| | | |
|--------------------|-----------------------------------|---|
| EMS 217 | Emergency Medical Technician..... | 7 |
| Program Total..... | | 7 |

Entrepreneurship

Diploma

This program is designed to prepare individuals to become entrepreneurs. Students will gain the knowledge of entrepreneurship through application of business concepts and ideas in the creation of a business plan. Students must earn a "C" or better in all core courses before graduation in this program.

Plan of Study

| | | |
|--------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| BUS 102 | Introduction to Business..... | 3 |
| BUS 124 | Business Innovation..... | 3 |
| BUS 130 | Introduction to Entrepreneurship..... | 3 |
| ACC 111 | Introduction to Accounting..... | 3 |
| MKT 110 | Principles of Marketing..... | 3 |
| MKT 140 | Principles of Selling..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| HCM 239 | Customer Service..... | 2 |
| BUS 150 | E-Commerce OR..... | 3 |
| BUS 133 | Entrepreneurial Studies..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| COM 723 | Workplace Communications..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| BUS 197 | Leadership Development..... | 3 |
| Program Total..... | | 40 |

Entrepreneurship Concepts*Certificate*

This certificate program is designed to give individuals basic knowledge on how to start a business. Courses cover selling techniques, bookkeeping systems, and basic business plan development.

Plan of Study

| | | |
|--------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| BUS 102 | Introduction to Business..... | 3 |
| BUS 124 | Business Innovation..... | 3 |
| BUS 130 | Introduction to Entrepreneurship..... | 3 |
| ACC 111 | Introduction to Accounting..... | 3 |
| MKT 110 | Principles of Marketing..... | 3 |
| Program Total..... | | 16 |

Fire Fighter/Paramedic*Associate of Applied Science*

The Fire Fighter/Paramedic program is designed to prepare students for entry-level employment as a firefighter. By pairing the Firefighter diploma with the existing EMS Paramedic diploma, students can obtain the AAS degree thus fulfilling the ever-growing demand for employees in this field. Current trends show increasing EMS related calls for fire service employees and this pairing of offerings will increase student employability. Students must meet entrance requirements for the Paramedic program and be a certified EMT in the State of Iowa or National Registry before enrolling in Term 4 of the program.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| FIR 213 | Principles of Emergency Services..... | 3 |
| FIR 320 | Essentials of Firefighter I..... | 4 |
| FIR 322 | Hazardous Materials: Operations Level..... | 1 |
| ENG 105 | Composition I..... | 3 |
| FIR 152 | Fire Protection Systems..... | 3 |
| FIR 141 | Fire Fighter II..... | 2 |
| EMS 217 | Emergency Medical Technician..... | 7 |
| PEA 148 | Physical Fitness I..... | 2 |
| MAT 772 | Applied Math..... | 3 |
| FIR 124 | Building Construction..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| EMS 540 | NSC Paramedic I..... | 13 |
| EMS 541 | Clinical I..... | 3 |
| EMS 810 | Advanced Cardiac Life Support..... | 1 |
| EMS 820 | Prehospital Trauma Life Support..... | 1 |
| EMS 545 | NSC Paramedic II..... | 13 |
| EMS 546 | Clinical II..... | 3 |
| EMS 815 | Advanced Pediatric Life Support..... | 1 |
| EMS 825 | Advanced Medical Life Support..... | 1 |
| EMS 547 | Field Internship..... | 1 |
| Program Total..... | | 78 |

Fire Science*Diploma*

This program provides an exploration of the fire science program and provides basic knowledge of the field. It provides an overview of the principles and legal aspects of emergency services, fire behavior and combustion, fire strategies and tactics, fire protection systems, and building construction for fire protection.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| FIR 213 | Principles of Emergency Services..... | 3 |
| FIR 320 | Essentials of Firefighter I..... | 4 |
| FIR 322 | Hazardous Materials: Operations Level..... | 1 |
| ENG 105 | Composition I..... | 3 |
| FIR 152 | Fire Protection Systems..... | 3 |
| FIR 141 | Fire Fighter II..... | 2 |
| EMS 217 | Emergency Medical Technician..... | 7 |
| PEA 148 | Physical Fitness I..... | 2 |
| MAT 772 | Applied Math..... | 3 |
| FIR 124 | Building Construction..... | 3 |
| Program Total..... | | 32 |

Entry-Level Fire Fighter

Certificate

This certificate provides coursework for the skills sought by entry level firefighters. Successful completion of the program allows the student to test for certification with the Iowa Fire Service Training Bureau at the levels of Firefighter One and Firefighter Two. Candidates must be competent in all objectives listed in NFPA Standard 1001, and NFPA 472 Haz mat Operations Level. These certifications along with the EMT certification meet many departmental hiring minimums for entry level into the firefighting profession.

Plan of Study

| | | |
|--------------------|--|----|
| FIR 320 | Essentials of Firefighter I..... | 4 |
| FIR 213 | Principles of Emergency Services | 3 |
| FIR 322 | Hazardous Materials: Operations Level..... | 1 |
| FIR 152 | Fire Protection Systems..... | 3 |
| Program Total..... | | 11 |

Graphic Design

Associate of Applied Science

This program provides students with the knowledge, skills, and a portfolio needed for employment as a designer. This field involves the use of specialized software combined with creativity, design, and problem solving skills to create visual communication. This program focuses on developing the creativity and software skills necessary to be competitive in this field. It is completed with an internship in the graphic design field that allows the student to transfer academic skills to a professional environment.

Plan of Study

| | | |
|---------|---------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| GRA 131 | Digital Layout..... | 3 |
| GRA 140 | Digital Imaging..... | 3 |
| GRA 201 | Design Principles I..... | 3 |
| GRA 241 | Creative Career Seminar..... | 1 |
| SMM 101 | Social Media Explored..... | 3 |
| ENG 105 | Composition I..... | 3 |
| | | |
| GRA 132 | Digital Layout II..... | 3 |
| GRA 180 | Interactive Design..... | 3 |
| GRA 207 | Design Principles II..... | 3 |
| GRA 209 | Vector Drawing..... | 3 |
| GRA 208 | Creative Career Seminar II..... | 1 |
| SOC 110 | Introduction to Sociology..... | 3 |
| | | |
| ART 186 | Digital Photography..... | 3 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|---------|-------------------------------|---|
| GRA 141 | Digital Imaging II..... | 3 |
| GRA 173 | Typography..... | 3 |
| GRA 202 | Portfolio I..... | 3 |
| GRA 248 | Interactive Publications..... | 1 |
| GRA 286 | Creative Media..... | 3 |
| GRA 325 | Digital Color Theory..... | 3 |

| | | |
|---------|---|---|
| GRA 203 | Portfolio II..... | 3 |
| GRA 240 | Project Management for Creative Careers | 2 |
| GRA 246 | Design Concepts and Trends | 3 |
| GRA 255 | Motion Media Design I..... | 3 |
| GRA 700 | Capstone for Creative Careers | 1 |
| GRA 932 | Internship..... | 2 |

Program Total..... 69

Marketplace Design

Diploma

This program increases students' visual language and builds an understanding of the connection between research, process and creative results. The curriculum focuses on how branding, marketing and design communications can influence success in the marketplace and basic knowledge of the tools and software used to create it.

Plan of Study

| | | |
|---------|---------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| GRA 131 | Digital Layout..... | 3 |
| GRA 140 | Digital Imaging..... | 3 |
| GRA 201 | Design Principles I..... | 3 |
| GRA 241 | Creative Career Seminar..... | 1 |
| SMM 101 | Social Media Explored..... | 3 |
| ENG 105 | Composition I..... | 3 |
| | | |
| GRA 132 | Digital Layout II..... | 3 |
| GRA 180 | Interactive Design..... | 3 |
| GRA 207 | Design Principles II..... | 3 |
| GRA 209 | Vector Drawing..... | 3 |
| GRA 208 | Creative Career Seminar II..... | 1 |
| SOC 110 | Introduction to Sociology..... | 3 |

Program Total..... 33

Hospitality Management

Associate of Applied Science

This program prepares students with the skills necessary to serve as front-line managers at hotels, restaurants and clubs. Students gain practical experience with hands on training and outside work experiences. This program includes instruction in hospitality marketing, planning, management and coordination of operations.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| HCM 321 | Introduction to Hospitality Industry | 1 |
| HCM 100 | Sanitation and Safety..... | 2 |
| HCM 335 | Introduction to Event Planning | 3 |
| MKT 110 | Principles of Marketing | 3 |
| BCA 206 | Applied Computer Concepts | 3 |
| BUS 102 | Introduction to Business..... | 3 |
| | | |
| HCM 239 | Customer Service | 2 |
| HCM 262 | Financial Management, Purchasing and Cost Control..... | 3 |
| HCM 610 | Property Operations Management | 3 |
| CLS 212 | Diversity | 3 |
| MAT 772 | Applied Math..... | 3 |
| MGT 101 | Principles of Management..... | 3 |
| | | |
| SMM 101 | Social Media Explored | 3 |
| ACC 111 | Introduction to Accounting | 3 |
| GRA 131 | Digital Layout..... | 3 |
| ADM 154 | Business Communication | 3 |
| BUS 197 | Leadership Development..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| | | |
| HCM 310 | Hospitality Law | 3 |
| MGT 170 | Human Resource Management..... | 3 |
| MGT 174 | Training and Employee Development | 3 |
| SPC 112 | Public Speaking..... | 3 |
| HCM 932 | Internship | 2 |
| Program Total..... | | 65 |

Hospitality Operations

Diploma

This program prepares students for basic entry-level positions with food and safety, customer service and event planning, purchasing and cost control and general hospitality functions. Students gain fundamental knowledge and skills that may lead to positions in hotels, restaurants or other hospitality industries.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| HCM 321 | Introduction to Hospitality Industry | 1 |
| HCM 100 | Sanitation and Safety..... | 2 |
| HCM 335 | Introduction to Event Planning | 3 |
| MKT 110 | Principles of Marketing | 3 |
| BCA 206 | Applied Computer Concepts | 3 |
| BUS 102 | Introduction to Business..... | 3 |

| | | |
|--------------------|---|----|
| HCM 239 | Customer Service | 2 |
| HCM 262 | Financial Management, Purchasing and Cost Control..... | 2 |
| HCM 610 | Property Operations Management | 3 |
| CLS 212 | Diversity | 3 |
| MAT 772 | Applied Math..... | 3 |
| MGT 101 | Principles of Management..... | 3 |
| Program Total..... | | 33 |

Hospitality Operation Concepts

Certificate

This certificate provides a comprehensive review of the growing and demanding hospitality field. Students are exposed to all of the operations functions associated with the field, gaining skills necessary for career growth.

Plan of Study

| | | |
|---------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| HCM 321 | Introduction to Hospitality Industry | 1 |
| HCM 100 | Sanitation and Safety..... | 2 |
| HCM 335 | Introduction to Event Planning | 3 |
| | | |
| HCM 239 | Customer Service | 2 |
| HCM 262 | Financial Management, Purchasing and Cost Control..... | 2 |
| HCM 610 | Property Operations Management | 3 |
| Program Total | | 15 |

Human Resources Management

Associate of Applied Science

This program provides the skills necessary to enter the field of Human Resource Management. Graduates will be able to perform entry-level functions in the human resources department of business and industry. Typical entry-level work includes interviewing applicants, administering pre-employment tests, conducting new hire orientation, processing transfers, promotions, and terminations. Human resource workers may also analyze job duties, write job descriptions, calculate payroll, and maintain accident reports. They work with the computerized flow of information and reports about employees, their benefits and programs. Students must earn a "C" or better in all core courses before participating in an internship, service learning, or on-the-job training. A "C" or better in all core courses is also required for graduation.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| BUS 102 | Introduction to Business..... | 3 |
| MKT 110 | Principles of Marketing..... | 3 |
| MGT 170 | Human Resource Management..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| ADM 154 | Business Communication..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| ECN 120 | Principles of Macroeconomics..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| PSY 102 | Human & Work Relations..... | 3 |
| MGT 101 | Principles of Management..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| MGT 200 | Managing Diversity..... | 3 |
| BUS 197 | Leadership Development..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| ACC 161 | Payroll Accounting..... | 3 |
| MGT 174 | Training and Employee Development..... | 3 |
| MGT 177 | Staffing..... | 3 |
| BUS 124 | Business Innovation..... | 3 |
| MGT 938 | On-the-Job Training..... | 2 |
| PHI 105 | Introduction to Ethics..... | 3 |
| Program Total..... | | 64 |

Human Resources

Diploma

This diploma program is appropriate for both newcomers to the human resource field and those with some experience who wish to expand their knowledge base. Graduates of this program are encouraged to enroll in the Human Resources Management program which leads to an Associate of Applied Science degree.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| MGT 170 | Human Resource Management..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| MGT 200 | Managing Diversity..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| ADM 154 | Business Communication..... | 3 |
| MGT 174 | Training and Employee Development..... | 3 |
| MGT 177 | Staffing..... | 3 |
| BUS 124 | Business Innovation..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| Program Total..... | | 34 |

Mechanical Engineering Technology

Associate of Applied Science

This program provides students with the opportunity to enter the engineering technology field as a drafter, designer, or various other positions within an engineering or manufacturing design team. The program of study includes computer-assisted drafting, design engineering practices, and mechanical design. Students will be exposed to basic metallurgy, material identification, material strengths and proper manufacturing procedures related to machining and manufacturing.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| DRF 113 | Fundamentals of Technical Drafting..... | 3 |
| MFG 286 | Job Planning, Benchwork and Layout (NIMS)..... | 3 |
| CAD 267 | Two-Dimensional (2-D) I..... | 3 |
| CAD 269 | CAD Two-Dimensional (2-D) II..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CAD 277 | 3-D Dimensional (3-D) Modeling I..... | 3 |
| CAD 279 | CAD 3-Dimensional (3-D) Modeling II..... | 3 |
| CAD 285 | Computer Aided Drafting for Industry..... | 4 |
| MFG 141 | Geometric Dimensioning and Tolerancing..... | 2 |
| COM 723 | Workplace Communications..... | 3 |
| BCA 206 | Applied Computer Concepts..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| MAT 777 | Applied Algebra/Trigonometry..... | 3 |
| MFG 206 | Manufacturing Processes I..... | 3 |
| MFG 322 | Introduction to CAD/CAM..... | 3 |
| EGT 410 | PLTW - Principles of Engineering..... | 3 |
| MFG 125 | Intro to Automation..... | 4 |
| MFG 542 | Machine Design..... | 3 |
| EGT 151 | Virtual Reality for Manufacturing..... | 3 |
| MFG 148 | Manufacturing Design..... | 4 |
| EGT 159 | Statics & Structural Design..... | 4 |
| MFG 228 | Machine Operations II..... | 4 |
| Program Total..... | | 71 |

Manufacturing

Diploma

This program provides students with hands-on training in the use of conventional and automated machining and manufacturing equipment and software. Today manufacturing includes the use of computers, robots, 3D printing, CNC-computer numerical controllers, virtual reality, and many automated processes. Students will have the opportunity to work with industry recognized equipment and software such as HAAS, MasterCam, AutoCAD and ProEngineer.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| MFG 206 | Manufacturing Processes I..... | 3 |
| MFG 322 | Introduction to CAD/CAM..... | 3 |
| EGT 410 | PLTW - Principles of Engineering..... | 3 |
| MFG 125 | Intro to Automation..... | 4 |
| MFG 542 | Machine Design..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| EGT 151 | Virtual Reality for Manufacturing..... | 3 |
| MFG 148 | Manufacturing Design..... | 4 |
| EGT 159 | Statics & Structural Design..... | 4 |
| MFG 228 | Machine Operations II..... | 4 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 38 |

Industrial Drafting Technology

Diploma

This diploma will provide students with hands-on, industry-relevant drafting, design and Computer Assisted Drafting (CAD) training using the most-recent computer software such as AutoCAD and Solidworks. Students in this program will understand the fundamentals of drafting and design of two-dimensional drawings and quickly progress to three-dimensional designs and models. Students learn the proper sketching, computer drafting techniques and views of drawings.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| DRF 113 | Fundamentals of Technical Drafting..... | 3 |
| MFG 286 | Job Planning, Benchwork and Layout (NIMS)..... | 3 |
| CAD 267 | Two-Dimensional (2-D) I..... | 3 |
| CAD 269 | CAD Two-Dimensional (2-D) II..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| | | |
| CAD 277 | 3-D Dimensional (3-D) Modeling I..... | 3 |
| CAD 279 | CAD 3-Dimensional (3-D) Modeling II..... | 3 |
| CAD 285 | Computer Aided Drafting for Industry..... | 4 |
| MFG 141 | Geometric Dimensioning and Tolerancing..... | 2 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 31 |

Medical Assistant

Diploma

This program prepares students to be multi-skilled allied health professionals specifically trained in administrative, laboratory and clinical procedures. The program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon recommendation by the Medical Assisting Review Board

(MAERB). National certification is available to graduates.

Commission on Accreditation of Allied Health Education Programs; 25400 U.S. Highway 19 N., Suite 158, Clearwater, FL 33763; 727-210-2354; www.caahep.org.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| HSC 114 | Medical Terminology..... | 3 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| MAP 123 | Administrative Medical Office Procedures..... | 3 |
| HIT 248 | Essentials of Medical Coding..... | 2 |
| MAP 333 | Fundamentals of Medical Assisting I..... | 4 |
| | | |
| HSC 143 | Pharmacology..... | 3 |
| MAP 141 | Medical Insurance..... | 3 |
| MAP 215 | Medical Laboratory Techniques..... | 4 |
| MAP 338 | Fundamentals of Medical Assisting II..... | 4 |
| HSC 218 | Clinical Pathology for Allied Health..... | 3 |
| HIT 313 | Medical Office Computer Applications..... | 1 |
| | | |
| MAP 402 | Medical Law and Ethics..... | 2 |
| ADM 154 | Business Communication..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| MAP 610* | Medical Assistant Practicum..... | 3 |
| Program Total..... | | 47 |

*All required courses must be complete prior to the practicum experience.

Medical Scribe

Diploma

This program prepares individuals to serve as a medical scribe. Medical scribes are individuals trained in medical documentation who assist a medical provider throughout his/her day. They serve as a personal assistant to the provider, allowing them to be more efficient and productive by creating and maintaining the patient's medical record under the provider's supervision. Using scribes allow the provider to focus entirely on the patient. Students must achieve a grade point average of 2.0 (C) or above in all program requirements.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| HSC 114 | Medical Terminology..... | 3 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| HIT 136 | Scribe Fundamentals I..... | 3 |
| HIT 248 | Essentials of Medical Coding..... | 2 |
| MAP 402 | Medical Law and Ethics..... | 2 |
| CSC 116 | Information Computing..... | 3 |
| | | |
| HSC 143 | Pharmacology..... | 3 |
| HSC 218 | Clinical Pathology for Allied Health..... | 3 |
| HIT 236 | Scribe Fundamentals II..... | 4 |
| HIT 301 | Electronic Health Records..... | 3 |
| MAP 134 | Medical Transcription I..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| Program Total..... | | 37 |

Medical Scribe - Advanced Standing

Certificate

The Medical Scribe - Advanced Standing certificate will allow students with a previous degree in Nursing, Paramedic, or Medical Assisting to gain additional knowledge to serve as a medical scribe. Medical scribes are trained in medical documentation and assist a medical provider throughout his/her day. They serve as a personal assistant to the provider to help make them more efficient and productive. The primary function of a medical scribe is the creation and maintenance of the patient's medical record. The scribe will document the patient's history, the provider's interaction with the patient, the procedures performed, the results of laboratory tests, and other important information. Using scribes allow the provider to focus entirely on the patient. Scribes can also function as patient chaperones during physical examinations. This protects the provider from litigation. Scribes can easily retrieve or research needed information from the patient's medical record saving the provider time in searching for needed information. Scribes can also participate in patient education, retrieving needed supplies/equipment during the visit. Using scribes can also save time by completing the medical record entry while the provider is in the room and not having to wait for dictation to be completed. Students must achieve a grade point average of 2.0 (C) or above in all program requirements.

Plan of Study

| | | |
|---------|-------------------------------|----|
| HIT 136 | Scribe Fundamentals I | 3 |
| MAP 134 | Medical Transcription I | 3 |
| HIT 236 | Scribe Fundamentals II | 4 |
| | Program Total | 10 |

Networking Administration and Security

Associate of Applied Science

This program is a comprehensive course of study. Students will be trained for computer PC repair and maintenance, operating systems installation and troubleshooting, computer networking, and system administration and security. Through both theory and hands-on instruction, students will achieve a thorough understanding of the design, installation, maintenance, and troubleshooting of computers, operating systems and wired/wireless networks.

Specific network instruction includes LAN/WAN system design, installation, configuration, administration and troubleshooting. Network and system security issues will be addressed as they pertain to each individual course.

Upon completion of this degree, the students will be better prepared to take national certification exams which may be taken on campus at the Western Iowa Tech Testing Center.

Plan of Study

| | | |
|---------|--|----|
| SDV 108 | The College Experience..... | 1 |
| NET 161 | IT Essentials I: PC Hardware and Software | 4 |
| NET 162 | IT Essentials II: Advanced PC Hardware and Software .. | 3 |
| NET 170 | Configuring Windows | 4 |
| MAT 772 | Applied Math..... | 3 |
| NET 217 | CCNA Exploration Network Fundamentals | 3 |
| NET 218 | CCNA Exploring Routing Concepts..... | 3 |
| NET 155 | Introduction to Wireless Networks..... | 3 |
| NET 171 | Installing & Configuring Windows Server..... | 4 |
| NET 612 | Fundamentals of Network Security | 3 |
| COM 723 | Workplace Communications..... | 3 |
| NET 501 | Basic Linux Operating System | 3 |
| NET 219 | CCNA Exploration Switching and Wireless | 3 |
| NET 220 | CCNA Exploration Accessing the WAN..... | 3 |
| NET 172 | Administering Windows Server..... | 4 |
| SPC 122 | Interpersonal Communication | 3 |
| NET 478 | Information Storage and Management..... | 3 |
| NET 216 | Cisco CCNA Security..... | 3 |
| NET 616 | Vmware VCP | 3 |
| NET 173 | Configuring Advanced Windows Server | 4 |
| PSY 102 | Human & Work Relations | 3 |
| | Program Total | 66 |

Computer Support Technician

Diploma

This program prepares the student to perform a wide range of computer PC troubleshooting and maintenance. Students will also be trained to perform entry-level LAN network troubleshooting, diagnosis, network monitoring, and maintenance of LAN networks. Students also receive hands-on training with various computer applications and hardware.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| NET 161 | IT Essentials I: PC Hardware and Software | 4 |
| NET 162 | IT Essentials II: Advanced PC Hardware and Software .. | 3 |
| NET 170 | Configuring Windows | 4 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|---------|---|---|
| NET 217 | CCNA Exploration Network Fundamentals | 3 |
| NET 218 | CCNA Exploring Routing Concepts..... | 3 |
| NET 155 | Introduction to Wireless Networks..... | 3 |
| NET 612 | Fundamentals of Network Security | 3 |
| COM 723 | Workplace Communications..... | 3 |

Program Total 30

Help Desk Technician

Certificate

This certificate program provides training in computer PC repair. Students will gain a fundamental understanding of a PC through hands-on and theory based instruction. Specific topics include computer hardware and software installation, troubleshooting and maintenance related to a career as a PC repairer or someone in a help desk position.

Plan of Study

| | | |
|---------|---|---|
| NET 161 | IT Essentials I: PC Hardware and Software | 4 |
| NET 162 | IT Essentials II: Advanced PC Hardware and Software | 3 |
| NET 170 | Configuring Windows | 4 |

Program Total 11

Nursing

Associate Degree in Nursing

This program generally prepares individuals in the knowledge, techniques and procedures for promoting health, providing care for sick, disabled, infirmed, or other individuals or groups. Includes instruction in the administration of medication and treatments, assisting a physician during treatments and examinations, referring patients to physicians and other health are specialists and planning education for health maintenance.

Plan of Study

| | | |
|---------|------------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| PSY 111 | Introduction to Psychology | 3 |
| BIO 151 | Nutrition | 3 |
| BIO 168 | Human Anatomy and Physiology | 4 |
| PNN 624 | Nursing I..... | 9 |

| | | |
|---------|--------------------------------------|---|
| BIO 173 | Human Anatomy and Physiology II..... | 4 |
| PSY 121 | Developmental Psychology | 3 |
| PNN 625 | Nursing II..... | 9 |

| | | |
|---------|--------------------------------|---|
| SOC 110 | Introduction to Sociology..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| ENG 105 | Composition I..... | 3 |

| | | |
|---------|---------------------------|---|
| PSY 241 | Abnormal Psychology | 3 |
| BIO 186 | Microbiology | 4 |
| ADN 621 | Nursing III..... | 9 |

| | | |
|---------|--|---|
| ADN 235 | Principles of Pharmacology for Nursing | 3 |
| ADN 622 | Nursing IV | 9 |

Program Total 73

Practical Nursing

Diploma

This program prepares individuals to assist in providing general nursing care under the direction of a registered nurse, physician or dentist. Includes instruction in taking patient vital signs, applying sterile dressings, patient health education, and assistance with examinations and treatment. Pre-requisite: CNA Certification.

Plan of Study

| | | |
|---------|-------------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| PSY 111 | Introduction to Psychology | 3 |
| BIO 168 | Human Anatomy and Physiology I..... | 4 |
| BIO 151 | Nutrition | 3 |
| PNN 624 | Nursing I..... | 9 |

| | | |
|---------|--------------------------------------|---|
| BIO 173 | Human Anatomy and Physiology II..... | 4 |
| PSY 121 | Developmental Psychology | 3 |
| PNN 625 | Nursing II..... | 9 |

Program Total 36

IV Therapy Concepts and Review

Certificate

Plan of Study

| | | |
|---------|---|---|
| PNN 853 | IV Therapy: Concepts and Techniques | 3 |
|---------|---|---|

Program Total..... 3

Nursing Assistant

Certificate

Plan of Study

| | | |
|---------|--------------------------|---|
| HSC 173 | Nurse Aide Theory | 3 |
| HSC 174 | Nurse Aide Clinical..... | 1 |

Program Total..... 4

Medication Aide

Certificate

Plan of Study

| | | |
|---------|----------------------|---|
| HSC 148 | Medication Aide..... | 3 |
|---------|----------------------|---|

Program Total..... 3

Paralegal / Legal Assistant

Associate of Applied Science

This program will provide students with the legal knowledge and administrative skills to serve as paralegals, working closely with not only attorneys in law firms, but also corporations, real estate companies, government agencies and the banking industry.

The courses taught in the program will focus on realistic projects, case studies, and practical application of classroom instruction. In both the classroom and through internships the students will develop professional networking relationships and have the opportunity to investigate various aspects of the paralegal/legal assistant profession. The program provides the educational background enabling the student to prepare for and take the NALA and NALS national certification exams.

Plan of Study

| | | |
|---------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| PRL 103 | Introduction to Law..... | 3 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| ADM 162 | Office Procedures..... | 3 |
| ADM 176 | Electronic Records System..... | 3 |
| ENG 105 | Composition I..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| PRL 108 | Legal Procedures and Processes..... | 3 |
| PRL 281 | Legal Ethics..... | 2 |
| ADM 123 | Document Formatting..... | 3 |
| ADM 159 | Proofreading and Editing..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| PRL 112 | Legal Research and Writing I..... | 3 |
| PRL 131 | Torts and Litigation I..... | 3 |
| PRL 191 | Criminal Procedure..... | 3 |
| ADM 154 | Business Communication..... | 3 |
| SOC 200 | Minority Group Relations..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| PRL 161 | Family Law..... | 3 |
| PRL 164 | Legal Applications and Practices..... | 3 |
| BUS 186 | Business Law II..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| PRL 932 | Internship..... | 3 |
| Program Total | | 67 |

Legal Secretary

Diploma

The Legal Secretary Diploma will provide students with the basic legal knowledge and administrative skills to serve attorneys in law firms, or support legal departments in corporations, real estate companies, government agencies, and the banking industry.

Plan of Study

| | | |
|---------------------|-------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| PRL 103 | Introduction to Law..... | 3 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| ADM 162 | Office Procedures..... | 3 |
| ADM 176 | Electronic Records System..... | 3 |
| ENG 105 | Composition I..... | 3 |
| CSC 116 | Introduction to Computers..... | 3 |
| PRL 108 | Legal Procedures and Processes..... | 3 |
| PRL 281 | Legal Ethics..... | 2 |
| ADM 123 | Document Formatting..... | 3 |
| ADM 159 | Proofreading and Editing..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| Program Total | | 34 |

Paralegal / Legal Assistant - Advanced Standing

Diploma

The Paralegal - Advanced Standing Diploma will provide students with a previous degree additional legal knowledge to serve as paralegals, working with not only attorneys in law firms, but also corporation, real estate companies, government agencies and the banking industry. Completion of a previous degree is required to enter this program.

Plan of Study

| | | |
|---------------------|---------------------------------------|----|
| PRL 103 | Introduction to Law..... | 3 |
| PRL 112 | Legal Research and Writing I..... | 3 |
| PRL 131 | Torts and Litigation I..... | 3 |
| PRL 191 | Criminal Procedure..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| ENG 105 | Composition I..... | 3 |
| PRL 108 | Legal Procedures and Processes..... | 3 |
| PRL 161 | Family Law..... | 3 |
| PRL 164 | Legal Applications and Practices..... | 3 |
| PRL 281 | Legal Ethics..... | 2 |
| BUS 186 | Business Law II..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| PRL 932 | Internship..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| Program Total | | 41 |

Paralegal / Legal Assistant - Advanced Standing Part Time

Diploma

The Paralegal - Advanced Standing Diploma will provide students with a previous degree with additional legal

knowledge to serve as paralegals. This part time option will allow students to spread the classwork out and allow them to maintain a job. Completion of a previous degree is required to enter this program.

Plan of Study

| | | |
|---------|---------------------------------------|----|
| PRL 103 | Introduction to Law..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| ENG 105 | Composition I..... | 3 |
| PRL 108 | Legal Procedures and Processes..... | 3 |
| PRL 281 | Legal Ethics..... | 2 |
| BUS 186 | Business Law II..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| MGT 178 | Employment Law..... | 3 |
| PRL 112 | Legal Research and Writing I..... | 3 |
| PRL 131 | Torts and Litigation I..... | 3 |
| PRL 191 | Criminal Procedure..... | 3 |
| PRL 161 | Family Law..... | 3 |
| PRL 164 | Legal Applications and Practices..... | 3 |
| PRL 932 | Internship..... | 3 |
| | Program Total..... | 41 |

Pharmacy Technician

Diploma

This program will prepare students for an entry-level pharmacy technician positions in both institutional and community pharmacy setting. A pharmacy technician is an individual who, under the supervision of a pharmacist, assist in the day-to-day pharmacy operations that do not require the professional judgement of a pharmacist. Graduates are eligible to take the National Pharmacy Technician Certification Examination.

Plan of Study

| | | |
|---------|--|----|
| SDV 108 | The College Experience..... | 1 |
| PHR 105 | Introduction to Pharmacy Technology..... | 3 |
| PHR 135 | Pharmacy Calculations and Compounding..... | 3 |
| PHR 941 | Practicum..... | 2 |
| ADM 105 | Introduction to Keyboarding..... | 1 |
| HSC 114 | Medical Terminology..... | 3 |
| BIO 163 | Essentials of Anatomy and Physiology..... | 4 |
| PHR 120 | Pharmacology for Pharmacy Technician..... | 3 |
| PHR 140 | Pharmacy Law..... | 1 |
| PHR 947 | Practicum..... | 2 |
| HSC 245 | Team Building..... | 1 |
| ADM 154 | Business Communication..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| PHR 932 | Internship..... | 3 |
| | Program Total..... | 36 |

Physical Therapist Assistant (PTA)

Associate of Applied Science

Accredited by the Commission in Accreditation in Physical Therapy Education (CAPTE)

Physical therapist assistants work under the supervision of a physical therapist. Duties include assisting the physical therapist in implementing treatment programs according to the plan of care as developed by the physical therapist.

Plan of Study

| | | |
|---------|---|----|
| SDV 108 | The College Experience..... | 1 |
| BIO 168 | Human Anatomy and Physiology IA w/lab..... | 4 |
| PTA 104 | Introduction to Physical Therapy..... | 1 |
| PTA 130 | Activities of Daily Living..... | 4 |
| HSC 114 | Medical Terminology..... | 3 |
| HSC 170 | Health Care Interaction..... | 2 |
| ENG 105 | Composition I..... | 3 |
| BIO 173 | Human Anatomy and Physiology II..... | 4 |
| HSC 127 | Kinesiology..... | 4 |
| PTA 170 | Physical Therapy Science I..... | 5 |
| HSC 218 | Clinical Pathology for Allied Health..... | 3 |
| MAT 121 | College Algebra..... | 4 |
| SOC 110 | Introduction to Sociology..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| PTA 270 | Physical Therapy Science II..... | 5 |
| HSC 265 | Clinical Neurology..... | 2 |
| PTA 189 | Physical Agents..... | 3 |
| PTA 260 | PTA Career Essentials..... | 3 |
| PSY 121 | Developmental Psychology..... | 3 |
| PTA 441 | PTA Clinical Affiliation I and Seminar..... | 3 |
| PTA 442 | PTA Clinical Affiliation II and Seminar..... | 4 |
| PTA 443 | PTA Clinical Affiliation III and Seminar..... | 5 |
| | Program Total..... | 72 |

Plumbing Systems

Diploma

This program prepares individuals to pursue a career as a licensed plumber. Plumbers make it possible to transport water, air, steam, gases, wastes, and different kinds of liquids throughout all types of buildings, from homes and offices to factories and hospitals. The students will have hands-on opportunities to install, maintain, and repair plumbing pipes, fixtures and appliances. This

program also includes instruction in blueprint reading and final inspection and testing of all finished systems while adhering to the local codes and standards that are enforced by the State of Iowa. Students who complete the WITCC Plumbing Systems Diploma Program have the opportunity to take a test to enter the WITCC Plumbing Apprenticeship program. If students pass the test, at a 75% rate, they may earn credit for Year 1 of the WITCC Plumbing Apprenticeship program. In order for students to begin Year 2 of the apprenticeship program, they must be business sponsored and working 2000 hours annually. Upon completing the WITCC Plumbing Apprenticeship Program, which has had the standards approved by the Department of Labor, Office of Apprenticeship, completers will be eligible to take the Iowa journeyman plumbing licensing examination.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| BMA 175 | Basic Plumbing..... | 2 |
| ELE 112 | Basic Electrical Theory..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CON 112 | Blueprint Reading and Estimating..... | 3 |
| PLU 170 | Residential Piping..... | 3 |
| PLU 171 | Residential Code..... | 2 |
| PLU 172 | Residential Fixtures..... | 2 |
| PLU 180 | Commercial Piping..... | 3 |
| PLU 181 | Commercial Code..... | 2 |
| PLU 182 | Commercial Fixtures..... | 2 |
| BMA 177 | Industrial Plumbing and Pipefitting..... | 3 |
| CON 383 | Building Codes and Specifications..... | 3 |
| PLU 190 | Plumbing Troubleshooting..... | 2 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 38 |

Residential Plumbing

Certificate

This certificate will prepare the students to install, maintain, repair, and troubleshoot residential plumbing equipment and fixtures. The student will be introduced to residential codes in both the Uniform Plumbing Code (UPC), and International Plumbing Code (IPC). Students will be trained in a real world environment with hands-on lab activities. Students attaining this certificate will be eligible for employment as an apprentice, by plumbing contractors. Students may receive credit for coursework taken and skills learned toward completion of Apprenticeship Related Training Instruction (RTI) requirements.

Plan of Study

| | | |
|--------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety..... | 1 |
| BMA 175 | Basic Plumbing..... | 2 |
| ELE 112 | Basic Electrical Theory..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CON 112 | Blueprint Reading and Estimating..... | 3 |
| PLU 170 | Residential Piping..... | 3 |
| PLU 171 | Residential Code..... | 2 |
| PLU 172 | Residential Fixtures..... | 2 |
| Program Total..... | | 20 |

Police Science–Corrections

Associate of Applied Science

This program is designed for the student who wishes to work in the field of corrections or take classes to transfer to a four-year institution. The graduate will be prepared for positions in law enforcement as well as positions with private security, corrections, juvenile work, and private investigation.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| CRJ 100 | Introduction to Criminal Justice..... | 3 |
| CRJ 120 | Introduction to Corrections..... | 3 |
| CRJ 133 | Constitutional Criminal Procedure..... | 3 |
| CRJ 140 | Criminal Investigation..... | 1 |
| CRJ 201 | Juvenile Delinquency..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| CRJ 101 | Ethics in Criminal Justice..... | 3 |
| CRJ 223 | Correctional Administration..... | 3 |
| CRJ 262 | Fingerprint Technology..... | 2 |
| ENG 105 | Composition I..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| CRJ 139 | Mental Health First Aid..... | 1 |
| CRJ 144 | Police Photography..... | 2 |
| CRJ 200 | Criminology..... | 3 |
| CRJ 217 | Selective Drug Enforcement..... | 2 |
| CRJ 224 | Correctional Institutions..... | 3 |
| EMS 114 | Emergency Medical Responder..... | 2 |
| ENG 106 | Composition II..... | 3 |
| CRJ 131 | Criminal Law and Procedure..... | 3 |
| CRJ 168 | Weapons Familiarization..... | 1 |
| CRJ 220 | Community-based Corrections..... | 3 |
| CRJ 221 | Probation and Parole..... | 3 |
| PSY 241 | Abnormal Psychology..... | 3 |
| BCA 206 | Applied Computer Concepts..... | 3 |
| Program Total..... | | 66 |

Police Science Technology

Associate of Applied Science

This program provides students with classroom, laboratory, and hands-on training as preparation for entry into law enforcement.

Traditional classroom academic education is combined with laboratory courses and the practical application of learned skills to prepare students for job entry. Although traditional law enforcement careers are the goal of most entering students, other available options include positions with private security, corrections, juvenile work, and private investigation. Students may elect to continue their education in colleges accepting transfer credits.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| CRJ 100 | Introduction to Criminal Justice..... | 3 |
| CRJ 113 | Field Strategies..... | 3 |
| CRJ 133 | Constitutional Criminal Procedure..... | 3 |
| CRJ 140 | Criminal Investigation..... | 1 |
| CRJ 201 | Juvenile Delinquency..... | 3 |
| CRJ 257 | Physical Fitness & Conditioning..... | 1 |
| PSY 111 | Introduction to Psychology..... | 3 |
| CRJ 101 | Ethics in Criminal Justice..... | 3 |
| CRJ 150 | Defensive Tactics..... | 1 |
| CRJ 210 | Law Enforcement Management..... | 3 |
| CRJ 262 | Fingerprint Technology..... | 2 |
| ENG 105 | Composition I..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| CRJ 120 | Introduction to Corrections..... | 3 |
| CRJ 139 | Mental Health First Aid..... | 1 |
| CRJ 144 | Police Photography..... | 2 |
| CRJ 200 | Criminology..... | 3 |
| CRJ 217 | Selective Drug Enforcement..... | 2 |
| CRJ 253 | Basic Firearms..... | 3 |
| CRJ 280 | Police Science Practicum I..... | 2 |
| EMS 114 | Emergency Medical Responder..... | 2 |
| CRJ 110 | Patrol Procedures..... | 3 |
| CRJ 131 | Criminal Law and Procedure..... | 3 |
| CRJ 231 | Traffic Law..... | 3 |
| CRJ 242 | Applied Criminalistics..... | 3 |
| CRJ 243 | Traffic Collision Investigation..... | 2 |
| CRJ 255 | Advanced Firearms..... | 3 |
| CRJ 281 | Police Science Practicum II..... | 2 |
| Program Total..... | | 73 |

Law Enforcement Advanced Diploma

Diploma

This program is an advanced-standing diploma which requires that students must be a 2 or 4 year graduate from an Iowa School with a degree in Police Science or Criminal Justice to enter. Students must have approval from the Police Academy Director and meet the requirements of the Iowa Law Enforcement Academy.

Plan of Study

| | | |
|--------------------|-----------------------------|----|
| ENG 105 | Composition I..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CRJ XXX | Electives..... | 9 |
| CRJ 310 | ILEA Basic Shortcourse..... | 15 |
| Program Total..... | | 30 |

Must have 9 credits from the following list: CRJ 100, 101, 110, 113, 120, 131, 133, 139, 140, 144, 150, 158, 200, 201, 210, 217, 220, 221, 223, 224, 231, 241, 243, 253, 255, 257, 260, 262, or 280.

Professional Photography

Associate of Applied Science

This program introduces students to the photography profession and provides the basic skills needed to photograph and operate cameras and other photography equipment and software. It also includes instruction in specialized camera and equipment operation and maintenance, applications to commercial and industrial needs, and photography business operations.

Plan of Study

| | | |
|---------|---------------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| GRA 100 | Mac OS..... | 1 |
| ART 184 | Photography..... | 3 |
| PHT 104 | Introduction to Lighting..... | 3 |
| PHT 107 | Digital Darkroom..... | 2 |
| PHT 135 | Digital Fundamentals..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| ART 185 | Photography II..... | 3 |
| PHT 136 | Studio Management and Operations..... | 2 |
| PHT 202 | Basic Portraiture..... | 3 |
| PHT 204 | Basic Commercial Photography..... | 3 |
| PHT 947 | Practicum I..... | 1 |
| ART 101 | Art Appreciation..... | 3 |
| PHT 103 | Print Presentation Techniques..... | 3 |
| PHT 207 | Advanced Digital Darkroom..... | 3 |
| PHT 208 | Basic Photojournalism..... | 3 |
| PHT 214 | Advanced Lighting..... | 3 |
| PHT 237 | History of Photography..... | 2 |
| MAT 772 | Applied Math..... | 3 |

| | | |
|---------------------|---------------------------------------|----|
| PHT 138 | Photography Trends OR | 3 |
| PHT 239 | Advanced Photojournalism | 3 |
| PHT 230 | Advanced Portraiture | 3 |
| PHT 236 | Advanced Commercial Photography | 3 |
| PHT 243 | Wedding Photography | 3 |
| PHT 298 | Photography Capstone Experience | 2 |
| PSY 102 | Human & Work Relations | 3 |
| Program Total | | 65 |

Professional Photography Technician

Diploma

This program introduces students to the photography profession and provides the basic skills needed to photograph and operate cameras and other photography equipment and software.

Plan of Study

| | | |
|------------------------------|--|----|
| SDV 108 | The College Experience | 1 |
| GRA 100 | Mac OS | 1 |
| ART 184 | Photography | 3 |
| PHT 104 | Introduction to Lighting | 3 |
| PHT 107 | Digital Darkroom | 2 |
| PHT 135 | Digital Fundamentals | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| ART 185 Photography II | | 3 |
| PHT 136 | Studio Management and Operations | 2 |
| PHT 202 | Basic Portraiture | 3 |
| PHT 204 | Basic Commercial Photography | 3 |
| PHT 947 | Photography Practicum | 1 |
| ART 101 | Art Appreciation | 3 |
| Program Total | | 31 |

Robotics and Automation

Associate of Applied Science

This program prepares individuals to apply technical knowledge and high-tech skills to integrate, install, maintain, and repair industrial and automated systems. Students will learn entry-level skills to perform work on mechanical and electrical systems such as motors, conveyors, controls, programmable controllers (PLC's), and other electro-mechanical devices related to manufacturing or production. An emphasis will be placed on learning the proper techniques and procedures to work safely.

Plan of Study

| | | |
|---------|-------------------------------|---|
| SDV 108 | The College Experience | 1 |
| ELE 101 | Industrial Safety | 1 |
| ELE 112 | Basic Electrical Theory | 3 |
| MFG 125 | Intro to Automation | 4 |
| ELE 195 | Motor Control | 3 |

| | | |
|--|---|----|
| IND 146 | Mech Power Transmission I | 3 |
| MAT 772 | Applied Math | 3 |
| BPT 114 Instrumentation I | | 2 |
| ELE 210 | Programmable Controllers | 4 |
| ELT 102 | Blueprint Reading | 2 |
| IND 462 | Pumps | 2 |
| ELE 313 | Variable Frequency Drives for Motor Control | 2 |
| EGT 420 | PLTW - Digital Electronics | 3 |
| COM 723 | Workplace Communications | 3 |
| PSY 102 Human & Work Relations | | 3 |
| BCA 206 | Applied Computer Concepts | 3 |
| NET 121 Fundamentals of Computers and Networks | | 3 |
| ELT 227 | Programmable Controller Applications | 5 |
| ELE 197 | Advanced Motor Control | 3 |
| BPT 115 | Instrumentation II | 2 |
| SPC 122 | Interpersonal Communication | 3 |
| ATR 120 Automation Systems/Robotics | | 3 |
| ATR 121 | Automation Systems/ Robotics Lab | 3 |
| ATR 276 | Networking for Industry | 3 |
| ELE 241 | HMI/Motion Control Fundamentals | 3 |
| ELE 222 | Supervisory Control and Data Acquisition | 3 |
| Program Total | | 73 |

Surgical Technology

Associate of Applied Science

The Surgical Technology program is designed to prepare students to function as members of the surgical team in hospitals and clinics with registered nurses and surgeons in the operating room. The graduate is qualified to prepare the surgical environment and function as a team member during the operative procedures. National certification is available to graduates. The surgical technology program is accredited by the Commission on Accreditation for Allied Health Education Programs (CAAHEP). Job openings are available nationwide for graduates of the surgical technology program. Employment of surgical technologists is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. (Bureau of Labor statistics). Admission to the surgical technology program requires applicants to meet program-specific criteria. For information on application procedures and acceptance, contact the Admissions Office at WITCC. Students must achieve a grade point average of 2.00 (C) or above in all program requirements.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience | 1 |
| SUR 111 | Surgical Procedures I | 3 |
| SUR 130 | Introduction to Surgical Technology | 2 |
| SUR 133 | Surgical Asepsis and Instrumentation | 3 |
| SUR 138 | Surgical Technology Practice | 6 |
| BIO 168 | Human Anatomy and Physiology I | 4 |

| | | |
|--------------------|--|----|
| SUR 112 | Surgical Procedures II..... | 8 |
| SUR 145 | Patient Care Concepts..... | 3 |
| SUR 423 | Pharmacology for the Surgical Technologist | 3 |
| BIO 173 | Human Anatomy and Physiology II..... | 4 |
| SUR 213 | Surgical Procedures III..... | 8 |
| BIO 186 | Microbiology | 4 |
| ENG 105 | Composition I..... | 3 |
| SUR 214 | Surgical Procedures IV | 7 |
| SUR 350 | Surgical Board Review..... | 1 |
| SUR 535 | Surgical Preceptorship | 2 |
| PSY 111 | Introduction to Psychology | 3 |
| Program Total..... | | 65 |

Technical Studies

Associate of Applied Science

This program is designed to meet the specific educational needs of students, businesses, and industry. The Technical Studies Associate of Applied Science degree is a customized program drawing from existing course offerings that must contain at least 45 technical credits. The degree will allow students to combine skills and knowledge from different disciplines, enabling the graduate to meet a specific job opportunity. Students will develop an approved Plan of Study in cooperation with their academic advisors. The Plan of Study must include a rationale, sequenced courses, and sufficient evidence of academic rigor to warrant the confirmation of the Associate of Applied Science degree. The Plan of Study must be approved by the respective department chair(s) and dean(s). The amount of time required to complete this degree will vary.

Plan of Study

| | | |
|--------------------|-------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| XXX XXX | Technical Elective | 12 |
| ENG 105 | Composition I..... | 3 |
| XXX XXX | Technical Elective | 12 |
| MAT 772 | Applied Math..... | 3 |
| XXX XXX | Technical Elective | 12 |
| SPC 122 | Interpersonal Communication | 3 |
| PSY 111 | Introduction to Psychology | 3 |
| XXX XXX | Technical Elective | 6 |
| BCA 206 | Applied Computer Concepts | 3 |
| XXX XXX | Internship/Work Experience OR | 6 |
| XXX XXX | Technical Elective AND | 3 |
| XXX XXX | Elective | 3 |
| Program Total..... | | 64 |

Technical Electives may include coursework from the following prefixes: ACC, ADM, ADN, AGB, AGC, AGH, AGM, AGP, AGS, AGT, AGV, ATR, AUT, BCA, BIR, BPT, BUS, CAD, CIN, CIS, CON,

CRJ, CRR, CSC, DEA, DRF, ECE, ECN, EGT, ELE, ELT, EMS, FIN, FIR, GRA, HCM, HCR, HIT, HSC, IND, MAP, MFG, MGT, NET, PHR, PHT, PNN, PRL, PTA, SUR, WEL

Electives may include coursework from the technical electives or from the following prefixes: ANT, ART, BIO, CHM, CLS, COM, DRA, ECN, EDU, ENG, ENV, FLS, GEO, HIS, HUM, LIT, MAT, MMS, MUA, MUS, PEA, PEC, PET, PHI, PHS, PHY, POL, PSY, REL, SDV, SOC, SPC with course number of at least 100 or higher.

Truck Driving

Certificate

This program is designed to prepare students for over-the-road tractor-trailer driving employment by providing classroom instruction, simulator training, along with hands-on inspection and actual driving.

Plan of Study

| | | |
|--------------------|--------------------------|----|
| TDT 140 | Driver Training CDL..... | 10 |
| Program Total..... | | 10 |

Veterinary Assistant

Diploma

This program prepares students to work as veterinary assistants in a variety of settings including animal hospitals and clinics, animal shelters, laboratories, zoos, and animal parks. The veterinary assistant provides basic care, performs laboratory procedures, and assists in the veterinary clinic with other functions.

The program includes classroom theory, laboratory, and internship experience in local veterinary clinics. Students receive hands-on experience with animals.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| AGC 216 | Career Seminar | 2 |
| AGV 121 | Veterinary Medical Terminology | 2 |
| AGV 156 | Veterinary Reception and Administration Skills | 2 |
| AGV 176 | Animal Nursing (Small & Large) | 3 |
| AGS 242 | Animal Health..... | 3 |
| AGV 102 | Animal Handling & Restraint | 1 |
| COM 723 | Workplace Communications..... | 3 |
| AGS 319 | Animal Nutrition | 3 |
| AGV 109 | Pharmacy Skills | 2 |
| AGV 157 | Animal Anatomy and Physiology | 2 |
| AGV 208 | Veterinary Surgical Skills..... | 2 |
| AGV 174 | Clinical Studies | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| Program Total..... | | 35 |

Video Game Design

Associate of Applied Science

This program provides an understanding of the full video game development artistic pipeline. Students refine technical skills and artistic knowledge for creating game ready assets (acceptable polygon count and topology, UV layout, and physical-based shading) and learn how to import those assets into a game engine and develop a functioning video game with game ready lighting and shadows. The program also prepares students for completing a production ready portfolio and taking an art test.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| CIS 124 | 3D Modeling and Topology..... | 3 |
| CIS 221 | Scripting Basics..... | 3 |
| CIS 369 | Video Game Portfolio Preparation..... | 2 |
| CIS 383 | Digital Composition and Graphics Pipeline I..... | 2 |
| CIS 386 | Game Design..... | 3 |
| CIS 389 | Level Design I..... | 3 |
| CIS 384 | Digital Composition and Graphics Pipeline II..... | 2 |
| CIS 395 | Game Engines..... | 3 |
| CIS 404 | Environmental Modeling..... | 3 |
| CIS 405 | Video Game Portfolio Polish..... | 1 |
| ART 370 | Traditional & New Media 2-D Design..... | 3 |
| ART 371 | Traditional & New Media 3-D Design..... | 3 |
| ART 373 | Digital Color, Lighting & Rendering..... | 2 |
| CIS 305 | Video Game Art Test Preparation..... | 3 |
| CIS 391 | Animation for Games..... | 2 |
| CIS 408 | Advanced 3D Gaming Art..... | 3 |
| CIS 414 | Environmental Art and World Building..... | 3 |
| CIS 415 | Video Game Portfolio Refinement..... | 2 |
| COM 723 | Workplace Communications..... | 3 |
| CIS 396 | Game Development Team..... | 3 |
| CIS 397 | Physics for Game Design..... | 4 |
| CIS 398 | Gaming Final Submission..... | 2 |
| CIS 399 | Video Game Portfolio..... | 2 |
| MAT 772 | Applied Math..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| Program Total..... | | 67 |

Video Game Artist

Diploma

This program provides specialized training for the video game art production pipeline. Students further develop foundational artistic and technical skills that are applied to developing video game assets that include

advanced modeling, texturing, physical-based shading, and lighting. The program also prepares students for developing a portfolio for job application.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| CIS 124 | 3D Modeling and Topology..... | 3 |
| CIS 221 | Scripting Basics..... | 3 |
| CIS 369 | Video Game Portfolio Preparation..... | 2 |
| CIS 383 | Digital Composition and Graphics Pipeline I..... | 2 |
| CIS 386 | Game Design..... | 3 |
| CIS 389 | Level Design I..... | 3 |
| CIS 384 | Digital Composition and Graphics Pipeline II..... | 2 |
| CIS 395 | Game Engines..... | 3 |
| CIS 404 | Environmental Modeling..... | 3 |
| CIS 405 | Video Game Portfolio Polish..... | 1 |
| ART 370 | Traditional & New Media 2-D Design..... | 3 |
| ART 371 | Traditional & New Media 3-D Design..... | 3 |
| ART 373 | Digital Color, Lighting & Rendering..... | 2 |
| Program Total..... | | 34 |

Video Game Fundamentals

Certificate

This program provides specialized training for the video game art production pipeline. Students further develop foundational artistic and technical skills that are applied to developing video game assets that include advanced modeling, texturing, physical-based shading, and lighting. The program also prepares students for developing a portfolio for job application.

Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | The College Experience..... | 1 |
| CIS 124 | 3D Modeling and Topology..... | 3 |
| CIS 221 | Scripting Basics..... | 3 |
| CIS 369 | Video Game Portfolio Preparation..... | 2 |
| CIS 383 | Digital Composition and Graphics Pipeline I..... | 2 |
| CIS 386 | Game Design..... | 3 |
| CIS 389 | Level Design I..... | 3 |
| Program Total..... | | 17 |

Mobile Game and Application Developer

Diploma

The Mobile Game and Application Development Diploma is designed to provide students the skills and knowledge required to design, develop, and deploy games and applications for one of the mobile devices platform (iOS, Android, or Windows Mobile) using current development tools and frameworks.

Plan of Study

| | | |
|--------------------|---------------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| CIS 123 | Swift and the Internet of Things..... | 3 |
| CIS 132 | Programming Fundamentals | 4 |
| CIS 193 | Application Development I..... | 3 |
| CIS 382 | Design Software Basics..... | 2 |
| CIS 392 | Interface Design for Games | 3 |
| ART 240 | Digital Art and 3D Design..... | 3 |
| CIS 293 | Application Development II..... | 4 |
| CIS 368 | Game Programming..... | 4 |
| CIS 721 | Engine Scripting Basics..... | 4 |
| MAT 772 | Applied Math..... | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| Program Total..... | | 37 |

Video and Media Production*Associate of Applied Science*

The Video and Media Production program presents the techniques and technologies of video and film production as they are implemented in the film, video, television, and interactive media industries. Through a combination of hands-on exercises, lecture, group projects, and real-world applications, students are introduced to video production with industry standard tools. Familiarity with professional standards and the aesthetic considerations of video and film production are emphasized. Skills students will acquire include the ability to shoot and edit video, lighting techniques for location and studio productions, and basic scripting for television and film. Graduates are prepared to seek entry-level employment in the broadcast and cable television and video production industry.

Plan of Study

| | | |
|---------|--|---|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety | 1 |
| CIN 104 | Media Production and Equipment..... | 3 |
| CIN 106 | Introduction to Editing Software | 2 |
| CIN 117 | Introduction to Motion Graphics..... | 2 |
| MUS 285 | Audio Production & Equipment I | 3 |
| MMS 142 | Media Literacy OR | 3 |
| MMS 101 | Mass Media | 3 |
| CIN 116 | Management and Operations | 3 |
| CIN 118 | Technical Production in Media..... | 3 |
| CIN 125 | Integrated Motion Graphics and Video..... | 2 |
| CIN 126 | Video Field Production..... | 3 |
| CIN 161 | Video Practicum I..... | 1 |
| COM 723 | Workplace Communications..... | 3 |
| CIN 127 | Live Video Production..... | 3 |
| CIN 162 | Video Practicum II..... | 2 |
| MUS 302 | Studio Production in Mass Communication..... | 3 |
| MMS 132 | Writing for the Mass Media..... | 3 |

| | | |
|--------------------|--|----|
| GRA 140 | Digital Imaging | 3 |
| SMM 101 | Social Media Explored | 3 |
| CIN 135 | Advanced Motion Graphics and Video | 3 |
| CIN 145 | Marketing and Advertising for Media..... | 3 |
| CIN 163 | Video Practicum III..... | 2 |
| MMS 265 | Mass Communications Law | 3 |
| PSY 102 | Human & Work Relations..... | 3 |
| MAT 772 | Applied Math..... | 3 |
| CIN 932 | Internship..... | 3 |
| Program Total..... | | 67 |

Video and Media Production Assistant*Diploma*

The Video and Media Production Assistant diploma prepares students to work in a variety of production positions on a film or video crew. Skills will include operation of video and sound equipment, lighting, and basic software applications.

Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| ELE 101 | Industrial Safety | 1 |
| CIN 104 | Media Production and Equipment..... | 3 |
| CIN 106 | Introduction to Editing Software | 2 |
| CIN 117 | Introduction to Motion Graphics..... | 2 |
| MUS 285 | Audio Production & Equipment I | 3 |
| MMS 142 | Media Literacy OR | 3 |
| MMS 101 | Mass Media | 3 |
| CIN 116 | Management and Operations | 3 |
| CIN 118 | Technical Production in Media..... | 3 |
| CIN 125 | Integrated Motion Graphics and Video..... | 2 |
| CIN 126 | Video Field Production..... | 3 |
| CIN 161 | Video Practicum I..... | 1 |
| COM 723 | Workplace Communications..... | 3 |
| Program Total..... | | 30 |

Welding Technology*Associate of Applied Science*

This program, the Associate of Applied Science in Welding Technology, prepares students for a career in the manufacturing, fabrication, and structural steel industries. The program includes hands-on application of SMAW, GMAW, Oxy Fuel, FCAW, GTAW and Robotic Weld processes, using ferrous and non-ferrous metals, and evaluated to AWS D1.1 structural steel code or other codes (ASME sect. IX, API 1104, etc.) as appropriate. The program's curriculum is aligned to AWS national standards for entry level welders and includes safety,

blueprint reading, and welding procedure specifications. Upon successful completion of all competencies, students will have the opportunity to test for numerous AWS and ASME certifications. Students may incur additional fees for testing for these certifications.

Plan of Study

| | | |
|---------------------|---|----|
| SDV 108 | The College Experience | 1 |
| ELE 101 | Industrial Safety | 1 |
| WEL 120 | Oxy Fuel Welding and Cutting | 2 |
| WEL 425 | Measuring, Layout, and Applied Weld Symbols | 1 |
| WEL 147 | ARC Welding Introduction (SMAW) | 3 |
| WEL 423 | Intro to GMAW | 2 |
| WEL 422 | GMAW for Production | 4 |
| MAT 772 | Applied Math | 3 |
| WEL 148 | ARC Welding Intermediate (SMAW) | 3 |
| WEL 424 | Intro to Pulse Arc GMAW Welding | 3 |
| WEL 420 | Intermediate Pulse Arc GMAW Welding | 4 |
| WEL 110 | Welding Blueprint Reading | 2 |
| COM 723 | Workplace Communications | 3 |
| WEL 208 | Introduction to Fabrication | 2 |
| WEL 164 | Arc Welding II (SMAW) | 4 |
| WEL 112 | Welding Blueprint Reading/Advanced | 2 |
| WEL 191 | Gas Tungsten Arc Welding | 3 |
| WEL 421 | Flux Core Arc Welding (FCAW) | 4 |
| PSY 102 | Human & Work Relations | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| WEL 700 | Robotic Welding | 4 |
| WEL 292 | Pipe Welding/SMAW - Uphill | 4 |
| WEL 294 | Pipe Welding GTAW/SMAW | 4 |
| BCA 206 | Applied Computer Concepts | 3 |
| Program Total | | 68 |

Industrial Welding

Diploma

This program is designed to train a welder in all the basic competencies necessary to gain entry into the welding industry. Students will learn basic safety procedures, how to weld ferrous and non-ferrous metals, how to perform out of position welds using GMAW and SMAW processes, and be introduced to common hand tools used in the industry.

Plan of Study

| | | |
|---------|---|---|
| SDV 108 | The College Experience | 1 |
| ELE 101 | Industrial Safety | 1 |
| WEL 120 | Oxy Fuel Welding and Cutting | 2 |
| WEL 425 | Measuring, Layout, and Applied Weld Symbols | 1 |
| WEL 147 | ARC Welding Introduction (SMAW) | 3 |
| WEL 423 | Intro to GMAW | 2 |
| WEL 422 | GMAW for Production | 4 |
| MAT 772 | Applied Math | 3 |

| | | |
|---------|---|---|
| WEL 148 | ARC Welding Intermediate (SMAW) | 3 |
| WEL 424 | Intro to Pulse Arc GMAW Welding | 3 |
| WEL 420 | Intermediate Pulse Arc GMAW Welding | 4 |
| WEL 110 | Welding Blueprint Reading | 2 |
| COM 723 | Workplace Communications | 3 |

Program Total

32

Production Welding

Certificate

This certificate program is designed to provide a student the basic skills needed to obtain entry level employment in the welding industry. Students will learn entry level skills in GMAW (MIG), SMAW (stick), and Oxy Fuel processes. Students will also be able to obtain OSHA 10 hours certification and have experience with basic measuring and layout tools.

Plan of Study

| | | |
|---------|---|---|
| SDV 108 | The College Experience | 1 |
| ELE 101 | Industrial Safety | 1 |
| WEL 120 | Oxy Fuel Welding and Cutting | 2 |
| WEL 425 | Measuring, Layout, and Applied Weld Symbols | 1 |
| WEL 147 | ARC Welding Introduction (SMAW) | 3 |
| WEL 423 | Intro to GMAW | 2 |
| WEL 422 | GMAW for Production | 4 |
| MAT 772 | Applied Math | 3 |

Program Total

17

Qualified Welding

Certificate

This advanced standing certificate program is designed to advance a welder's skill by training them in the GTAW (TIG) and FACW (Flux Core) welding processes and increasing their skill in out of position SMAW (stick). Students will also learn advanced blueprint reading. Competencies are based on skills needed for custom production, industrial services and steel construction industries.

Plan of Study

| | | |
|---------|---|---|
| WEL 208 | Introduction to Fabrication | 2 |
| WEL 164 | Arc Welding II (SMAW) | 4 |
| WEL 112 | Welding Blueprint Reading/ Advanced | 2 |
| WEL 191 | Gas Tungsten Arc Welding | 3 |
| WEL 421 | Flux Core Arc Welding (FCAW) | 4 |

Program Total

15

Associate of Arts Degree General Studies

The Associate of Arts degree provides students with a learning foundation in communications, social and behavioral sciences, and the humanities. While the A.A. degree program offers opportunities for personal enrichment and career enhancement, it is primarily designed to enable students to transfer to a four-year college or university for the purpose of earning a baccalaureate degree. Courses leading to the A.A. degree are also designed for students interested in preprofessional studies for such fields as law, political science, education, and social science.

Students who intend to transfer credits to another college or university are responsible for identifying the specific program requirements at the transfer institution. In order to meet specific program requirements, the student should coordinate his/her sequence of courses with a WITCC academic advisor and transfer staff from the destination institution. Current catalogs for most U.S. colleges and universities are available online.

Associate of Arts Requirements

The Associate of Arts degree will be awarded to students who meet the following requirements:

1. Satisfactorily complete a minimum of 64 semester hours from an approved A.A. degree program as outlined in the College catalog.
2. Earn a minimum cumulative grade point average of 2.0 ("C" average).
3. Earn a minimum of fifteen (15) college transfer credit hours at WITCC.
4. File an application for graduation at the Enrollment Services Office or online by the filing deadline.
5. Resolve all financial obligations to the College and return all library and College materials.

NOTE: Developmental education courses (courses numbered below 100) do not fulfill degree requirements.

Associate of Science Degree

The Associate of Science (A.S.) degree provides students with a foundation in the general studies as well as the sciences. Students will gain knowledge and skills which can be generalized to the world outside the classroom. The degree and the courses leading to the A.S. degree are designed for students interested in pursuing further education in science, technology, engineering, and math (STEM). As a result, a minimum of 20 credits are necessary from the math and sciences. While the A.S. degree program offers opportunities for personal and career enhancement, such degree is designed for students who wish to transfer to four-year institutions which offer full Bachelor of Science degrees.

Students who intend to transfer credits to another college or university are responsible for identifying the specific program requirements at the transfer institution. In order to meet specific program requirements, the student should coordinate his/her sequence of courses with a WITCC academic advisor and transfer staff from the destination institution. Current catalogs for most U.S. colleges and universities are available in the WITCC Learning Achievement Center and in the Career Development Center.

Associate of Science Requirements

The Associate of Science degree will be awarded to students who meet the following requirements:

1. Satisfactorily complete a minimum of 64 semester hours from an approved A.S. degree program as outlined in the College catalog.
2. Earn a minimum cumulative grade point average of 2.0 ("C" average).
3. Earn a minimum of fifteen (15) college transfer credit hours at WITCC.
4. File an application for graduation at the Enrollment Services Office or online by the filing deadline.
5. Resolve all financial obligations to the College and return all library and College materials.

NOTE: Developmental education courses (courses numbered below 100) do not fulfill degree requirements.

Associate of Arts Degree Requirements

College Success

| | | |
|---------|---|---|
| SDV 108 | The College Experience (required) (Take in 1st semester of enrollment) | 1 |
|---------|---|---|

English and Speech (9 credits required)

Take each of these courses:

| | | |
|---------|------------------------|---|
| ENG 105 | English Composition I | 3 |
| ENG 106 | English Composition II | 3 |
| SPC 112 | Public Speaking | 3 |

Mathematics/Laboratory Science (8 credits required)

Must include one math course and one laboratory science course from the following:

Mathematics

| | | |
|-----------------------------------|------------------------------|---|
| MAT 111 | Math for Liberal Arts | 4 |
| MAT 117 | Math for Elementary Teachers | 3 |
| MAT 121 | College Algebra | 4 |
| Or approved higher level course. | | |
| See advisor for course selection. | | |

Laboratory Science

| | | |
|--|--------------------------------------|---|
| BIO 105 | Introductory Biology | 4 |
| BIO 125 | Plant Biology | 4 |
| BIO 163 | Essentials of Anatomy and Physiology | 4 |
| CHM 122 | Intro to General Chemistry | 4 |
| ENV 111 | Environmental Science | 4 |
| PHS 120 | Exploring Physical Science | 4 |
| Or approved higher level course in these subjects. | | |
| See advisor for course selection. | | |

Diversity (3 credits required)

| | | |
|--------------------|-----------|---|
| CLS 212 or SOC 212 | Diversity | 3 |
|--------------------|-----------|---|

Social and Behavioral Sciences (6 credits required)

Take one course from Social and Political Sciences:

Social and Political Sciences

| | | |
|---------|------------------------------|---|
| ECN 120 | Principles of Macroeconomics | 3 |
| ECN 130 | Principles of Microeconomics | 3 |
| POL 111 | American Government | 3 |
| POL 112 | State and Local Government | 3 |
| PSY 111 | Introduction to Psychology | 3 |
| PSY 121 | Developmental Psychology | 3 |
| SOC 110 | Introduction to Sociology | 3 |
| SOC 120 | Marriage and Family | 3 |

*Other accepted courses include: POL 121, 125, 201. See advisor for course selection.

Take one additional course from Social and Political Sciences above or from History and Diverse Cultures:

History and Diverse Cultures

| | | |
|---------|--------------------------------------|---|
| ANT 105 | Cultural Anthropology | 3 |
| GEO 121 | World Regional Geography | 3 |
| HIS 110 | Western Civ: Ancient to Early Modern | 3 |
| HIS 111 | Western Civ: Early Modern to Present | 3 |
| HIS 151 | US History to 1877 | 3 |
| HIS 152 | US History since 1877 | 3 |

*Other accepted courses include: HIS 211, LIT 150, SOC 200, 210. See advisor for course selection.

Humanities (9 credits required)

Take three courses from at least two subject areas:

| | | |
|---------|------------------------------|---|
| ART 101 | Art Appreciation | 3 |
| ART 203 | Art History | 3 |
| DRA 101 | Introduction to Theatre | 3 |
| DRA 112 | American Film | 3 |
| ENG 221 | Creative Writing | 3 |
| FLS 141 | Foreign Language -Spanish | 4 |
| HUM 101 | Introduction to Humanities | 3 |
| LIT 101 | Introduction to Literature | 3 |
| MMS 101 | Mass Media | 3 |
| MUS 100 | Music Appreciation | 3 |
| PHI 101 | Introduction to Philosophy | 3 |
| PHI 105 | Introduction to Ethics | 3 |
| REL 101 | Survey of World Religions | 3 |
| SPC 122 | Interpersonal Communications | 3 |

*Other accepted courses include: ART 204, FL(S) 142, 231, 232 HUM 220, LIT133, 185,189, 287, MUS 202, PHI 111, REL 150.

See advisor for course selection.

Distributed Requirement (6 credits required)

Take 2 additional courses from any of these areas: Communication, Mathematics, Laboratory Science, Social and Behavioral Sciences, and Humanities

Electives

See your advisor to select appropriate elective courses to complete 64 total credit hours to complete the degree. Developmental courses (courses numbered less than 100) do not apply toward the degree. Up to 16 Career and Technical Credit hours may be used toward the degree. See your advisor for further information.

Total Credit Hours Required

64

Required Transfer Level Credits Earned at WITCC

15

Minimum Cumulative WITCC G.P.A. Required

2.00

This is a general transfer degree. Students should consult with their intended transfer institution to make appropriate course selections in each of the required areas as well as in elective credits to complete the degree. Some transfer institutions may require specific courses in each of the requirement areas based on the student's intended major. Always consult with academic advisors prior to registration as they will have suggested program of studies consistent with the student's intended major.

Associate of Science Degree Requirements

College Success

SDV 108 The College Experience (required) 1
(Take in 1st semester of enrollment)

English and Speech (9 credits required)

Take each of these courses:

| | | |
|---------|------------------------|---|
| ENG 105 | English Composition I | 3 |
| ENG 106 | English Composition II | 3 |
| SPC 112 | Public Speaking | 3 |

Mathematics/Laboratory Science (20 Credits required)

Must include one math course and one laboratory science course from the following:

Mathematics

| | | |
|-----------------|------------------------|-------|
| MAT 111 | Math for Liberal Arts | 4 |
| MAT 121 | College Algebra | 4 |
| MAT 129 | Precalculus | 5 |
| MAT 130 | Trigonometry | 3 |
| MAT 157 | Statistics | 4 |
| MAT 201 | Applied Calculus | 5 |
| MAT 211,217,219 | Calculus I, II and III | 5/5/4 |

Laboratory Science

| | | |
|---------------|---------------------------------|-----|
| BIO 116 & 117 | Biology IB and IIB | 4/4 |
| BIO 168, 169, | | |
| 173 & 174 | Anatomy and Physiology I and II | 4/4 |
| BIO 186 | Microbiology | 4 |
| CHM 166 & 176 | General Chemistry I and II | 5/5 |
| CHM 261 & 271 | Organic Chemistry I and II | 4/4 |
| PHY 162 & 172 | College Physics I and II | 4/4 |
| PHY 212 & 222 | Classical Physics I and II | 5/5 |

Students should complete both of any sequenced Laboratory Science courses to apply to the degree and ensure transferability of coursework.

See advisor for course selection.

Diversity (3 credits required)

| | | |
|--------------------|-----------|---|
| CLS 212 or SOC 212 | Diversity | 3 |
|--------------------|-----------|---|

Social and Behavioral Sciences (3 credits required)

Take one course from the following:

Social and Political Sciences

| | | |
|---------|------------------------------|---|
| ECN 120 | Principles of Macroeconomics | 3 |
| ECN 130 | Principles of Microeconomics | 3 |
| POL 111 | American Government | 3 |
| POL 112 | State and Local Government | 3 |
| PSY 111 | Introduction to Psychology | 3 |
| PSY 121 | Developmental Psychology | 3 |
| SOC 110 | Introduction to Sociology | 3 |
| SOC 120 | Marriage and Family | 3 |

*Other accepted courses include: POL 121, 125, 201

See advisor for course selection.

Humanities (6 credits required)

Take two courses from two different subject areas:

| | | |
|---------|------------------------------|---|
| ART 101 | Art Appreciation | 3 |
| ART 203 | Art History | 3 |
| DRA 101 | Introduction to Theatre | 3 |
| DRA 112 | American Film | 3 |
| ENG 221 | Creative Writing | 3 |
| FLS 141 | Foreign Language -Spanish | 4 |
| HUM 101 | Introduction to Humanities | 3 |
| LIT 101 | Introduction to Literature | 3 |
| MMS 101 | Mass Media | 3 |
| MUS 100 | Music Appreciation | 3 |
| PHI 101 | Introduction to Philosophy | 3 |
| PHI 105 | Introduction to Ethics | 3 |
| REL 101 | Survey of World Religions | 3 |
| SPC-122 | Interpersonal Communications | 3 |

*Other accepted courses include: ART 204, FL(S) 142, 231, 232 HUM 220, 287, LIT 133, 185, MUS 202, PHI 111, REL 150.

See advisor for course selection.

Electives

See your advisor to select appropriate elective courses to complete 64 total credit hours to complete the degree. Developmental courses (courses numbered less than 100) do not apply toward the degree. Up to 16 Career and Technical Credit hours may be used toward the degree. See your advisor for further information.

Total Credit Hours Required 64

Required Transfer Level Credits Earned at WITCC 15

Minimum Cumulative WITCC G.P.A. Required 2.00

This is a general transfer degree. Students should consult with their intended transfer institution to make appropriate course selections in each of the required areas as well as in elective credits to complete the degree. Some transfer institutions may require specific courses in each of the requirement areas based on the student's intended major. Always consult with academic advisors prior to registration as they will have suggested program of studies consistent with the student's intended major.

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plans of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Agriculture Agronomy

Associate of Science

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plan of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Suggested Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | College Experience..... | 1 |
| AGC 216 | Career Seminar..... | 2 |
| AGA 154 | Fundamentals of Soil Science..... | 3 |
| ENG 105 | Composition I..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| PHI 105 | Introduction to Ethics..... | 3 |
| ENG 106 | Composition II..... | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| AGS 319 | Animal Nutrition..... | 3 |
| MAT 121 | College Algebra..... | 4 |
| AGA 114 | Principles of Agronomy..... | 3 |
| MAT 157 | Statistics..... | 4 |
| ECN 130 | Principles of Microeconomics..... | 3 |
| CHM 122 | Introduction to General Chemistry..... | 4 |
| BIO 116 | General Biology I..... | 4 |
| ELE XXX | Elective..... | 1 |
| PHI 101 | Intro to Philosophy..... | 3 |
| AGC 420 | Issues in Agriculture..... | 3 |
| CLS 212 | Diversity..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| BIO 117 | General Biology II..... | 4 |
| Program Total..... | | 64 |

Agriculture Business

Associate of Science

The Agricultural Business program provides students with the opportunity to earn an Associate of Science (AS) degree, which will transfer to many four-year institutions. This program of study is well-suited for students who are interested in pursuing careers in agricultural commodity sales, ag lending/banking, retail and wholesale selling, farm and agri-business management, or developing a business venture.

Suggested Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | College Experience..... | 1 |
| AGC 216 | Career Seminar..... | 2 |
| ENG 105 | Composition I..... | 3 |
| AGA 154 | Fundamentals of Soil Science..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| PHI 105 | Introduction to Ethics..... | 3 |
| ENG 106 | Composition II..... | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| AGA 114 | Principles of Agronomy..... | 3 |
| AGB 235 | Introduction to Agriculture Markets..... | 3 |
| MAT 121 | College Algebra OR..... | 4 |
| MAT 201 | Applied Calculus..... | 5 |
| MAT 157 | Statistics..... | 4 |
| ECN 130 | Principles of Microeconomics..... | 3 |
| CHM 122 | Introduction to General Chemistry..... | 4 |
| BIO 116 | General Biology I..... | 4 |
| PH 101 | Intro to Philosophy..... | 3 |
| CLS 212 | Diversity..... | 3 |
| AGB 330 | Farm Business Management..... | 3 |
| AGB 336 | Ag Selling..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| BIO 117 | General Biology II..... | 4 |
| Program Total..... | | 64 |

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plans of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Agriculture Education

Associate of Arts

The Agriculture Education program provides students with the opportunity to earn an Associate of Arts (AA) degree, which will transfer to many four-year institutions. This program is an excellent course of study for students who are interested in pursuing careers as a secondary agriculture educator, agriculture manager, and as agriculture representatives in sales, public relations, extension, trade organizations, commodity groups, communications, and international agriculture.

Suggested Plan of Study

| | | |
|--------------------|--|----|
| SDV 108 | College Experience..... | 1 |
| AGC 216 | Career Seminar..... | 2 |
| AGA 154 | Fundamentals of Soil Science..... | 3 |
| ENG 105 | Composition I..... | 3 |
| ACC 131 | Principles of Accounting I..... | 4 |
| PHI 105 | Introduction to Ethics..... | 3 |
| ENG 106 | Composition II..... | 3 |
| AGS 113 | Survey of the Animal Industry..... | 3 |
| AGA 114 | Principles of Agronomy..... | 3 |
| POL 111 | American Government OR..... | 3 |
| HIS 151 | US History to 1877..... | 3 |
| HUM 101 | Introduction to Humanities..... | 3 |
| ELE XXX | Electives..... | 2 |
| MAT 157 | Statistics..... | 4 |
| ECN 130 | Principles of Microeconomics..... | 3 |
| CHM 122 | Introduction to General Chemistry..... | 4 |
| BIO 116 | General Biology I..... | 4 |
| PHI 101 | Intro to Philosophy..... | 3 |
| AGC 420 | Issues in Agriculture..... | 3 |
| CLS 212 | Diversity..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| BIO 117 | General Biology II..... | 4 |
| Program Total..... | | 64 |

Biology

Associate of Science

Suggested Plan of Study

| | | |
|---------|--------------------------|---|
| SDV 108 | College Experience..... | 1 |
| BIO 116 | General Biology I..... | 4 |
| CHM 166 | General Chemistry I..... | 5 |

| | | |
|--------------------|---------------------------------|----|
| PSY 111 | Introduction to Psychology..... | 3 |
| ENG 105 | Composition I..... | 3 |
| BIO 117 | General Biology II..... | 4 |
| CHM 176 | General Chemistry II..... | 5 |
| ENG 106 | Composition II..... | 3 |
| MAT 129 | Pre-Calculus..... | 5 |
| CHM 271 | Organic Chemistry I..... | 4 |
| BIO 295 | Ecology..... | 4 |
| MAT 211 | Calculus I..... | 4 |
| PHI 105 | Introduction to Ethics..... | 3 |
| CHM 271 | Organic Chemistry II..... | 4 |
| BIO 147 | Genetics..... | 4 |
| SPC 112 | Public Speaking..... | 3 |
| CLS 212 | Diversity..... | 3 |
| LIT 101 | Introduction to Literature..... | 3 |
| Program Total..... | | 64 |

Business

Associate of Arts

Suggested Plan of Study

| | | |
|--------------------|-----------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| BUS 102 | Intro to Business..... | 3 |
| CSC 116 | Information Computing..... | 3 |
| ECN 120 | Principles of Macroeconomics..... | 3 |
| BUS 185 | Business Law I..... | 3 |
| ENG 105 | Composition I..... | 3 |
| MGT 101 | Principles of Management..... | 3 |
| ECN 103 | Principles of Microeconomics..... | 3 |
| BUS 186 | Business Law II..... | 3 |
| ENG 106 | Composition II..... | 3 |
| MAT 157 | Statistics..... | 4 |
| ACC 131 | Principles of Accounting I..... | 4 |
| BIO 105 | Intro to Biology..... | 4 |
| MUS 100 | Music Appreciation..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| CLS 212 | Diversity..... | 3 |
| MAT 201 | Applied Calculus..... | 5 |
| ACC 132 | Principles of Accounting II..... | 4 |
| ART 101 | Art Appreciation..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| Program Total..... | | 64 |

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plans of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Communication

Associate of Arts

Suggested Plan of Study

| | | |
|---------------------|------------------------------------|----|
| SDV 108 | College Experience..... | 1 |
| ENG 105 | Composition I..... | 3 |
| MMS 101 | Mass Media | 3 |
| SOC 212 | Diversity | 3 |
| SOC 110 | Intro to Soc | 3 |
| PSY 111 | Intro to Psych..... | 3 |
| ENG 106 | Composition II..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| MAT 111 | Math for Liberal Arts | 4 |
| PHI 105 | Intro to Ethics..... | 3 |
| LIT 101 | Intro to Lit..... | 3 |
| BIO 105 | Intro to Biology | 4 |
| SPC 122 | Interpersonal Communication | 3 |
| HIS 110 | Western Civ I..... | 3 |
| HUM 220 | Mythology | 3 |
| PSY 121 | Developmental Psych | 3 |
| SPC 170 | Professional Communication..... | 3 |
| SPC 120 | Intercultural Communication..... | 3 |
| SOC 210 | Men, Women, And Society | 3 |
| GEO 121 | World Regional Geography..... | 3 |
| ELE XXX | Electives to total 64 credits..... | 4 |
| Program Total | | 64 |

Chemistry

Associate of Science

Suggested Plan of Study

| | | |
|---------|----------------------------|---|
| SDV 108 | College Experience..... | 1 |
| ENG 105 | Composition I..... | 3 |
| MAT 211 | Calculus I | 5 |
| CHM 166 | General Chemistry I | 5 |
| PSY 111 | Intro to Psychology..... | 3 |
| CHM 176 | General Chemistry II | 5 |
| MAT 217 | Calculus II | 5 |
| ENG 106 | Composition II..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| CHM 261 | Organic Chemistry | 4 |
| PHY 212 | Classical Physics | 5 |
| CLS 212 | Diversity | 3 |
| ART 101 | Art Appreciation | 3 |

| | | |
|--------------------|-----------------------------|----|
| CHM 271 | Organic Chemistry II | 4 |
| PHY 222 | Classical Physics II | 5 |
| PHI 105 | Introduction to Ethics..... | 3 |
| ELE XXX | Electives..... | 4 |
| Program Total..... | | 64 |

Criminal Justice

Associate of Arts

Suggested Plan of Study

| | | |
|--------------------|------------------------------------|----|
| SDV 108 | College Experience..... | 1 |
| CRJ 100 | Intro to Criminal Justice..... | 3 |
| CRJ 201 | Juvenile Delinquency | 3 |
| PSY 111 | Intro to Psychology | 3 |
| ENG 105 | Composition I..... | 3 |
| SOC 115 | Social Problems..... | 3 |
| SOC 110 | Intro to Sociology..... | 3 |
| ENG 106 | Composition II..... | 3 |
| MAT 157 | Statistics | 4 |
| PHI 105 | Intro to Ethics..... | 3 |
| SPC 122 | Interpersonal Communication | 3 |
| POL 111 | Intro to American Government | 3 |
| CRJ 200 | Criminology..... | 3 |
| SPC 112 | Public Speaking | 3 |
| SOC 212 | Diversity | 3 |
| BIO 105 | Intro to Biology | 4 |
| PSY 241 | Abnormal Psychology..... | 3 |
| MUS 100 | Music Appreciation | 3 |
| SOC 250 | Sociology of Deviance | 3 |
| ELE XXX | Electives..... | 7 |
| Program Total..... | | 64 |

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plans of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Early Childhood Education Teacher Licensure

Associate of Arts

Suggested Plan of Study

| | | |
|--------------------|---|----|
| SDV 108 | The College Experience..... | 1 |
| ENG 105 | Composition I..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| ART 101 | Art Appreciation..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| ECE 103 | Intro to Early Childhood Education..... | 3 |
| MAT 117 | Math for Elementary Teachers..... | 3 |
| BIO 105 | Introductory Biology..... | 4 |
| ENG 106 | Composition II..... | 3 |
| PSY 121 | Developmental Psychology..... | 3 |
| ECE 133 | Child Health, Safety & Nutrition..... | 3 |
| PHS 120 | Exploring Physical Science..... | 4 |
| HIS 151 | US History to 1877 OR..... | 3 |
| POL 111 | American Government..... | 3 |
| CLS 212 | Diversity..... | 3 |
| EDU 245 | Exceptional Learner OR..... | 3 |
| ECE 287 | Exceptional Learner..... | 3 |
| ECE 158 | Early Childhood Curriculum I..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| LIT 105 | Childrens Literature..... | 3 |
| EDU 255 | Technology in the Classroom..... | 3 |
| MUS 100 | Music Appreciation..... | 3 |
| ECE 243 | Early Childhood Guidance..... | 3 |
| ECE 159 | Early Childhood Curriculum II..... | 3 |
| Program Total..... | | 64 |

Education

Associate of Arts

Suggested Plan of Study

| | | |
|---------|-----------------------------------|---|
| SDV 108 | The College Experience..... | 1 |
| MAT 111 | Math for Liberal Arts..... | 4 |
| PSY 111 | Introduction to Psychology..... | 3 |
| EDU 210 | Foundations of Education..... | 3 |
| ENG 105 | Composition I..... | 3 |
| GEO 121 | World Regional Geography..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| MAT 117 | Math for Elementary Teachers..... | 3 |
| BIO 105 | Introductory Biology..... | 4 |

| | | |
|--------------------|----------------------------------|----|
| ENG 106 | Composition II..... | 3 |
| EDU 240 | Educational Psychology..... | 3 |
| PHS 120 | Exploring Physical Science..... | 4 |
| HIS 151 | US History to 1877..... | 3 |
| EDU 245 | Exceptional Learner..... | 3 |
| ART 101 | Art Appreciation..... | 3 |
| CLS 212 | Diversity..... | 3 |
| PSY 121 | Developmental Psychology..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| LIT 105 | Childrens Literature..... | 3 |
| EDU 255 | Technology in the Classroom..... | 3 |
| EDU 218 | Initial Field Experience..... | 2 |
| MUS 100 | Music Appreciation..... | 3 |
| Program Total..... | | 64 |

Fine Arts

Associate of Arts

Suggested Plan of Study

| | | |
|--------------------|---------------------------------|----|
| SDV 108 | College Experience..... | 1 |
| ART 101 | Art Appreciation..... | 3 |
| ART 120 | 2-D Design..... | 3 |
| ART 133 | Drawing I..... | 3 |
| ENG 105 | Composition I..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| ART 134 | Drawing II..... | 3 |
| ART 143 | Painting OR | |
| ART 184 | Photography..... | 3 |
| ENG 106 | Composition II..... | 3 |
| BIO 105 | Introductory Biology..... | 4 |
| ANT 105 | Cultural Anthropology..... | 3 |
| ART 144 | Painting II OR | |
| ART 185 | Photography II..... | 3 |
| ART 203 | Art History I (online)..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| MAT 111 | Math for Liberal Arts OR | |
| MAT 121 | College Algebra..... | 4 |
| CLS 212 | Diversity..... | 3 |
| ART 123 | 3-D Design..... | 3 |
| ART 186 | Digital Photography..... | 3 |
| ART 204 | Art History II (online)..... | 3 |
| REL 101 | Survey of World Religions..... | 3 |
| MMS 101 | Mass Media OR | |
| MUS 100 | Music Appreciation OR | |
| DRA 101 | Introduction to Theatre..... | 3 |
| ELE XXX | Electives..... | 1 |
| Program Total..... | | 64 |

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plans of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Mathematics

Associate of Science

Suggested Plan of Study

| | | |
|--------------------|---------------------------------|----|
| SDV 108 | College Experience..... | 1 |
| MAT 211 | Calculus I..... | 5 |
| PSY 111 | Introduction to Psychology..... | 3 |
| ENG 105 | Composition I..... | 3 |
| HUM 101 | Introduction to Humanities..... | 3 |
| MAT 217 | Calculus II..... | 5 |
| ENG 106 | Composition II..... | 3 |
| CLS 212 | Diversity..... | 3 |
| MAT 157 | Statistics..... | 4 |
| MAT 219 | Calculus III..... | 4 |
| SPC 112 | Public Speaking..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| PHY 212 | Classical Physics I..... | 5 |
| MAT 227 | Differential Equations..... | 4 |
| PHY 222 | Classical Physics II..... | 5 |
| LIT 101 | Introduction to Literature..... | 3 |
| SOC 110 | Introduction to Sociology..... | 3 |
| ELE XXX | Electives..... | 4 |
| Program Total..... | | 64 |

Psychology

Associate of Arts

Suggested Plan of Study

| | | |
|---------|---|---|
| SDV 108 | College Experience..... | 1 |
| ENG 105 | Composition I..... | 3 |
| SOC 212 | Diversity..... | 3 |
| PSY 111 | Intro to Psychology..... | 3 |
| PHI 101 | Intro to Philosophy..... | 3 |
| SOC 120 | Intro to Sociology..... | 3 |
| PSY 121 | Developmental Psychology..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| ENG 106 | Composition II..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| BIO 105 | Introductory Biology OR..... | 4 |
| BIO 163 | Essentials of Anatomy & Physiology..... | |

| | | |
|--------------------|-------------------------------------|----|
| PSY 251 | Social Psychology..... | 3 |
| SPC 122 | Interpersonal Communication..... | 3 |
| HIS 152 | US History Since 1877..... | 3 |
| HUM 101 | Introduction to the Humanities..... | 3 |
| MAT 157 | Statistics..... | 4 |
| PSY 241 | Abnormal Psychology..... | 3 |
| ELE XXX | Electives..... | 13 |
| Program Total..... | | 64 |

Secondary Education

Associate of Arts

Suggested Plan of Study

| | | |
|--------------------|-----------------------------------|----|
| SDV 108 | The College Experience..... | 1 |
| MAT 111 | Math for Liberal Arts..... | 4 |
| PSY 111 | Introduction to Psychology..... | 3 |
| EDU 210 | Foundations of Education..... | 3 |
| ENG 105 | Composition I..... | 3 |
| GEO 121 | World Regional Geography..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| POL 111 | American National Government..... | 3 |
| BIO 105 | Introductory Biology..... | 4 |
| ENG 106 | Composition II..... | 3 |
| EDU 240 | Educational Psychology..... | 3 |
| PHS 120 | Exploring Physical Science..... | 4 |
| HIS 151 | US History to 1877..... | 3 |
| EDU 245 | Exceptional Learner..... | 3 |
| ART 101 | Art Appreciation..... | 3 |
| CLS 212 | Diversity..... | 3 |
| PSY 121 | Developmental Psychology..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| EDU 255 | Technology in the Classroom..... | 3 |
| EDU 218 | Initial Field Experience..... | 2 |
| MUS 100 | Music Appreciation..... | 3 |
| ELE XXX | Electives..... | 1 |
| Program Total..... | | 64 |

The Associate of Arts (AA) and Associate of Science (AS) degrees are designed for transfer to a 4-year institution and are not meant to prepare students for direct entry to the workforce. The transfer majors listed below are reviewed and approved by the Iowa Department of Education and aligned to one or multiple 4-year colleges and universities. The suggested plans of study will meet degree requirements, however it is critical that students work with their planned transfer institution, as well as college advisors, to inform students in their course selection. The college maintains a number of articulations that specifically outline efficient transfer plans. For full details and course listings visit witcc.edu/programs.

Sociology

Associate of Arts

Suggested Plan of Study

| | | |
|---------|---|----|
| SDV 108 | College Experience..... | 1 |
| ENG 105 | Composition I..... | 3 |
| PHI 105 | Introduction to Ethics..... | 3 |
| PSY 111 | Introduction to Psychology..... | 3 |
| SOC 200 | Minority Group Relations..... | 3 |
| ART 101 | Art Appreciation..... | 3 |
| ENG 106 | Composition II..... | 3 |
| SOC 212 | Diversity..... | 3 |
| SOC 120 | Marriage & Family..... | 3 |
| MAT 157 | Statistics..... | 4 |
| MUS 100 | Music Appreciation..... | 3 |
| SOC 110 | Introduction to Sociology..... | 3 |
| PSY 251 | Social Psychology..... | 3 |
| POL 111 | American National Government..... | 3 |
| SOC 115 | Social Problems..... | 3 |
| ELE XXX | Electives..... | 4 |
| BIO 163 | Essentials of Anatomy & Physiology..... | 4 |
| SOC 210 | Men, Women & Society..... | 3 |
| SOC 250 | Sociology of Deviance..... | 3 |
| PSY 241 | Abnormal Psychology..... | 3 |
| SPC 112 | Public Speaking..... | 3 |
| | Program Total..... | 64 |

Course Numbers

The Iowa community colleges have a common course numbering system for all credit courses offered by Iowa community colleges. The numbering system facilitates transfer and articulation processes for Iowa community college students.

A B C

**Discipline prefix of
program or subject**

1 2 3

- 000-099** developmental courses
- 100-899** courses intended to meet specific requirements for certificates, diplomas, and degrees in career and technical and transfer programs
- 900-999** generic focus courses such as special topics, OJT, internships

Key to Course Prefixes

| | | | | | |
|-----|---|-----|---|-----|---------------------------------------|
| ACC | Accounting | DRA | Film and Theatre | MUS | General Music |
| ADM | Administrative Assistant | DRF | Drafting | NET | Computer Networking |
| ADN | Associate Degree Nursing | ECE | Early Childhood Education | PEA | Physical Education Activities |
| AGA | Agriculture – Agronomy | ECN | Economics | PEC | Coaching Officiating |
| AGB | Agriculture – Farm Management Business | EDU | Education | PEH | General Physical Education and Health |
| AGC | Agriculture – Comprehensive Miscellaneous | EGT | Engineering Technology | PET | Physical Education Training |
| AGH | Agriculture – Horticulture | ELE | Electrical Technology | PHI | Philosophy |
| AGM | Agriculture – Mechanics | ELT | Electronics | PHR | Pharmacy Tech |
| AGP | Agriculture – Precision Ag | EMS | Emergency Medical Services | PHS | Physical Science |
| AGS | Agriculture – Animal Science | ENG | English Composition | PHT | Commercial Photography |
| AGT | Agriculture – Technology | ENV | Environmental Science | PHY | Physics |
| AGV | Agriculture – Veterinary Tech | ESL | Intensive ESL | PLU | Plumbing |
| ANT | Anthropology | FIN | Finance | PNN | Practical Nursing |
| ART | Art | FIR | Fire Science | POL | Political Science |
| ATR | Automation Tech and Robotics | FLF | Foreign Language–French | PRL | Paralegal |
| AUT | Automotive Technology | FLG | Foreign Language–German | PSY | Psychology |
| BCA | Business Computer Apps | FLS | Foreign Language–Spanish | PTA | Physical Therapist Assistant |
| BIO | Biology | GEO | Geography | REL | Religion |
| BIR | Band Instrument Repair | GRA | Graphic Communications | SDV | Student Development |
| BMA | Building Maintenance | HCM | Hospitality, Culinary Arts and Management | SMM | Social Media and Marketing |
| BPT | Bioprocess Technology | HCR | Heating and Air Conditioning | SOC | Sociology |
| BUS | Business | HIS | History | SPC | Speech |
| CAD | Computer Aided Drafting | HIT | Health Information Technology | SUR | Surgical Technology |
| CHM | Chemistry | HSC | Health Science | TDT | Truck Driver Training |
| CIN | Cinematography | HUM | Humanities | WEL | Welding |
| CIS | Computer Programming | IND | Industrial Technology | | |
| CLS | Cultural Studies | LIT | Literature | | |
| COM | Communication | MAP | Medical Assistant | | |
| CON | Construction | MAT | Mathematics | | |
| CRJ | Criminal Justice | MFG | Manufacturing | | |
| CRR | Collision Repair and Refinish | MGT | Management | | |
| CSC | Computer Science | MKT | Marketing | | |
| DEA | Dental Assistant | MMS | Mass Media Studies | | |
| | | MUA | Applied Music | | |

Course Listings

ACC – ACCOUNTING

ACC 111 - Introduction to Accounting 3

This course is designed to teach the key concepts and skills required to record a variety of accounting entries for both a service and merchandising business, to prepare financial statements, to record payroll entries, to prepare payroll records and to utilize good cash management skills. The skills learned will prepare students for direct job entry as small business owners and entrepreneurs. These accounting concepts are applied to a variety of companies.

ACC 131 - Principles of Accounting I 4

This course is designed to acquaint the student with the basic accounting concepts applicable to the operation of a service oriented or retailing sole proprietorship.

ACC 132 - Principles of Accounting II 4

This course is a continuation of Principles of Accounting I with the emphasis on partnership, corporation, cost, and management accounting. Prerequisite: ACC 131 - Principles of Accounting I

ACC 161 - Payroll Accounting 3

This course presents the payroll accounting methods for computing wages and salaries, calculating deductions, journalizing payroll entries, and preparing federal and state government reports. It emphasizes the timeliness and standard procedures of payroll data reporting required of employers. Prerequisite: ACC 111 - Introduction to Accounting or ACC 131 - Principles of Accounting I

ACC 171 - Sales & Use Tax 1

This course covers sales and use tax's constitutional basis, tax basis, administration (including collection and remittance procedures), and audit defense.

ACC 221 - Cost Accounting 3

This course covers the procedures necessary for the accumulation and analysis of accounting information in a manufacturing setting. Topics covered include job-order, process cost, and standard cost systems as well as variance analysis and budgeting. Prerequisite: ACC 132 - Principles of Accounting II

ACC 231 - Intermediate Accounting I 4

This course is an in-depth study of the underlying principles, procedures, and reporting requirements necessary to prepare and interpret the financial reports of business entities. Studies include a theoretical foundation of financial accounting, financial statements, cash, receivables, inventory, operational assets and depreciation. Prerequisite: ACC 132 - Principles of Accounting II

ACC 232 - Intermediate Accounting II 4

This course is an in-depth study of the underlying principles, procedures, and reporting requirements necessary to prepare and interpret financial reports of business entities. Topics covered include liabilities, investments in securities, pension plans, leases, earnings per share, and statement of cash flows. Prerequisite: ACC 231 - Intermediate Accounting I

ACC 261 - Income Tax Accounting 3

This course is an introduction to federal individual income tax laws. Topics include income, adjustments, deductions, and credits. Prerequisite: ACC 131 - Principles of Accounting I

ACC 311 - Computer Accounting 3

This course utilizes computer software to teach the accounting procedures for service and merchandising businesses. Concepts include processing transactions and generating reports for customers, vendors, inventory, and payroll; generating financial statements; performing closing procedures; and, customizing company setup. Prerequisite: ACC 131 - Principles of Accounting I or ACC 111 - Introduction to Accounting

ACC 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ACC 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ADM – ADMINISTRATIVE ASSISTANT

ADM 105 - Introduction to Keyboarding 1

This course emphasizes keyboard mastery. It was designed to develop accuracy, speed, and control of the keyboard. Through completion of the lessons, students advance toward a minimum competency level of 30 gross words per minute (GWAM) on a 3-minute official time with a maximum of 3 errors. The alphabetic keys are reviewed three times.

In order to pass this course at the end of the semester, you must be able to key 30 wpm for 3 minutes with 3 errors or less.

Every lesson contains exercises of 15-sec., 30-sec., and 1-3 minutes timings. Students are encouraged to meet the speed and accuracy goals in each exercise before continuing on to the next exercise. Progress Reports help students evaluate their progress.

Using the backspace key and correcting errors is not allowed.

ADM 123 - Document Formatting 3

This course is designed for mastery of the alphabetic keyboard. Students will review numeric and symbol keyboard reaches and the formatting of business documents including memorandums, block and modified block letters, reports and tables. Students must take the prerequisite course or type 30 gross words a minute for three minutes with three errors or less. Prerequisite: ADM 105 - Introduction to Keyboarding or Type 30 gross words per minute for 3 minutes with 3 errors or less.

ADM 124 - Document Formatting II 3

In this course students' keyboarding skills are enhanced by developing a balance of speed and accuracy. Emphasis is placed on the development of production skills in formatting business documents and learning advanced features of word processing using the computer. Prerequisite: ADM 123 - Document Formatting

ADM 131 - Office Calculators 1

This course teaches students how to use the numeric keypad with speed and accuracy using industry standards for data entry. Attaining proficiency on three employment tests used by three large interstate corporations helps the student meet employment standards.

ADM 154 - Business Communication 3

This course covers the principles of business writing, emphasizing the most important and frequently written business correspondence including business letters, memorandums, and e-mail. Attention is given to logical organization and psychological application of writing procedures as well as proper formatting at the keyboard. Students cover units most appropriate to the needs of their individual programs.

ADM 159 - Proofreading and Editing 3

This course covers the proofreading and editing of handwritten, typewritten, and printed material. Grammar principles including sentence structure and correct usage of all parts of speech are addressed, as well as a strong emphasis on punctuation skills. Students will also learn techniques in utilizing business reference tools and language skills within the context of a business environment.

ADM 162 - Office Procedures 3

This course familiarizes the student with the many dimensions of the professional secretary's position in a modern day office, such as personal traits, telephone skills, communication processing capabilities, office supplies and equipment, and material utilization. The specific job skills introduced are utilization of business resources, making travel arrangements, arranging meetings and conferences and performing banking responsibilities. The student will be equipped to handle these functions in a modern day office, and will refine skills associate with communication effectively in the office.

ADM 176 - Electronic Records System 3

This course provides students the opportunity to create, collect, process, maintain, retrieve, use, store, disseminate, and dispose of records using an electronic records system. Students use the Windows environment to store records according to ARMA (Association of Records Managers and Administrators) alphabetic rules. Numeric, geographic, and subject filing rules are also explored. Students will research and present up-to-date information on retention, retrieval, and storage of records.

ADM 180 - Administrative Management 3

This course acquaints students with the broad areas of administrative office management, including the managerial process. It emphasizes application of learned concepts through problem-solving techniques, and includes several specialized areas of study which are generally relegated to office managers. Prerequisite: ADM 159 - Proofreading and Editing and ADM 123 - Document Formatting

ADM 241 - Advanced Office Skills 3

The course is a terminal course for office students to demonstrate their knowledge and skills in administrative office procedures and practice. A variety of formats will be used for students to demonstrate proficiencies, including Microsoft Office software review, electronic calendaring and scheduling, proofreading and editing, keyboarding speed and document production, and certification testing. Instructor consent required.

ADM 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn elective credit based upon the agreed upon credit and contact hours. Instructor permission required.

ADM 932 - Internship II 1-4

This course provides on-the-job experience on campus or in the business community giving the student experience and practical application of the competencies learned in the Administrative Assistant programs. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Student must be in the final semester of the program before enrolling in this course. Prerequisite: Permission of instructor, 2.0 cumulative GPA and a C (2.0) or better in core courses as defined by the program advisor.

ADM 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ADN – ASSOCIATE DEGREE NURSING

ADN 235 - Principles Pharmacology for Nursing 3

This course will examine the basic concepts and principles of pharmacology. Major drug classifications and their actions, adverse effects, interactions, and contraindications for use are explored. Emphasis is placed on the nurse's role in safe medication administration, dosage calculation, and patient education with use of the nursing process.

ADN 621 - Nursing III 9

A combined course that includes: classroom, lab, and clinical. Nursing III prepares the student to safely manage the care of clients throughout the lifespan and prepares the student for the role of caregiver, manager, and member of profession from the level of the practical nurse to the registered nurse. Concepts of health, illness, and environment as they relate to nursing practice are discussed. Emphasis is placed on predictable and variable needs of the client utilizing Gordon's Functional Health Patterns within the nursing process. Critical thinking is inherent in the nursing process and incorporated throughout the course. Advisor permission required. Completion of WITCC Practical Nursing Program or valid LPN license and 6-8 hours of anatomy and physiology, proof that all required support courses for the ADN Completion Program have been completed.

ADN 622 - Nursing IV 9

A combined course that includes: classroom, lab, clinical, and preceptorship. Nursing IV prepares the student to safely manage the care of clients throughout the lifespan and prepares the student to assume the registered nurse (RN) roles of caregiver, manager, and member of profession. Concepts of health, illness, and environment as they relate to nursing practice are discussed. Emphasis is placed on the predictable and variable needs of the client utilizing Gordon's Functional Health Patterns within the nursing process. Critical thinking is inherent in the nursing process and is incorporated throughout the course. Clinical preceptorship provides an opportunity for students to mentor with a RN. Students will practice clinical and leadership skills necessary to successfully transition into the role of an entry-level RN. Focus is placed on the enhancement of leadership and collaboration skills, organization, supervision, delegation, prioritization, and management of multiple clients in an acute care setting. Valid LPN license and advisor permission. Corequisite: ADN 235 - Principles Pharmacology for Nursing; Prerequisite ADN 621 and BIO 186 and PSY 241

ADN 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ADN 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGA – Agronomy

AGA 114 - Principles of Agronomy 3

This course presents the information necessary to understand the reasons and methods of soil and crop management. The course provides answers to practical crop production questions and introduces students to further study of the sciences involved.

AGA 154 - Fundamentals of Soil Science 3

This course covers soil properties affected by their formation due to climate, vegetative cover, parent material, drainage, and topography.

AGA 158 - Soil Fertility 3

This course explains the phenomena involved in making and keeping a soil in its most economical, productive state. Students learn why soils must be managed differently due to differences in origin and make up. Laboratory work will be used to increase the understanding of key concepts. Corequisite: AGA 154 - Fundamentals of Soil Science

AGA 917 - Experimental Course 1-4

This pilot course is under supervision of a faculty member and is approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

AGA 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGB – AGRICULTURE / FARM MANAGEMENT / BUSINESS

AGB 210 - Agricultural Law 2

This course is designed to make the student aware of the legalities of the farm business in regard to estate planning, leasing, contracts, and legal liability.

AGB 235 - Introduction to Agriculture Markets 3

This course is an overview of the structure, economics, organization, and function of the world food marketing system. Topics in past, present and future domestic and worldwide market issues are discussed. The course examines how the marketing system is influenced by governmental and private policy and effects those policies have on producers, commodity handlers, processors, middlemen, and consumers. Basic marketing and merchandising strategies are also covered.

AGB 330 - Farm Business Management 3

This course is a study of the use of the principles of farm management in developing a farm or farm business operation.

AGB 336 - Agricultural Selling 3

This course addresses the principles of selling applied to agricultural settings. Examination of agricultural consumers' buying habits and the development of sales strategies to meet these consumers' needs and wants serves as a foundation of the course. Two main activities dominate this course: students spend a day shadowing an agricultural sales professional to observe and report on specific practices, and in a final activity, students prepare and deliver a sales presentation to an agricultural sales professional.

AGB 437 - Commodity Marketing 3

This course examines basis, fundamental and technical price analysis, commodity futures, futures options, alternative cash contracts, sources and uses of marketing information, and relevant agricultural marketing strategies.

AGB 466 - Agricultural Finance 3

This course is a study of the terminology and tools of agricultural finance. It emphasizes the preparation of financial statements, cash flows, budgets and bookkeeping principles. It also discusses financial risk strategies and credit costs.

AGB 470 - Farm Records, Accounts, Analysis 3

This course is a study of the use of the principles of farm management in developing a farm or farm business operation. An emphasis is placed on the importance of records as an essential management tool.

AGB 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGB 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGC – AGRICULTURE COMPREHENSIVE MISCELLANEOUS

AGC 216 - Career Seminar 2

This course is designed to help students explore and discover the many opportunities that are available in the profession of agriculture and related industries both nationally and internationally.

AGC 403 - Sustainable Agriculture 2

This course provides students the necessary information and knowledge to successfully improve the sustainability practices of a food production enterprise, including conversion from a conventional to a certified organic production system.

AGC 420 - Issues in Agriculture 3

This course provides students the opportunity to collect, discuss, interpret, and defend current economic, environmental and social issues that affect the Agriculture Food and Natural Resources industry..

AGC 917 - Experimental Course 1

This pilot course is under the supervision of a faculty member and is approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

AGC 936 - Occupational Experience 3

This course provides an on-the-job experience at a local business. The business will provide a training sponsor in cooperation with an instructor/coordinator from the college staff. Students will gain hands-on experience in observing and by demonstrating the knowledge and skills developed in the classroom.

AGC 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGH – AGRICULTURE / HORTICULTURE

AGH 284 - Pesticide Application Certification 3

This course reviews the materials and testing procedures required to become a certified commercial pesticide applicator.

AGH 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGH 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required

AGM – AGRICULTURE / MECHANICS

AGM 155 - Farm Equipment Management 2
In this course, students will utilize operator's manuals to find information concerning the operation, lubrication and adjustment of farm machinery. In addition, students will properly adjust and operate the following equipment: 1) row-crop cultivator; 2) square baler; 3) disk/ harrow; and 4) field cultivator. The course will also address safe handling procedures and the use of herbicides, calibration of the field sprayer for proper operation, and adjusting the grain drill to plant soybeans and small seeds.

AGM 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGM 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGP – AGRICULTURE / PRECISION

AGP 329 - Introduction to GPS 3
This course is an introduction to the use of GPS and VRT as it impacts agricultural producers. Students will use field mapping software and GPS systems as part of the class.

AGP 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGS – AGRICULTURE / ANIMAL SCIENCE

AGS 113 - Survey of the Animal Industry 3
This lecture course introduces the student to the global animal science industry. All specialized areas of animal science will be studied including nutrition, reproduction, genetics, health, and behavior. All major domesticated species of animals will be available for study.

AGS 226 - Beef Cattle Science 3
This course will provide students an understanding of the retail beef industry. Students will learn concepts related to the important management decisions cow-calf, yearling-stocker producers must make. Also included are animal health concerns including prevention and treatment strategies. Proper ruminant nutrition balance rations and forage management will also be discussed.

AGS 242 - Animal Health 3
This course provides information about the cause, nature, prevention, and treatment of common health problems of animals. Topics include animal anatomy and physiology; animal nutrition, animal diseases; animal treatment practices.

AGS 270 - Foods of Animal Origin 3
This course is a food science course in the Agriculture, Food, and Natural Resources career cluster. It deals with world food needs and available food supplies, types of food and their nutritive value and use, and the methods used and challenges involved in food production, transportation, preservation/ processing, storage, distribution, marketing and consumption. The course covers foods of animal origin.

AGS 319 - Animal Nutrition 3
This course is a comprehensive study of animal nutrition. Topics include digestive systems, feedstuffs, processing, nutrition values, ration formulation and practical application.

AGS 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

AGS 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGT – AGRICULTURE / TECHNOLOGY

AGT 250 - Food and Biosecurity Issues 1
This course focuses on threats to food system biosecurity. Students research and discuss contemporary issues regarding biosecurity, vulnerabilities of the food system from pre-harvest through post-processing, consumption and potential threats by class of agents.

AGT 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

AGT 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGV – AGRICULTURE / VETERINARY TECH

AGV 102 - Animal Handling & Restraint 1
This course provides hands-on opportunities for students to practice restraint techniques that are needed in the veterinary field. The labs include concepts for blood collection, medicine administration, rope tying, and more. The lab projects involve both individual and team work. Prerequisite: AGV 121, AGV 156, AGV 176

AGV 109 - Pharmacy Skills 2
This course reviews the basic concepts of animal anatomy and physiology in relation to medicine administration. Students are familiarized with veterinary drugs, their modes of administration and specific function in animal body systems. Corequisite: AGV 157 and AGV 121

AGV 109 - Pharmacy Skills 2
This course reviews the basic concepts of animal anatomy and physiology in relation to medicine administration. Students are familiarized with veterinary drugs, their modes of administration and specific function in animal body systems. Prerequisite: AGV 156 and AGV 176

AGV 121 - Veterinary Medical Terminology 2

This course familiarizes students with the veterinary terminology that is used in practice. Students will learn laboratory, diagnostic and treatment terminology. Corequisite: AGV 156, AGV 176 and AGV 102

AGV 156 - Veterinary Reception and Administration Skills 2

This course introduces students to veterinary practices, facilities and administrative duties. The course integrates applied human relations, accounting and business procedures that are relevant to the veterinary profession. Corequisite: AGV 121 and AGV 176

AGV 157 - Animal Anatomy and Physiology 2

This course provides information regarding animal anatomic landmarks, terminology and the function of body systems. Comparisons of the structure and function of various animals will be conducted. Corequisite: AGV 109, AGV 156, AGV 176, and AGV 121

AGV 174 - Clinical Studies 3

This course introduces the basic knowledge of identifying parasites, urine collection, examining blood samples, identification of animal pathogens, and chemical constituents of body fluids. Through the lecture and lab format, students use hands-on activities to integrate theory with application. Corequisite: AGV 109, AGV 157, AGV 208 and Prerequisites AGV 102, AGV 121, AGV 156, AGV 176

AGV 176 - Animal Nursing (Small & Large) 3

This course introduces small and large animal care and management. Students study the history, characteristics, housing, equipment, handling, reproduction, diseases and ailments of small and large animals. Corequisite: AGV 121, AGV 156, AGV 102

AGV 208 - Veterinary Surgical Skills 2

This course introduces selected phases of veterinary surgical nursing, application of sterile techniques, and surgical equipment. Topics include pre-anesthetic considerations, general anesthetic agents, anesthesia monitoring and diagnostic imaging techniques. Corequisite: AGV 109, AGV 157, AGV 174; Prerequisites: AGV 102, AGV 121, AGV 156, AGV 176

AGV 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AGV 932 - Internship 4

This course gives the student on-the-job training in a field related to veterinary practice or animal care coordinated by the instructor and supervised by an industry professional. Prerequisites include all of the related course material through the second semester as suggested by the school catalog. Prerequisite: AGV 176, AGV 121 and AGV 156

AGV 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ANT – ANTHROPOLOGY

ANT 105 - Cultural Anthropology 3

This course is a cross-cultural study of the variety of human adaptations to physical, social and cultural environments, primarily in terms of subsistence, technology, social groupings, government, economic organization, religion and aesthetics.

ANT 917 - Experimental Course: 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ANT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ART – ART

ART 101 - Art Appreciation 3

This course explores the creative process emphasizing art as a visual form of communication. It presents useful criteria for evaluation and enjoyment of art through the development of visual vocabulary and knowledge of art processes, as well as art in a historical context.

ART 120 - 2-D Design 3

This combined lecture and lab course introduces the concepts of two-dimensional design and spatial orientation to original design creation. Topics included are pattern, texture, line, shape, value, mass and color theory.

ART 123 - 3-D Design 3

This is a combined lecture and lab course that studies the fundamentals of three-dimensional arts. It addresses problems based on space organization utilizing the elements of design and emphasizes application of design concepts to original design.

ART 133 - Drawing 3

This course combines lecture and lab activities. As a foundation studio course, it introduces basic drawing principles such as line, shape, form, texture, value, space, perspective and composition, as well as serving as an introduction to medias including pencil, pen, charcoal, conte, chalk and other alternate media. It stresses perception, visual awareness, sensitivity, and critical thinking/judgment, and may include still life, landscape, portrait, live model and non-objective forms.

ART 134 - Drawing II 3

This is a combined lecture and lab course. A foundations studio course, it continues basic drawing principles such as line, shape, form, texture, value, space, perspective and composition, as well as continuing to explore medias including pencil, pen, charcoal, conte, chalk and other alternate media. It stresses perception, visual awareness, sensitivity and critical thinking/judgment, and may include still life, landscape, portrait, live model and non-objective forms. Focus is on the student's preferential media, subject and content with an emphasis on the criteria of composition as determining a drawing's success, as opposed to visual perception, rendering or technique. Students will be expected to make finished works of art for presentation and to move beyond strictly studies or technical assignments. Prerequisite: ART 133

ART 143 - Painting 3

This is a combined lecture and lab course. A foundation course in studio painting, it employs contemporary styles, techniques and materials in various media.

ART 144 - Painting II 3

This is a combined lecture and lab course. It is a continuation of ART 143 with emphasis on material, composition and color. Prerequisite: ART 143

ART 184 - Photography 3

This course combines lecture and lab activities which introduce students to black and white photography, its history and its growth as a fine art medium. Students develop the skills necessary for basic camera, studio and darkroom applications. No previous experience is required. A 35mm single-lens Reflex camera is required.

ART 185 - Photography II 3

This course is a continuation of Photography I. Students explore advanced camera and darkroom techniques while producing a portfolio of their photographic artwork for formal presentation. Photography as a medium of artistic expression and the critical thought processes occurring through the lens will be investigated. Exploration of alternative processes, studio portrait work, commercial photography, photo technology, and electronic imaging will also be examined. Students will prepare for photographic careers through preparing portfolios and understanding the job interviewing process. A 35mm single-lens Reflex camera is required. Prerequisite: ART 184

ART 186 - Digital Photography 3

This course introduces students to the digital camera. Students study and practice the varied artistic applications of digital images as enhanced with computer software. A digital camera is required.

ART 203 - Art History I 3

This course is a survey of the visual arts from prehistoric times through the Middle Ages with an emphasis on the relationship between art and social, economic, religious and geographical conditions. It discusses the historical context of contemporary forms of expression when relevant. This course is offered online via the Iowa Community College Online Consortium (ICCOC).

ART 204 - Art History II 3

This course is a survey of the visual arts from the Renaissance to the present time with an emphasis on the relationship between art and social, economic, religious and technological development. It stresses the historical context of contemporary forms of expression and examines human concerns as they are revealed in art.

ART 240 - Digital Art and 3D Design 3

This course introduces students to key concepts of two-dimensional design, the fundamentals of three-dimensional design and composition, design problem-solving, spatial orientation, and the organizing principles of design such as texture, line, shape, value, mass, and color theory. This course bridges traditional and new media art with an emphasis on application using digital medium.

ART 370 - Traditional & New Media 2-D Design 3

This course introduces students to key concepts of two-dimensional design, design problem-solving, and spatial orientation such as texture, line, shape, value, mass, and color theory. The course bridges traditional and new media art with an emphasis on application using digital medium.

ART 371 - Traditional & New Media Art 3-D Design 3

This course covers the fundamentals of three-dimensional design and composition. Concepts covered include organizing principles of design, shape, value, color, and texture. It emphasizes application of traditional three-dimensional art concepts using digital medium. New media art design requires synthesizing artistic and technological skills.

ART 373 - Digital Color, Lighting & Rendering 2

This course is a study of color theory and use for digital application, digital lighting, and effective rendering. Color theory and digital lighting are particularly relevant to digital artists such as video game designers, cinematographers, and animators. Color and lighting are intrinsically powerful elements of design and understanding color, lighting, and rendering is vital for successful digital design, composition, and art.

ART 947 - Practicum 1

This course is designed to allow the student to work, generally on campus, in a faculty supervised activity with well-defined expectations, activities and outcomes, applying the knowledge and skills from prior learning. This will be a coordinated effort between the student, faculty member(s), and the work supervisor involving evaluations and assessment. This course may be repeated for credit. Instructor consent is required.

ART 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ATR – AUTOMATION TECH AND ROBOTICS

ATR 120 - Automation Systems/Robotics 3

This course introduces basic concepts of industrial process automation and programmed machine movement. Students investigate careers in robotics, automation and the evolution of industrial automated systems. Corequisite: ATR 121 and ELE 112

ATR 121 - Automation Systems/ Robotics Lab 3

This course introduces the basic concepts of industrial process automation and programmed machine movement in a hands-on setting. Students program various robots to perform industry related tasks. Corequisite: ATR 120

ATR 276 - Networking for Industry 3

This course gives the student experiences with common types of networks used in industrial locations. Students learn computer communication techniques and gain hands on experience with RS 232, RS 422 and Ethernet networks. Prerequisite: NET 162

ATR 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Prerequisite:

ATR 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

AUT – AUTOMOTIVE TECHNOLOGY

AUT 101 - Introduction to Automotive Engine Repair 1

This course is a combined lecture and lab course that provides an introduction to automotive engine part identification, operation and service.

AUT 104 - Introduction to Automotive Technology 3

This course provides basic instruction in shop skills including precision measuring, the use of hand tools, power tool use, fittings, fasteners, service manual use and related shop equipment. It covers the basics of electrical systems, drive train, fuel, brakes, heating, air conditioning, wheels and tires. It also emphasizes shop safety practices in each area of study.

AUT 115 - Automotive Shop Safety 1

This course is designed to provide basic instruction in shop skills including precision measuring, the use of hand tools, power tool use, fittings, fasteners, service manual use, and related shop equipment. It emphasizes shop safety practices in each area of study.

AUT 128 - Introduction to Automotive Suspension and Steering 1

This course is a combined lecture and lab course that provides an introduction to automotive suspension and steering system parts, operation and service.

AUT 141 - Introduction to Automotive Brake Systems 1

This course is a combined lecture and lab course that provides an introduction to automotive brake system parts, operation, and service.

AUT 163 - Automotive Engine Repair 3

This is a combined lecture and lab course that covers the fundamentals of internal combustion engine operation, service and repair. Students learn theories in practical, hands-on applications in both the classroom and lab exercises. Prerequisite: AUT 101

AUT 164 - Automotive Engine Repair 4

This is a combined lecture and lab course that provides information in areas of engine mechanical diagnosis and service. It includes lab experience in the overhaul of a variety of automotive engines, cylinder head service, and engine machining. It also covers overhead cam and multiple valve technology. Prerequisite: AUT 115

AUT 205 - Automotive Automatic Transmissions and Transaxles 5

This is a combined lecture and lab course that focuses on the operation; diagnosis, service and overhaul of rear wheel drive automatic transmissions. It includes both mock-up and live repair work in a laboratory setting and covers electronically controlled transmissions and all-wheel drive options. Prerequisite: AUT 115

AUT 304 - Automotive Manual Drive Train and Axles 4

This is a combined lecture and lab course that focuses on the operation, repair, and service of manual drive train systems. This course covers drive shafts, FWD axle and joints, manual transmissions; clutches, rear drive axle assemblies, and transfer cases. Prerequisite: AUT 115

AUT 401 - Automotive Suspension and Steering 3

This is a combined lecture and lab course that covers the fundamentals of automotive steering and suspension systems, and their service and repair. Students learn theories in practical, hands-on applications in both the classroom and lab exercises. Prerequisite: AUT 128

AUT 404 - Automotive Suspension and Steering 4

This is a combined lecture and lab course that studies the operation and service of today's suspension systems. It covers suspension service and alignment techniques and includes training on a-frame and McPherson suspension repair, rack and pinion steering, front and rear alignment, four-wheel alignment, electronic alignment systems, wheel balancing, and electronic leveling control systems. Prerequisite: AUT 115

AUT 502 - Automotive Brake Systems 2

This is a combined lecture and lab course that covers the fundamentals of automotive brake system operation, service and repair. Students learn theories in practical, hands-on applications in both the classroom and lab exercises. Prerequisite: AUT 141

AUT 503 - Automotive Brake Systems 3

This is a combined lecture and lab course that provides training in the operation and service of today's brake systems. It emphasizes repair and service of drum and disk brake systems, and electronic antilock systems. Prerequisite: AUT 115

AUT 606 - Basic Automotive Electricity/Electronics 3

This course covers theory, diagnosis, and service practices related to electronic systems found on today's automobiles. The basics of electricity, meter use, and circuit analysis will be covered. Special emphasis is made in the areas of schematics use, electrical system diagnosis, and circuit theory. Semiconductor use and computer operation will also be covered.

AUT 615 - Automotive Electricity/Electronics 4

This course covers theory, diagnosis and service practices related to electronic systems found on today's automobiles. The basics of electricity, meter use and circuit analysis will be extensively covered. Special emphasis is made in the areas of schematics use, electrical system diagnosis, and circuit theory. Semiconductor use and computer operation will also be covered. Prerequisite: AUT 115

AUT 633 - Automotive Electrical Systems 4

This course introduces students to electrical theory, diagnosis, and service practices related to the electrical systems found on today's automobiles. There is an emphasis on battery starting and charging systems, lighting systems, and hybrid vehicle electrical systems. Practical applications of schematics and electrical system diagnosis using circuit theory are discussed. Prerequisite: AUT 615

AUT 671 - Automotive Body Computer Systems 3

This course introduces students to the functions of automotive body computer systems, including theft deterrent/security, electronic instrument displays, air bags, keyless entry and navigation/communication. Diagnosis and repair of these key electrical systems are emphasized along with safety considerations. Prerequisite: AUT 633

AUT 703 - Automotive Heating and Air Conditioning 3

This is a combined lecture and lab course that covers the theory, operation, and service of automotive heating and air conditioning systems. It presents component repair, charging, and leak service and emphasizes the diagnosis of electronic climate control systems and safe recovery of refrigerant compounds. Prerequisite: AUT 115

AUT 807 - Automotive Engine Performance 5

This course introduces students to the operation, diagnosis, and repair of tune-up and drivability related systems. Students explore the operation of fuel delivery systems, ignition and timing control, emissions systems, and comprehensive engine testing. Emphasis is placed on advanced tune-up techniques and diagnostics. Prerequisite: AUT 633 and AUT 671

AUT 838 - Automotive Advanced Fuel and Ignition Systems 5

This course allows students to discover various vehicle computer control systems and their related components. Students concentrate individually on each domestic manufacturer's system including system operation and factory diagnostic methods. Emphasis is placed on computerized electronic fuel injection systems and computer-controlled ignition systems. Corequisite: AUT 807 and AUT 633

AUT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

AUT 947 - Practicum 4

This course provides on the job experience and practical application of the competencies studied in the Auto Technology course work. It involves a coordinated effort between the student, Western Iowa Tech Community College faculty members, and the work supervisor in the business for these experimental activities. Students are required to complete a minimum of 256 hours at an automotive business. Permission of the instructor is required.

AUT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BCA – BUSINESS COMPUTER APPS

BCA 115 - Internet Basics 1

This course provides instruction in browsing the World Wide Web, doing research on the Internet using search engines and search directories, setting up e-mail accounts, using an e-mail client, subscribing to newsgroups, identification of file types used on the Internet and downloading files from the Internet. It also provides an overview of the development of the Internet.

BCA 129 - Basic Word Processing 2

This course addresses basic and intermediate levels of word processing using Microsoft Word. Skills introduced include using and manipulating Windows, entering and editing text, formatting paragraphs and text, using the spelling checker and thesaurus, selecting printers and printing documents, and applying document formatting options.

BCA 130 - Advanced Word Processing 2

This course covers the advanced features of Microsoft Word. Skills introduced include using mail merge features; sorting text and data records; creating macros; document notations; using basic desktop publishing features; and creating online forms. Prerequisite: BCA 129 or ADM 123

BCA 147 - Basic Spreadsheets 2

This course is designed to acquaint the student with the basic concepts of an electronic spreadsheet program. Hands-on practice in designing, building, and editing spreadsheets will develop the basic skills necessary to construct spreadsheets for home and business use.

BCA 148 - Advanced Spreadsheets 2

This course acquaints students with additional features of the Excel spreadsheet program. Topics include templates, macros, data validation, importing external data, pivot charts, and pivot tables. Prerequisite: BCA 147

BCA 165 - Basic Databases 2

This course teaches the fundamentals of database design and database creation. Students learn to create databases, query databases, maintain databases using design and update features, create custom reports, forms and combo boxes and create and use a data access page that allows users to utilize an Access database using the Internet.

BCA 175 - Basic Presentation Software 2

This course covers the development of presentation visuals using presentation software on a computer. Included in the course are how to plan and organize presentations and develop materials such as slides, black and white handouts and overheads. Students learn to integrate materials from several software sources, purchased graphics and art, and scanned materials. Preparing presentations for the Web is also covered.

BCA 206 - Applied Computer Concepts 3

This is an introductory course in basic electronic information processing. The emphasis is on computer literacy designed to give students a general understanding of computer software and hardware. Students gain hands-on experience with an operating system and software applications. Students are exposed to basic computer terminology, file management, email usage, digital devices, Internet, social networking, and security and privacy issues. This course may not transfer to other institutions. It is advisable to be able to key a minimum of 20 wpm in order to be successful in this course.

BCA 221 - Integrated Computer Business Applications 3

This course allows students to utilize their Microsoft Office knowledge and skills. Students receive instruction on specific Office application integration with emphasis both on individual and workgroup-oriented projects. Prerequisite: CSC 110 or BCA 129; BCA 147, BCA 175, BCA 165

BCA 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BCA 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BIO – BIOLOGY

BIO 105 - Introductory Biology 4

This is a combined lecture and lab course that is a biological concepts survey for non-science majors. Topics covered include biochemistry, molecular and cellular biology, genetics, evolution, plant and animal classification, structure and function and ecology.

BIO 116 - General Biology 1B 4

This is a combined lecture and lab course that provides a foundation of the science of living things including biochemistry, cytology, and both classical and molecular genetics.

BIO 117 - General Biology IIB 4

This is a combined lecture and lab course that is the continuation of General Biology IB. Topics covered include evolution, classification, the diversity of life, interrelationships between tissues, organs, and systems in plants and animals, and ecological relationships. Prerequisite: BIO 116

BIO 125 - Plant Biology 4

This course is a semester long survey of Plant Biology. The course will include topics on plant cells, tissues, roots, stems, leaves, flowers, fruits, seeds, metabolism, growth, development, genetics, reproduction, evolution, ecology, and will include a survey of bryophytes, seedless vascular plants, gymnosperms and angiosperms and their impact on civilization.

BIO 151 - Nutrition 3

This course presents the relationship between proper nutrition and good health. Topics covered include digestion, absorption, and metabolism of carbohydrates, lipids and proteins. Also included are vitamins, minerals, physical activity, maintenance of a healthy body weight, nutritional needs throughout the entire life cycle, and evaluation of nutritional claims. Prerequisite: Meet ONE of the following: 1) ACT Composite of 22 or higher. 2) 2 semesters of High School Chemistry with a B- or better OR 1 semester of High School Chemistry with a B- or better and 1 semester of High School Biology with a B- or better. 3) Completion with a C- or better in a transfer level Biology (BIO-105 or higher) or Chemistry (CHM-122 or higher) 4) Instructor Permission to enroll in the course

BIO 163 - Essentials of Anatomy and Physiology 4

This is a terminal one-semester lecture and lab course covering the structure and function of the human organ systems and their organs. It also includes an introduction to medical terminology, homeostasis, basic cell and tissue structure and function. Students are required to identify specific organs including the major bones, the major muscles and the major blood vessels.

BIO 168 - Human Anatomy and Physiology I 4

This is a combined lecture and lab course that explores the relationship between structure, function and homeostasis in the human body. This course covers the skeletal, muscular, integumentary, and nervous systems, as well as cytology and histology. Prerequisite: Meet ONE of the following: 1) ACT Composite of 22 or higher 2) 2 semesters of High School Chemistry with a B- or better OR 1 semester of High School Chemistry with a B- or better and 1 semester of High School Biology with a B- or better 3) Completion with a C- or better in a transfer level Biology (BIO-105 or higher) or Chemistry (CHM-122 or higher) 4) Instructor Permission to enroll in the course.

BIO 173 - Human Anatomy and Physiology II 4

This is a combined lecture and lab course that is a continuation of Anatomy and Physiology I. Topics include the structure and function of the cardiovascular, lymphatic, endocrine, respiratory, digestive, urinary, and reproductive systems. Prerequisite: BIO 168

BIO 186 - Microbiology 4

This course combines lecture and lab activities for the study of microorganisms with emphasis on bacteria and viruses. Topics covered include morphology, physiology, genetics, culturing techniques, identification, control, disease and disease resistance of microbes. Prerequisite: BIO 116, BIO 169/168

BIO 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BIO 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BIR – BAND INSTRUMENT REPAIR

BIR 101 - The BIR Industry 3

This lecture course presents an overview of the band instrument repair industry. Types of shop environments, manufacturers of instruments, and suppliers of tools and materials will be emphasized. Corequisite: BIR 140, BIR 150

BIR 105 - Repair Shop Safety 1

This lecture course covers all aspects of repair shop safety. Specific procedures for the WITCC Band Instrument Repair program are emphasized, along with safety practices for equipment used in the industry. Corequisite: BIR 140, BIR 150

BIR 110 - Instrument Case Repair 1

This lecture course covers repairs to instrument cases. Replacement of latches, handles, hinges, and interior components are emphasized. Corequisite: BIR 141, BIR 151

BIR 126 - Woodwind Machine Operations 3

This combined lecture and lab course covers lathe operations for woodwind instruments. Students learn tenon replacement, tone hole replacement, socket grafting and tenon capping. Prerequisite: BIR 141 and BIR 240

BIR 135 - Small Parts Machining 3

This combined lecture and lab course is an introduction to machine lathe operation, focusing on the fabrication of small component parts and tools for instrument repair. Corequisite: BIR 151 and BIR 141

BIR 140 - Woodwind Repair I 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for clarinets and flutes. Fundamental skills of padding, key corking, regulation and adjustment of mechanisms, and spring installation are emphasized. Corequisite: BIR 150

BIR 141 - Woodwind Repair II 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for clarinets and flutes. Fundamental skills of padding, key corking, regulation and adjustment of mechanisms, and spring installation are emphasized. Corequisite: BIR 151, BIR 140, BIR 150

BIR 150 - Brasswind Repair I 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for cornets and trumpets. Fundamental skills including cleaning techniques, soldering, piston valve repair and basic dent repair techniques are emphasized. Corequisite: BIR 140

BIR 151 - Brasswind Repair II 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for trombones. Fundamental skills including cleaning techniques, handslide alignment, soldering, and basic dent repair techniques are emphasized. Prerequisite: BIR 140, BIR 150, BIR 151

BIR 210 - Percussion Instrument Repair 1

This lecture course covers repairs to percussion instruments. Construction materials, mechanical function, and replacement of component parts are emphasized. Corequisite: BIR 240 , BIR 250

BIR 215 - Shop Management Practices 3

This capstone course prepares students for employment in the field of band instrument repair. Topics include customer recruiting and retention, customer relations, repair pricing and estimating, time management, inventories and suppliers, employment strategies, retail music business practices, and shop set-up and design.

BIR 225 - Orchestral String Instrument Repair 2

This course covers fundamental playing techniques, characteristics, physical properties, manufacturing methods and basic repairs on orchestral string instruments. The course covers techniques for replacing strings, bridges, sound posts and tuning pegs, as well as repairing minor structural damage. Corequisite: BIR 241, BIR 151

BIR 240 - Woodwind Repair III 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for piccolos, harmony clarinets and oboes. Fundamental skills of padding, key corking, regulation and adjustment of mechanisms, and spring installation are emphasized. Corequisite: BIR 250 - Brasswind Repair III

BIR 240 - Woodwind Repair III 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for piccolos, harmony clarinets and oboes. Fundamental skills of padding, key corking, regulation and adjustment of mechanisms, and spring installation are emphasized. Prerequisite: BIR 141, BIR 151

BIR 241 - Woodwind Repair IV 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for bassoons, along with a comprehensive review of woodwind instrument repair. Fundamental skills of padding, key corking, regulation and adjustment of mechanisms and diagnostic procedures are emphasized. Corequisite: BIR 251, BIR 240, bir 250

BIR 250 - Brasswind Repair III 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for horns and rotary valves. Fundamental skills including cleaning techniques, rotary valve alignment, leadpipe replacement, and dent repair techniques are emphasized. Corequisite: BIR 240, BIR 141, BIR 151

BIR 251 - Brasswind Repair IV 4

This combined lecture and lab course covers the nomenclature, mechanics, diagnostic procedures and repair processes for euphoniums, tubas, and sousaphones, as well as a comprehensive review of brass instrument repair. Fundamental skills including cleaning techniques, valve alignment, soldering and dent repair techniques are emphasized. Corequisite: BIR 241, BIR 240, BIR 250

BIR 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BIR 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BMA – BUILDING MAINTENANCE

BMA 175 - Basic Plumbing 2

This course is an introduction to a career in plumbing across a variety of residential and commercial settings. Students study safety procedures and tools as well as perform operations with both residential and commercial plumbing systems.

BMA 177 - Industrial Plumbing and Pipefitting 3

This course in fundamental plumbing and pipefitting covers topics including the properties of torque, the use of torque and the application of torque; the development and use of piping schematics; elementary pipe layout and joint construction with various materials; the purpose, use, construction and operation of valves and process control equipment used in manufacturing. Prerequisite: BMA 175, CON 112, PLU 170

BPT – BIOPROCESS TECHNOLOGY

BPT 114 - Instrumentation I 2

This course is designed to provide the student with an introduction to basic process and continuous process control. This course teaches two of the most common types of process control systems, flow and liquid level, and the basic concepts on which other systems are based. Students will learn to calibrate, adjust, install, operate, and connect process control systems in industrial applications thus broadening their employment opportunities. Topics include, but are not limited to, feedback, modes, characteristics, variables, instrumentation and connections.

BPT 115 - Instrumentation II 2

This course is a continuation of Instrumentation I and covers one of the most common types of process control systems, temperature control. Topics include process measurement, calibration and test equipment. Prerequisite: BPT 114

BPT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BPT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BUS – BUSINESS

BUS 102 - Introduction to Business 3

This course provides a broad overview of business including internal and external functions. Topics include economics, marketing, entrepreneurship, and management as well as related domestic and international business issues.

BUS 124 - Business Innovation 3

This course is designed to help students get in touch with the innovative business mindset required for success in the 21st century. Students learn to be contributors, catalysts and thinkers within the innovation process. They develop skills as individuals and the team skills needed to collaborate, using available creative resources to leverage ideas and concepts throughout the innovation process.

BUS 130 - Introduction to Entrepreneurship 3

This course covers small business management issues via case studies. It emphasizes insights into the organization, financial decision making, and marketing practices of small businesses. Familiarity with basic accounting principles, concepts applicable to the operation of a service oriented or retailing sole proprietorship, and the internal and external functions of a business will support work in this course.

BUS 133 - Entrepreneurial Studies 3

This course is an intensive application of concepts and ideas through the writing of a business plan. Prerequisite: ACC 131, MKT 110

BUS 150 - E-Commerce 3

This course is designed to familiarize individuals with current and emerging electronic commerce technologies using the Internet. Some of the topics include Internet technology for business advantage, managing electronic commerce funds transfer, reinventing the future of business through electronic commerce, business opportunities in electronic commerce, electronic commerce web site design, social, political, and ethical issues associated with electronic commerce, and business plans for technology ventures.

BUS 185 - Business Law I 3

This course is an introduction to laws and court procedures relating to business. It emphasizes the ethical, constitutional and regulatory aspects of business. The course concludes with an in-depth study of the laws governing the formation and enforcement of contracts.

BUS 186 - Business Law II 3

This course emphasizes the Uniform Commercial Code and its importance to business enterprises and covers property, agency and business organizations. It is a continuation of Business Law I. Prerequisite: BUS 185

BUS 197 - Leadership Development 3

This course explores leadership styles effective in the workplace and helps participants gain insight into their natural leadership style and implications of that style on work and group performance.

BUS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

BUS 930 - Career Readiness 1

This course provides students with career development and foundational skill attainment in the core areas of Reading, Mathematics and Locating Information, as well as other soft skills. Students will prepare for and take the National Career Readiness Exam, culminating in the National Career Readiness Certificate. This nationally recognized certificate verifies to employers that an individual has essential core employability skills.

BUS 934 - Capstone Experience 1

This course promotes integration and connections between general education and the academic major. It further provides meaningful connections between the program of study content and work and career experiences. Students complete a major project or set of multiple projects with minimal instructor support. Students will demonstrate their knowledge and skills in a variety of formats.

BUS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CAD – COMPUTER AIDED DRAFTING

CAD 267 - Two-Dimensional (2-D) I 3

This course introduces students to standard industry practices for technical and industrial illustration. Emphasis is placed on understanding how edges and surfaces are represented using orthographic projection. Students will use computers to create technical drawings of mechanical components. Prerequisite: DRF 113, DRF 121

CAD 269 - CAD Two-Dimensional (2-D) II 3

This course introduces students to advanced standard industry practices for technical and industrial illustration. Emphasis is placed on greater understanding of how edges and surfaces are represented using orthographic projection. Students use computers and the most up-to-date CAD software to create advanced 2D technical drawings. Prerequisite: CAD 267

CAD 277 - 3-D Dimensional (3-D) Modeling I 3

This course teaches parametric solid model CAD basics. Three-dimensional parametric concepts with design intent and solid CAD models will be built and edited. This course builds on previous basic drafting skills and focuses on using parametric solid modeling design software to develop technical drawings. Topics include patterns of features, editing, adding dimensions and creating simple assemblies. Prerequisite: CAD 269

CAD 279 - CAD 3-Dimensional (3-D) Modeling II 3

This course is a continuation of CAD 3-Dimensional Modeling I. Advance parametric solid model CAD features are taught. Parametric concepts with design intent are emphasized and solid CAD models are built and edited. This course builds on previous basic drafting skills and focus on using parametric solid modeling design software to develop complete working drawings with assemblies and bill of materials. Prerequisite: CAD 277

CAD 285 - Computer Aided Drafting for Industry 4

This course builds on previous drafting studies and focuses on common industry processes of manufacturing. The process of welding and the creation of weldments is studied along with the principles and creation of sheet metal developments. The intersection of lines, planes and solids is also covered. Prerequisite: CAD 279

CAD 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CAD 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required

CHM – CHEMISTRY

CHM 122 - Introduction to General Chemistry 4

This is a combined lecture and lab course that covers the basic concepts of inorganic chemistry: atomic structure, compounds and bonds, chemical equations and stoichiometry, states of matter, solutions, acids and bases, redox and nuclear chemistry. Prerequisite: MAT 102 or demonstrated preparedness for MAT 121

CHM 132 - Introduction to Organic and Biochemistry 4

This is a combined lecture and lab course that covers the basic elements of organic chemistry and biochemistry: alkanes and their derivatives, carbohydrates, lipids, proteins, enzymes, the chemistry of cell metabolism and the chemistry of heredity. Prerequisite: CHM 122 or CHM 166

CHM 166 - General Chemistry I 5

This is a combined lecture and lab course that covers the principles of atomic and molecular structure, chemical bonding, periodicity, nomenclature, equations and stoichiometry, physical states of matter and energy transfer processes and nuclear chemistry. It is strongly recommended...Pre-requisites: High School Algebra II or MAT 121 College Algebra; and High School Chemistry or CHM 122 Introduction to General Chemistry.

CHM 176 - General Chemistry II 5

This combined lecture and lab course is a continuation of Chemistry I. Topics includes solutions and colligative properties, acids and bases, equilibrium, thermodynamics, kinetics, redox reactions and electrochemistry, nuclear chemistry and systematic descriptive chemistry of metals and nonmetals. Prerequisite: CHM 166, MAT 121

CHM 261 - Organic Chemistry I 4

This course covers the theory and practice of organic chemistry with an emphasis on the chemistry of functional groups. Topics include nomenclature, stereoisomerism, chemical bonding, reaction mechanisms, the characterization of hydrocarbons, alkyl halides and alcohols. Laboratory work stresses development of appropriate organic chemistry separation, isolation and synthetic techniques. Prerequisite: CHM 176

CHM 271 - Organic Chemistry II 4

This is a combined lecture and lab course that is a continuation of Organic Chemistry I. Topics covered include ethers, aldehydes, ketones, carboxylic acids and their derivatives, amines and biologically important fats, proteins, and carbohydrates. The course emphasizes qualitative organic analyses and spectroscopic methods. Prerequisite: CHM 261

CHM 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CHM 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CIN – CINEMATOGRAPHY

CIN 104 - Media Production and Equipment 3

This course introduces the student to the basics of media production and the equipment used to perform media production for television, multimedia and the web. Basic operation of ENG, EFP, DSLR as well as non-traditional visual gathering cameras is covered. The basics of shot composition and exposure are introduced. Various types of camera support are explained and demonstrated. File management is an integral part of this course. Corequisite: ELE 101

CIN 106 - Introduction to Editing Software 2

This introductory course will explain the background of the editing process. Various editing software packages will be demonstrated and through hands-on projects the students will develop editing skills and an understanding of industry standard best practices in relation to editing. Corequisite: CIN 117

CIN 116 - Management and Operations 3

This course educates students in the basics of the day to day management and operations of broadcast and cable television stations and media production companies. Freelance and one man band style operations are covered as well.

CIN 117 - Introduction to Motion Graphics 2
This course introduces the student to design and execution of motion graphics using industry standard software. Also covered are file formats and conversion, production workflow, and broadcast standards for graphics. Corequisite: CIN 106

CIN 118 - Technical Production in Media 3
This course covers the different types of lighting for media production. Types of instruments, color temperature, lighting modification and styles are discussed. Lighting for location, stage and studio are part of this course. Automated lighting methods such as DMX are also discussed. Prerequisite: CIN 104

CIN 125 - Integrated Motion Graphics and Video 2
This course integrates motion graphics with both live and pre-recorded video elements for broadcast, multimedia and web productions. Maintaining quality and high standards are stressed throughout. Prerequisite: CIN 117

CIN 126 - Video Field Production 3
This course concentrates on the skills to acquire video in the field. Proper shot composition; lighting and audio acquisition are stressed. Students are also instructed in special considerations while working in the field. Prerequisite: CIN 104

CIN 126 - Video Field Production 3
This course concentrates on the skills to acquire video in the field. Proper shot composition; lighting and audio acquisition are stressed. Students are also instructed in special considerations while working in the field. Prerequisite: CIN 106

CIN 127 - Live Video Production 3
This course investigates studio production in varied program types such as news, events and dramas. Job skills and responsibilities of the director, technical director, floor director, camera operators and audio engineers are demonstrated. Other skills such as timing, intercom and teleprompter operation are discussed. Prerequisite: CIN 126, CIN 118

CIN 135 - Advanced Motion Graphics and Video 3
This course provides instruction in advanced techniques in the integration and creation of high quality motion graphics using industry standard tools and software. Prerequisite: CIN 125

CIN 145 - Marketing and Advertising for Media 3
This course covers the advertising aspects of media production. The operations of advertising agencies, radio, TV & Cable sales operations are central to this course. The importance of ratings is also covered, as well as special media considerations of the US Election cycles.

CIN 161 - Video Practicum I 1
This course will allow students to apply learned skills by producing video projects under faculty supervision. Prerequisite: CIN 104

CIN 162 - Video Practicum II 2
This course will allow students to apply learned skills by producing more challenging video projects with less faculty supervision while maintaining high quality outcomes. Prerequisite: CIN 161

CIN 163 - Video Practicum III 2
This course will enable students to apply learned skills by producing advanced projects for clients on and off campus with minimal supervision of faculty as a capstone to their program experience. Students will also assemble a portfolio of work performed in the program as both an aide to pursuing work in their chosen field and to show their progress throughout the program. Prerequisite: CIN 162

CIN 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and is approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

CIN 932 - Internship 1-4
This course provides on-the-job experience on campus or in the industry, giving the student experience and practical application of the competencies learned in the degree program. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Prerequisite: Permission of instructor, 2.0 cumulative GPA and a C (2.0) or better in core courses as defined by the program advisor. Students meet once a week to discuss their experiences and ongoing progress with their fellow class members, and to measure progress with the instructor.

CIN 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CIS – COMPUTER PROGRAMMING

CIS 123 - Swift and the Internet of Things 3
This course consists of three big sections that will get you up and running with the Internet of Things. The first part of the course starts you out learning the Swift Language that can be used to create iOS apps and also be used to run Server Side Code. In this section you will learn how to design, create, and debug programs created with the Swift language. The second portion of the course deals with small electronics that run off of an Arduino board. You will learn the basics of creating and debugging circuits. The final section links the first two sections together. You will create your own internet of things device that is composed of a Swift Server on a Raspberry Pi that is monitoring an electronic circuit you created. Finally, you will create your own app that will monitor this device remotely.

CIS 124 - 3D Modeling and Topology 3
This course introduces students to the fundamentals of 3D modeling and topology which are essential for learning more advanced concepts such as UV mapping, texturing, animation, and other digital graphic skills. Concepts covered include types and components of modeling, modeling basics, face normals, topology, importing and exporting objects, coplanar geometry, scale, and perspective. The course emphasizes application of planning, reference, good topology, and mesh cleanup. Corequisite: CIS 386, CIS 389

CIS 132 - Programming Fundamentals 4
This course covers the fundamentals of Objective-C, the programming language of native apps on Mac, iPhone, iPod Touch, iPad and Apple TV. As an introduction to object oriented programming, topics of focus will include, instance variables, methods, properties, object messaging, pointer strategies and memory management. Other topics that will be covered are: software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course will also provide an introduction to Apple's Foundation Framework.

CIS 171 - Java 3
This is a comprehensive JAVA programming course that introduces students to object-oriented programming concepts along with the JAVA syntax to implement them. JAVA applications are introduced prior to applets, so the student has more thorough understanding of the concepts used in object-oriented programming.

CIS 175 - Java II 3
This course is the second of two comprehensive Java programming courses. Java II introduces students to advanced object-oriented programming concepts along with the Java syntax to implement them. Java graphical user interface (GUI) applications are introduced, providing the student a more thorough understanding of the concepts used in object-oriented programming. Topics emphasized are graphical user interfaces, wrapper classes, exception handling techniques, applets, recursion, polymorphism, inheritance and working with databases in Java. Prerequisite: CIS 171

CIS 193 - Application Development I 3

This course requires a background in Objective-C and Apple's Foundation Framework. This is an introductory course to iOS software architecture and programming with a focus on application development. Topics will include the 4-layers of iOS Frameworks with strong emphasis on the Cocoa Touch layer. Coverage will also include extensive programmatic view and control building.

CIS 215 - Server Side Web Programming 3

This combined lecture and lab course will introduce students to a server-side scripting language to create form handlers and mailer applications, build basic document management systems and create server-based support pages for custom web applications. Students will also learn about methods for persisting client information and error handling.

CIS 221 - Scripting Basics 3

This course introduces basic applied concepts of scripting for 3D modeling software and game engines. Maya MEL, Python, and other scripting languages are covered. Basic scripting is useful for learning more advanced modeling, visual effects, game AI, and animation techniques.

CIS 293 - Application Development II 4

This course covers advanced topics in Application Development including mobile user interfaces, collections, UI-Kit, Model-View-Controller designs, Grand Central Dispatch, Objective-C Closures, and an intro to push notifications. Prerequisite: CIS 193

CIS 305 - Video Game Art Test Preparation 3

This course prepares students for taking a video game art test. Art tests are usually required for entry level industry positions. Art assets will be created based on provided references within a deadline and be critiqued. The process will be repeated so that students may build upon their experience and prepare themselves for an eventual real world art test. The art test process also helps students recognize weaknesses in their modeling and texturing skillsets and learn to improve their artistic skills.

CIS 333 - Data Base and SQL 4

This is a combined lecture and lab course that provides instruction and experience in programming with relational database access. It references and/or uses data base software.

CIS 345 - Data Base Design 2

This course introduces students to the concepts associated with relational database design. Students will use data modeling to produce an efficient and maintainable database design. Students will also become familiar with entity relationship diagrams and data normalization.

CIS 368 - Game Programming 4

This introductory entertainment design course covers the basics of games, audio and dynamic animation control in 2D. The topics include an introduction to game physics, game AI, Core Audio and head-to-head network gaming. Other topics include 2D, 2.5D and 3D animation with 3D audio, physics, more advanced AI and network/Bluetooth technologies to build entertainment and games applications.

CIS 369 - Video Game Portfolio Preparation 2

This course introduces the importance of developing a portfolio. A portfolio is vital for getting a job in the video game or CG field. The course covers proper reference, receiving and implementing critique, iteration, and the steps to follow and pitfalls to avoid when preparing a portfolio. The course lays the framework for an eventual production ready portfolio. Corequisite: CIS 124, CIS 386, CIS 221, CIS 389

CIS 382 - Design Software Basics 2

This course is an introduction to digital design and application graphics procedures. This course focuses on digital design using trending top application visual design software. During the semester we will cover software integration into the application design process and application pipeline procedures such as efficient work flow and operating under time restrictions.

CIS 383 - Digital Composition and Graphics Pipeline I 2

This course is an introduction to digital composition and the graphics procedures. This course focuses on manipulation of digital images, preparing textures, digital painting, software integration, composition and compositing, and pipeline procedures such as efficient work flow, image editing and compositing, and operating under time restrictions. Late in the semester we focus on advanced digital image manipulation such as layering and masking, applying textures, texture painting, lighting effects, advanced composition and compositing, and pipeline procedures including team development.

CIS 384 - Digital Composition and Graphics Pipeline II 2

This course is an introduction to advanced digital composition and graphics pipeline procedures used in the CG industry. This course is a continuation of CIS 383 Digital Composition & Graphics Pipeline I and focuses on advanced digital image manipulation such as layering and masking, applying textures, texture painting, lighting effects, advanced composition and compositing, and CG pipeline procedures. Prerequisite: CIS 383

CIS 386 - Game Design 3

This course introduces game design theory, history of gaming, types of games, gaming platforms, and major game components. It serves as an introduction to each course in the program. Corequisite: CIS 124, CIS 389

CIS 389 - Level Design I 3

This course introduces the art of game and level design. A combination of theory and hands-on application is used to teach the skills needed to build levels for many different types of games. The layout, look, and feel of levels are the main focus of this course. Corequisite: CIS 124, CIS 386

CIS 391 - Animation for Games 2

This course introduces students to 3D computer animation, basic animation principles, and application of animation concepts by creating animation scenes. The focus of this course is utilizing key animation concepts to design, create, document, and debug a basic animation.

CIS 392 - User Interface and User Experience (UI/UX) 3

This course provides an overview of the user interfaces (UI). Students will explore what makes a good interface, what makes a bad interface, and techniques on how to create user interfaces, the look, and interactions. This course will explore how to develop robust, reliable applications as a collection of interfaces that interact with each other and their compatible implementations. Topics will include interface contracts, inheritance and its implications for interface design and user experience, differences in the considerations for local versus remote interfaces, and industry standard interface design patterns. We will discuss other topics such as: cross platform interface, platform differences, transparency, and standard UI practices. While the concepts and techniques in this course are largely platform and language independent, Objective-C iPhone applications will be used for implementation of the interfaces.

CIS 395 - Game Engines 3

This course provides information regarding the many types of game engines, their uses, and the difference between commercial and open source game engines. Game development is also addressed.

CIS 396 - Game Development Team 3

This course illustrates the various design teams and their roles during the game development process. Students will experience key industry roles, including game designer, artist, programmer, tester and project manager. This course is offered concurrently with CIS 398 Game Final Submission in order for students to collaborate with their teams as they design and build a prototype video game.

CIS 397 - Physics for Game Design 4

This course explores the relevance and application of physics in video games. Students examine the basic concepts of physics and how it relates to video games and physics engines.

CIS 398 - Gaming Final Submission 2

This course is the culmination of Video Game Design program coursework. Students are assigned to teams to design and build a small game based on an instructor-approved topic. Each team will also present the design document and the final submission. This course is offered concurrently with CIS 396 Game Development Team in order for students to collaborate with their teams on the project. Each student is responsible for being the lead designer for their final game submission project. Corequisite: CIS 396

CIS 399 - Video Game Portfolio 2

This course demonstrates how to create, prepare, and showcase portfolio quality assets in order to gain employment in the video game and related industries. Students will create portfolio quality assets for presentation to prospective employers.

CIS 404 - Environmental Modeling 3

This course introduces game pipeline environment modeling fundamentals including assembling assets into a game environment. The course covers blocking out environments using reference, efficient and advanced modeling, set dressing, LODs, tiling textures and trim sheets, sculpting environmental details, and other essential environment modeling concepts. Prerequisite: CIS 389

CIS 405 - Video Game Portfolio Polish 1

This course continues the process of developing a quality portfolio vital for getting a job in the industry. Students will apply what they learned in CIS 369 Video Game Portfolio Preparation and apply concepts learned from other courses in the program in order to develop more advanced portfolio assets. The process of developing a quality portfolio requires a continual process of critique, iteration, and polish. Prerequisite: CIS 369

CIS 414 - Environmental Art and World Building 3

This course continues the level development process begun in CIS 404 Environment Modeling and adds detailing and refinement through advanced texturing, lighting, and detailing of a game level. The course completes learning the video game environment pipeline creation process from start to finish, beginning with an initial idea, block in phase, asset creation, lighting, and presentation. The goal of the class will be to finalize several high-quality level assets that will come together to create a cohesive level. Prerequisite: CIS 404

CIS 415 - Video Game Portfolio Refinement 2

This course prepares students to continue iterating portfolio assets based on critique. Students will use feedback to refine their portfolio so that it is near production ready quality. Prerequisite: CIS 405

CIS 606 - Visual BASIC.NET I 3

This course is a combined lecture and lab course that introduces Windows programming using Microsoft's .NET framework. Students will write introductory level programs involving variables, assignment, input and output using graphical user interface (GUI), calculations, repetition and selection between alternatives using the .NET environment.

CIS 607 - Visual BASIC.NET II 3

This course is a continuation of Visual Basic.NET I. In this course, students learn more about advanced database programming, reporting, web programming, multilayer applications, user controls and developing applications for mobile devices using Visual Basic.NET. They also build on the concepts of problem solving and design techniques of object oriented programming. Prerequisite: CIS 606

CIS 721 - Engine Scripting Basics 4

This course continues to introduce students to the fundamentals of game programming. Concepts covered include types and components of the computer languages C++, C#, and Swift as they relate to video games and the game engine they are implemented in (Unity, Unreal, Bulldox, Game Maker Pro 2, and Construct 2). The course emphasizes application of planning, reference, good communication, and proper coding technique. This course will also cover the use of a camera, accelerometer, gyroscope and other iOS hardware in gaming and augmented reality applications.

CIS 731 - Advanced Engine Scripting 4

This course is a continuation of CIS 721: Engine Scripting Basics. Students learn advanced scripting techniques including data types, functions, variables, loops, triggers, Heads Up Display (HUD), Graphic User Interface (GUI), and Artificial Intelligence (AI). Students will expand their knowledge in the computer languages of C++ and C# which are used in the Unreal and Unity game engines. Prerequisite: CIS 721

CIS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CIS 932 - Internship 1-4

This course provides on-the-job Information Technology training in an organization that will give the student intern an opportunity to utilize the skills and education acquired in the computer programming curriculum. The supervision of job tasks is by an industry professional and coordinated by the college instructor. Prerequisites: Successful completion of required program courses for first, second and third semesters or instructor's consent.

CIS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CLS – CULTURAL STUDIES

CLS 201 - Cultural Perspectives 1

This course provides an overview of the customs, language and arts of a specified culture. The unique structure of this course offers students the opportunity not only to study the culture in a classroom setting, but students will experience it first-hand through a travel component. Students will incur significant additional costs for travel. These costs will be detailed by the instructor no later than the first day of class. This course may be repeated for credit.

CLS 202 - Cultural Perspectives 2

This course combines the overview of the customs, language and arts of a specified culture with an in-depth study of one aspect of the culture being explored. The unique structure of this course offers students the opportunity not only to study the culture and particular aspect in a classroom setting, but students will experience it first-hand through a travel component. Students will incur significant additional costs for travel. These costs will be detailed by the instructor no later than the first day of class. This course may be repeated for credit.

CLS 203 - Cultural Perspectives 3

This course provides a culminating experience for students with an overview, in-depth study and capstone project of a specified culture. The unique structure of this course offers students the opportunity not only to study the customs, language and arts of the culture in a classroom setting, but students will experience it first-hand through a travel component. Students will incur significant additional costs for travel. These costs will be detailed by the instructor no later than the first day of class. This course may be repeated for credit.

CLS 212 - Diversity 3

This course utilizes an interdisciplinary and intersectional approach to studying gender, race, class, sexuality and other issues of diversity. The curriculum highlights the duality of oppression and privilege and the ways in which race, gender, class and sexuality shape daily life. Special focus is on learning how to demonstrate course concepts as social action. Social justice is practiced as students become educated in these concepts of diversity and engage in diversity conscious social action.

CLS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CLS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

COM – COMMUNICATION

COM 723 - Workplace Communications 3

This course is a study of the principles and processes of written and oral communication as applied to occupational and personal use through practical reading, writing and speaking assignments. It emphasizes technical report writing, including preparation, organization, audience and the effective use of format, supplements and visuals.

COM 753 - Technical Communications 3

This course covers written and oral communication as it applies to various occupational areas. It emphasizes technical report writing, including preparation, organization, audience and the effective use of format, supplements and visuals.

COM 917 - Experimental Course: 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

COM 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours.

CON – CONSTRUCTION

CON 112 - Blueprint Reading and Estimating 3

This course examines construction related drawings and the language of construction. Students are shown how to gather and use information from prints and drawings to estimate quantities of materials and perform construction work processes.

CON 132 - Footings and Foundations 3

This course emphasizes site layout, footings, wall foundations, and flat concrete work. Topics include estimating and reading blueprints as well as hands-on experience in footings and poured walls. A field project to provide practical experience is included. Prerequisite: CON 136

CON 136 - Introduction to Construction Shop 1

This course is a prerequisite to all credit carpentry classes and is a lecture course that serves as an introduction into Carpentry or Construction classes. Content covers personal safety, tool safety, tool maintenance, and hand and power tool identification and proper use.

CON 204 - Basic Framing Techniques 4

This course offers a background in woods, fasteners and materials, and introduces blueprint reading. Beginning rafter construction and roof framing and finishing is also covered. It is a combined lecture and lab course and includes hands-on experience in the framing of exterior and interior walls, doors and window openings, and interior walls. Prerequisite: CON 136

CON 209 - Introduction to Drywall 1

This course is a combined lecture and lab course that introduces the student to the basics of hanging and taping drywall and its uses in residential construction. It also provides students the necessary knowledge and skills to insulate a structure. Prerequisite: CON 136

CON 216 - Advanced Framing and Roofing 6

This course is a combined lecture and lab course that further explores framing of exterior and interior walls, and door and window openings. It provides framing training for the advanced carpenter as well as training to receive the 10-hour OSHA safety card. Strong emphasis is in rafter construction, and roof framing and finishes. The course also explores steel framing in the residential and light commercial setting. Prerequisite: CON 204

CON 216 - Advanced Framing and Roofing 6

This course is a combined lecture and lab course that further explores framing of exterior and interior walls, and door and window openings. It provides framing training for the advanced carpenter as well as training to receive the 10-hour OSHA safety card. Strong emphasis is in rafter construction, and roof framing and finishes. The course also explores steel framing in the residential and light commercial setting. Prerequisite: CON 136

CON 234 - Concrete Specialties 3

This course is a combined lecture and lab course. Uses a basic knowledge of concrete gained in Footings and Foundations, CON 132, to further explore advanced and innovative ways of using concrete in the construction industry. The course also allows for the ACI, (American Concrete Institute), concrete certification. Prerequisite: CON 136

CON 234 - Concrete Specialties 3

This course is a combined lecture and lab course. Uses a basic knowledge of concrete gained in Footings and Foundations, CON 132, to further explore advanced and innovative ways of using concrete in the construction industry. The course also allows for the ACI, (American Concrete Institute), concrete certification. Prerequisite: CON 132

CON 258 - Wall Coverings and Coatings 1.5

This course is a combined lecture and lab course that exposes students to all types of coatings and wall coverings. Topics to be studied include paints, stains, sealers, varnishes, and wallpaper. Prerequisite: CON 136

CON 259 - Floor Coverings and Coatings 1.5

This course is a combined lecture and lab course that introduces students to the various kinds of floor coverings such as: wood strip floors, ceramic tile floors, and laminate floors. The course also discusses vinyl sheet flooring, tile, and carpet. Prerequisite: CON 136

CON 365 - Advanced Drywall 1.5

This is a combined lecture and lab course that further enhances students' ability to finish drywall and apply other interior wall and ceiling finishes. It provides students with the necessary knowledge and skills to finish drywall to a smooth surface and apply a variety of textures. Students will also learn alternate methods of wall and ceiling finishing such as paneling and suspended ceilings. Prerequisite: CON 136

CON 365 - Advanced Drywall 1.5

This is a combined lecture and lab course that further enhances students' ability to finish drywall and apply other interior wall and ceiling finishes. It provides students with the necessary knowledge and skills to finish drywall to a smooth surface and apply a variety of textures. Students will also learn alternate methods of wall and ceiling finishing such as paneling and suspended ceilings. Prerequisite: CON 209

CON 366 - Exterior Finishing 4

In this course students will study different types of material for exterior finishing such as wood, steel, aluminum, vinyl, EIFS, and brick. There will also be an in-depth look at windows and exterior doors for residential and commercial construction. Included in this class is estimating materials, plan reading and the study of deck building. Prerequisite: CON 136

CON 367 - Interior Doors, Cabinets and Millwork 2.5

This is a combined lecture and lab course in which students will learn to hang interior doors, install the trim around the doors and windows, install cabinets and special shelving, and install a complete stairway balustrade. Prerequisite: CON 136

CON 383 - Building Codes and Specifications 3

This course is a study of the construction building codes recommended by U. S. government agencies, the National Board of Fire Underwriters, and Electrical Code. It also covers the development of specifications as used by the construction trades which guide the complete construction process as to the type and quality of materials, workmanship, and the relationship of the parties concerned with specific projects. Prerequisite: BMA 175, CON 112

CON 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CON 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CRJ – CRIMINAL JUSTICE

CRJ 100 - Introduction to Criminal Justice 3

This course studies the history of law enforcement and respective agencies and the basic theories of the criminal behavior as well as law enforcement terminology and technology. It emphasizes the duties and responsibilities of the law enforcement officer to the individual and society as a whole and explores and defines techniques, technical terms, and basic procedures.

CRJ 101 - Ethics in Criminal Justice 3

This course covers the ethical standards and codes of professional behavior for police officers and others placed in positions of public trust. The course includes use of force, gratuities, intra- and inter-agency conduct, integrity, ethical necessity of due process and on-duty and off-duty conduct.

CRJ 110 - Patrol Procedures 3

This course is an in-depth study of the police uniformed patrol division. Theories and concepts are explored and supplemented with real world experiences of working officers. The course provides an understanding of the patrol function and appreciation of the total environment within which a modern patrol officer must function.

CRJ 113 - Field Strategies 3

This course covers the individual human behavior and the possible causes, potential and overt criminal behavior that may result, and the interaction of the offender and peace officer. Emphasis is placed on the interpersonal relationship between the citizen and the law enforcement officer.

CRJ 120 - Introduction to Corrections 3

This course presents the development of correctional theory, the correctional client, trial, sentencing, and institutions involved, and rehabilitation potential through probation and parole. Students acquire the ability to recognize the purpose and function of the correction subsystems, personnel, and processes as they relate to the police and to the total criminal justice system.

CRJ 131 - Criminal Law and Procedure 3

This course defines criminal law, crimes, elements, and proof requirements. It utilizes the case book method and emphasizes Iowa criminal law statutes.

CRJ 133 - Constitutional Criminal Procedure 3

This course presents criminal procedure and the state and federal court system. It covers the laws of detention, arrest, use of force, search and seizure, interviews, interrogations, confessions, self-incrimination, right to legal counsel, eavesdropping, and wiretapping.

CRJ 139 - Mental Health First Aid 1

This certification course presents an overview of mental illness and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Those who take the full course to certify as Mental Health First Aiders learn a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care. This course is NOT for those who suffer from mental health issues themselves. We, as first aiders are to give them assistance once we recognize the disorder or crisis, (although it does cover self-help, it is guided by the first responder.)

CRJ 140 - Criminal Investigation 1

This course provides a preliminary study of crime scene investigation. Topics include objectives and methods of securing and preserving evidence and the sketching and drawing of crime scenes.

CRJ 144 - Police Photography 2

This course is designed for the second year Police Science student. The course is essentially a study of photography, one of the most important and universally accepted methods of collecting and maintaining crime scene evidence and criminal records. The course includes taking, developing and printing photographs for evidence, records, court proceedings and identification (mugging). Prerequisite: CRJ 262

CRJ 150 - Defensive Tactics 1

This course provides the student with instruction and practical applications in the areas of physical methods of restraint, control and arrest of suspects and attackers. Also covered are handgun disarming, knife defense, shotgun defense, falls and strikes, tactical officer survival techniques, takedowns, hand-to-hand and ground fighting techniques and vehicle extractions. A practical examination of the use of force and various police arrest/restraint tools is included. Prerequisite: CRJ 257

CRJ 168 - Weapons Familiarization 1

This course covers firearm familiarization, safety, and range practices. It is designed for the student who will probably encounter various firearms during the course of their employment in the Public Safety field and teach safety in dealing with these situations.

A criminal history check will be completed by the college through the Iowa Department of Criminal Investigation. A felony or history of domestic abuse is reason for rejection.

CRJ 200 - Criminology 3

This course is designed to acquaint the student with the field of criminology, which is the study of crime and its causal explanations. The topics to be covered include the criminal and his/her role in society; police and courts, and their effects upon criminal behavior; and rehabilitation and punishment as they affect criminal behavior.

CRJ 201 - Juvenile Delinquency 3

This course explains the causes of delinquency in general. The course studies the individual, family, home and social environments as real and potential contributors and causes of juvenile crime. The course also covers differences between juvenile court and adult court, as well as sentence and treatment options.

CRJ 210 - Law Enforcement Management 3

This course involves topics of study to include training and organization of all law enforcement agencies, field and staff organization and separation of duties, budgeting, special and technical divisions and their responsibilities. Prerequisite: CRJ 100

CRJ 217 - Selective Drug Enforcement 2

This course examines abuse of controlled substances and the legal sanctions against possession, manufacture, use and sale. It covers the preliminary identification of controlled substances and users as well as the short- and long-term effects of drug use. Discussion of enforcement techniques such as selective enforcement and clandestine operations is included.

CRJ 220 - Community-Based Corrections 3

This course is a discussion of the importance of community treatment programs for juveniles and adult offenders. The principles and philosophy of community treatment are explained as well as the nature of the community treatment agent's work. Major issues and trends in the field are examined.

CRJ 221 - Probation and Parole 3

This course is an introduction to probation and parole, its philosophy, procedures and institutions. Aftercare and post release problems are also studied. Prerequisite: CRJ 120

CRJ 223 - Correctional Administration 3

This course examines the role of the correctional administrator. The philosophies and principles of administration, supervision and retention are covered.

CRJ 224 - Correctional Institutions 3

This course is an introduction to correctional institutions, examining the organization, functions and operations of various facilities. Employment opportunities and duties are also discussed.

CRJ 231 - Traffic Law 3

This course is a study of the motor vehicle laws of the state of Iowa and traffic control procedures. Topics include enforcement of the laws involved with the apprehension, arrest, evaluation, and prosecution of intoxicated and impaired motor vehicle operators, and associated evidence and courtroom testimony.

CRJ 242 - Applied Criminalistics 3

This course is designed to give the student an overview of the science of crime investigation through lecture and practical exercises. Prerequisite: CRJ 140, CRJ 144, CRJ 262

CRJ 243 - Traffic Collision Investigation 2

This course is a study of traffic supervision, proper completion of reports, physical evidence acquisition, accident diagrams and analyses, and determination of proof of causation.

CRJ 253 - Basic Firearms 3

This course covers handgun and shotgun nomenclature, range safety, range etiquette, marksmanship, weapon care, and cleaning procedures for different types of firearms. Basic combat training and familiarization with revolvers and the 12 gauge shotgun is also covered. This course is limited to the student who has successfully completed the prerequisites. The student shall submit and pay for a criminal history check to be run by the college through the Iowa Department of Criminal Investigation. A felony or history of domestic abuse is reason for rejection. Prerequisite: CRJ 150

CRJ 255 - Advanced Firearms 3

This course covers semi-automatic pistol proficiency training, combat marksmanship and completion of a tactical combat semi-automatic pistol course leading to certification. Prerequisite: CRJ 253

CRJ 257 - Physical Fitness & Conditioning 1

This rigorous course builds on prior fitness knowledge as well as physical conditioning. A fitness exam is conducted and an advanced personal exercise and nutrition program is developed to meet each student's needs. Students' fitness levels are monitored throughout the course.

CRJ 262 - Fingerprint Technology 2

This course is an in-depth study of the most widely utilized and accepted investigator's tools in fingerprint technology. Theories and concepts are explored, as are actual hands-on assignments. The course provides the student with the information required to be able to develop fingerprints by chemical and mechanical methods. The course also involves the recognition, identification and classification of the various fingerprint patterns.

This course is designed for the first year, second semester, police science student. Prerequisite: CRJ 140

CRJ 280 - Police Science Practicum I 2

This course provides the student with instruction and practical applications in the areas of securing arrested persons, handcuffing procedures, and use of force in regard to arrest. The student is required to have knowledge of the police shotgun and demonstrate competency in its operation. During the course the student prepares letters of introduction and inquiry and becomes involved in a mock oral board interview. Prerequisite: CRJ 150

CRJ 281 - Police Science Practicum II 2

This course provides the student with the means to gain experience by using and demonstrating learned proficiencies in various simulated situations. The law enforcement profession is essentially a problem-solving profession requiring that individual officers access learned information and to correctly apply techniques in varied situations. This course requires the student to apply learned techniques and knowledge during the class to solve problems in areas such as performing building searches, domestic disputes, car stops, deadly force threat evaluation and response. This course also requires each student show proficiency in conducting misdemeanor and felony traffic stops. Prerequisite: CRJ 280

CRJ 281 - Police Science Practicum II 2

This course provides the student with the means to gain experience by using and demonstrating learned proficiencies in various simulated situations. The law enforcement profession is essentially a problem-solving profession requiring that individual officers access learned information and to correctly apply techniques in varied situations. This course requires the student to apply learned techniques and knowledge during the class to solve problems in areas such as performing building searches, domestic disputes, car stops, deadly force threat evaluation and response. This course also requires each student show proficiency in conducting misdemeanor and felony traffic stops. Prerequisite: CRJ 253

CRJ 310 - ILEA Basic Shortcourse 15

This course is designed to meet the certification requirements for Iowa Law Enforcement Officers. The curriculum is established by Iowa Code 80B according to the Iowa Law Enforcement Academy Administrative Rules as outlined in 501-3.6 (80B). If the rules change, then the course will change to reflect the most current requirements. Students must be graduates of a two- or four-year program in Police Science or Criminal Justice and must already be hired by a law enforcement agency or sponsored by an agency or sponsored by an agency.

CRJ 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CRJ 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CRR – COLLISION REPAIR AND REFINISH

- CRR 102 - Sheet Metal Welding** 3
This course will provide a working knowledge of oxyacetylene usage, MIG welding, along with TIG welding procedures. Specific welding procedures producing necessary weld constructions used in the automotive trade will be emphasized. The student develops skills through practice when completing industry accepted automotive welds on 22 gauge mild steel.
- CRR 202 - Plastic Repair** 3
This course provides students with the knowledge necessary to identify and repair the various plastic and fiberglass panels used in modern vehicle construction.
- CRR 210 - Electricity and Air Conditioning** 3
This course explores the systems of electricity and air conditioning in automobiles as it relates to collision repair. Topics to be covered are basic electrical circuitry, wiring schematics, test equipment, wiring loom repair, refrigerant recovery, mechanical connections, and overall evaluation of damage to each of these systems. Prerequisite: CRR 411
- CRR 323 - Sheet Metal Fundamentals** 3
This course provides the student with the basic theory of metal straightening, tool skill development, auto body nomenclature, and the materials commonly used to complete the repairs. Students practice roughing, shaping, sheet metal fabrication, metal finishing, and the use of body fillers on automotive body panels.
- CRR 403 - Exterior Body Construction** 3
This course provides instruction and practice in methods of adjusting and aligning bumpers, lamps, doors, fenders and exterior body panels. Emphasis is placed on the fit of fenders, doors, hoods, deck lids, grills, and the servicing of hinges and latches.
- CRR 411 - Interior Body Construction** 3
This course provides instruction and practice in the servicing of dash assemblies, headliners, seats and seat belts, interior trim, and door hardware. The removal and installation of automotive glass and trim will be practiced.
- CRR 504 - Frame and Unibody Damage Analysis** 4
This course studies frame and unibody construction, automotive design and frame damage analysis. The course covers the proper use of alignment equipment, frame gauges and frame repair procedures used to do repairs. The use of frame straightening equipment is demonstrated and put into practice. Training includes suspension parts that are commonly damaged in a collision. Suspension emphasis is on how a misaligned body structure can affect wheel alignment. Prerequisite: CRR 102
- CRR 533 - Structural Repair** 3
This course examines the removal, replacement and accepted sectioning procedures of inner structural panels using industry accepted repair procedures. Proper application of anti-corrosion materials to structural repaired areas of enclosed rails and boxed sections are presented. Corequisite: CRR 504; Prerequisite: CRR 102, CRR 323, CRR 403
- CRR 551 - Integral Body Repair** 3
This course is designed to identify and demonstrate removal and replacement procedures of outer integral body panels using accepted industry standards. Sectioning of automotive panels and corrosion protection of repaired areas are shown. Prerequisite: CRR 102, CRR 323, CRR 411
- CRR 655 - Advanced Collision Repair** 5
This course utilizes lecture and lab activities to provide industry production experience repairing collision damaged vehicles to pre-accident specifications. Auto collision industry standards and procedures are followed as guidelines for acceptable repairs. Prerequisite: CRR 533

- CRR 655 - Advanced Collision Repair** 5
This course utilizes lecture and lab activities to provide industry production experience repairing collision damaged vehicles to pre-accident specifications. Auto collision industry standards and procedures are followed as guidelines for acceptable repairs. Prerequisite: CRR 551
- CRR 742 - Estimating Theory** 2
This course provides students with the knowledge necessary to write estimates on damaged vehicles. Topics include collision estimating guides and the proper format in writing estimates. It also introduces interpersonal and financial management techniques and reviews customer relations and communication with insurance and body shop personnel.
- CRR 805 - Refinishing I** 4
This course combines lecture and lab activities to provide the students with knowledge to analyze paint problems and their remedies. Automobiles are prepared for complete panel refinishing and overall vehicle refinishing. Refinishing is performed following paint manufacturers recommendations. Prerequisite: CRR 811
- CRR 811 - Surface Preparation** 4
This course combines lecture and lab activities to introduce the basic procedures of surface preparation for refinishing. Techniques demonstrated include cleaning, sanding, and use of power tools and paint equipment. Students learn to use abrasives, undercoats, solvents and basecoat/clearcoat topcoats, and techniques of color sanding and polishing.
- CRR 834 - Refinishing II** 4
This course combines lecture and lab activities to teach spot painting, blending, and color matching as well as the study and use of basecoat/clearcoat paint systems. Intermediate skills will be developed in the use of finesse sanding and polishing. Prerequisite: CRR 805
- CRR 874 - Advanced Refinishing** 4
This course combines lecture and lab activities to develop advanced automotive refinishing shop production skills by refinishing paint damaged automobiles to pre-damaged condition. Paint manufacturers recommendations and refinishing shop standards are used to repair the vehicle to customer satisfaction. Prerequisite: CRR 834
- CRR 917 - Experimental Course** 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

- CRR 949 - Special Topics** 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

CSC – COMPUTER SCIENCE

- CSC 116 - Information Computing** 3
This course presents the basic concepts of information systems and computer literacy. The course incorporates theory as well as hands-on practice, which focuses on spreadsheets and database management systems (DBMS).
- CSC 142 - Computer Science** 4
This is the first in a two-semester sequence of courses that introduces a student to the discipline of computing using a modern programming language. Through extensive practice in coding, debugging, testing, and documentation, students gain exposure to development of problem-solving strategies, algorithm design, and top-down design principles.

CSC 153 - Data Structures 4

This is the second in a two-semester sequence of introductory computing courses. This course introduces a student to advanced features of a modern programming language. Topics emphasized are data structures, recursion, data abstraction, and sort/search algorithm usage and analysis. Prerequisite: CSC 142

CSC 175 - Computer Organization and Assembly Language Programming 4

This course introduces hardware organization, various number systems including the binary number system, binary math, memory addressing, data conversions, data representation, assembly language versus machine language, use of condition tests, branches, loops and arrays, subroutines and parameter passing. Prerequisite: CSC 142

CSC 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

DEA – DENTAL ASSISTANT

DEA 101 - Professional Orientation 1

This course provides an introduction to the dental health team, the profession, ethics and jurisprudence, and professional development. Recognition of patient needs and team building skills are emphasized. Instructor consent is required.

DEA 256 - Dental Anatomy 2

This course provides introduction to body function and structures; head and neck anatomy, oral embryology, histology and tooth morphology; and related oral pathology as it applies to Dental Assisting. Prerequisite:

DEA 270 - Dental Therapeutics 3

This course provides an introduction to pharmacology, nutrition, preventive dentistry concepts, oral diagnosis, and dental/medical emergencies. Background knowledge needed to meet patient needs and identification of related oral pathology is emphasized. Instructor consent required. Corequisite: DEA 256

DEA 274 - Dental Therapeutics 2

This course provides an introduction to pharmacology, nutrition, preventive dentistry concepts, oral diagnosis, and dental/medical emergencies. Background knowledge needed to meet patient needs and identification of related oral pathology is emphasized. Instructor consent is required. Corequisite: DEA 256

DEA 303 - Dental Radiography 4

This lecture and laboratory course provides an introduction to principles related to dental radiography. Students learn skill development in intra-and extra-oral radiographic imaging and a variety of processing techniques. Instructor consent is required. Corequisite: DEA 613; Prerequisite: DEA 508

DEA 405 - Dental Materials 4

This lecture and lab course provides basic principles related to physical and chemical composition, characteristics, and function of dental materials. Students learn skill development in manipulation of materials and individualized laboratory procedures utilized in the dental office. An emphasis on safety, infection control, and quality assessment is included. Instructor consent is required. Corequisite: DEA 256, DEA 508

DEA 406 - Dental Materials 5

This lecture and lab course provides basic principles related to physical and chemical composition, characteristics, and function of dental materials. Students learn skill development in manipulation of materials and individualized laboratory procedures utilized in the dental office. An emphasis on safety, infection control, and quality assessment ins included. Instructor consent is required. Corequisite: DEA 256; Prerequisite: DEA 508

DEA 508 - Fundamentals of Dental Assisting 7

This lecture, lab and clinical course provides an introduction to the dental office, instrumentation, equipment, basic intraoral skills development, and operative dentistry procedures. Hazard management and infection control strategies are emphasized. Application of learned skills is provided through a general dentistry clinical experience. Instructor consent is required. Corequisite: DEA 256, DEA 270, DEA 405, DEA 101

DEA 613 - Dental Assisting Specialties 6

This lecture, lab, and clinical course provides concepts related to the dental specialties and advances intraoral skills development. Application of learned skills is provided through a variety of general and specialty clinical experiences. Instructor consent is required. Prerequisite: DEA 508; Corequisite: DEA 303, DEA 701

DEA 701 - Dental Office Procedures 1

This lecture course provides an introduction to dental office procedures, bookkeeping systems, third-party payment plans, appointment control, and communications. Interaction between business and clinical dentistry is emphasized. Instructor consent is required. Corequisite: DEA 101, DEA 256, DEA 270

DEA 710 - RDA Expanded Functions 3

This course provides theoretical concepts and skills to expand the dental assistant's or dental hygienist's scope of practice to include occlusal registration, gingival retraction, final impression, provisional restorations, application of cavity liners, desensitizing agents, bonding systems, removal of adhesives, and Class I temporary filling material. Instructor consent is required. To be eligible to register for this course, students must: 1. Be a graduate of an ADA-accredited dental assistant program; or 2. Be currently certified by the Dental Assisting National Board; or 3. Have at least one year of clinical practice as a registered dental assistant; or 4. Have at least one year of clinical practice as a dental assistant in a state that does not require registration; or 5. Hold and active dental hygiene license in Iowa, AND 1. Be employed by a licensed dentist and whose policies allow the dental assistant dental hygienist to perform procedures related to the expanded scope of practice.

DEA 830 - RDA Nitrous Oxide Monitoring 1

This course is designed to provide the theoretical concepts and skills associated with monitoring of nitrous oxide and oxygen sedation. Course content provides the student with awareness of the indications and contraindications for nitrous oxide and oxygen sedation use, a working knowledge of the equipment, understanding of the procedure for administering nitrous oxide and oxygen sedation, and prepares the student to monitor nitrous oxide and oxygen sedation. Instructor consent required. To be eligible to register for this course, students must: 1. Be a graduate of an ADA-accredited dental assistant program; or 2. Be currently certified by the Dental Assisting National Board; or 3. Have at least one year of clinical practice as a registered dental assistant; or 4. Have at least one year of clinical practice as a dental assistant in a state that does not require registration; and 5. Be employed by a licensed dentist and whose policies allow the dental assistant to perform procedures related to the expanded scope of practice.

DEA 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

DEA 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

DRA – FILM AND THEATRE

DRA 101 - Introduction to Theatre 3
This course is a survey of the elements of theatre. The course covers units on audience/performer relationships, dramatic forms, dramatic literature, history of the theatre, dramatic theory and criticism, and technical theatre.

DRA 112 - American Film 3
This course demonstrates the full impact of Hollywood filmmaking as an art form, economic force, and cultural indicator. It explores the deeper meaning of American movies--the hidden messages of genres, the social and psychological effects of Hollywood film style, and the mutual influence of society and popular culture.

DRA 130 - Acting I 3
This course introduces the study and theory of the fundamentals of the actor's art as a means of improving self-expressiveness and communication. Students focus on relaxation and physical awareness, and on developing their imagination, concentration, and characterization skills, through improvisation and other exercises. Voice production and physical techniques are also emphasized.

DRA 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

DRF – DRAFTING

DRF 113 - Fundamentals of Technical Drafting 3
This is a beginning course for students with little or no previous experience in drafting. The course will introduce students to essential concepts necessary for a fundamental understanding application of technical drawing. The topics include lettering and instrument linework techniques, orthographic projection principles, and basic multiview drawing techniques.

DRF 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

DRF 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ECE – EARLY CHILDHOOD EDUCATION

ECE 103 - Introduction to Early Childhood Education 3
This course gives students a historical and philosophical foundation of the field of early childhood education. It includes an overview of assessment and evidence-based practices. The course also addresses the influences of family-centered practice, inclusion, culture, and language. Students explore early childhood careers.

ECE 106 - Child Development Associate Standards 1
This course assists the eligible Child Development Associate (CDA) credential candidate with developing and preparing for the Preschool, Infant-Toddler or Family Child Care CDA verification visit and assessment. Students will develop a professional portfolio which includes their professional philosophy statement and various educational artifacts. General topics for discussion include: planning a safe, healthy learning environment, steps to advance children's physical and intellectual development, positive ways to support children's social and emotional development, strategies to establish productive relationships with families and effective program operation, maintaining a commitment to professionalism, observing and recording children's behavior and principles of child growth and development. This course is offered online via the Iowa Community College Online Consortium. Prerequisite: ECE 103 and ECE 158 or ECE 243 and ECE 221

ECE 112 - Portfolio Development I 1
This course guides students' development of a professional early childhood education portfolio showcasing their knowledge, skills and dispositions in alignment with the NAEYC Standards for Professional Preparation of Students at the Associate Degree level.

ECE 113 - Portfolio Development II 1
This course guides students' completion and presentation of a professional early childhood education portfolio showcasing their knowledge, skills and dispositions in alignment with the NAEYC Standards for Professional preparation of Students at the Associate Degree level. This course must be taken in the final semester of the Early Childhood program. Program Coordinator permission required. Prerequisite: ECE 112, ECE 262

ECE 133 - Child Health, Safety, and Nutrition 3
This course focuses on evidence-based concepts in the fields of health, safety and nutrition and their relationship to the growth and development of the young child ages birth to eight. It blends current theory with problem-solving, practical applications and assessments. Course content includes collaboration with families and assesses the role of culture, language and ability on health, safety and nutrition decisions in early childhood settings. Students will need to complete or provide proof of current certification in the following: Mandatory Child Abuse Reporter training; Universal Precautions/Bloodborne Pathogens training; Infant, Child and Adult CPR; Pediatric and Adult First Aid training.

ECE 158 - Early Childhood Curriculum I 3
This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight years old. Students prepare to utilize evidence-based, developmentally appropriate practices in the context of children's family, culture, language and abilities. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: dramatic play, art, music, fine and gross motor play.

ECE 159 - Early Childhood Curriculum II 3
This course focuses on the development, implementation and assessment of appropriate environments and curricula for young children ages three through eight years old. Students prepare to utilize evidence-based, developmentally appropriate practices in the context of children's family, culture, language and abilities. Emphasis is on understanding children's developmental stages and developing appropriate learning opportunities, interactions and environments to support each child in the following areas: emergent literacy, math, science, technology and social studies. Prerequisite: ECE 158

ECE 170 - Child Growth and Development 3
This course reviews typical and atypical development of children from conception to adolescence in all developmental domains. It examines interactions among child, family, and society within a variety of community and cultural contexts and how each impacts the developing child. This course also addresses theories and evidence-based practices associated with understanding and supporting young children.

ECE 215 - Home, School & Comm Relations 3

This course focuses on current understanding of supporting children and families in relation to home, school and community contexts. Emphasis is on building respectful, culturally sensitive relationships with families, utilizing community resources and working with diverse families. Students are required to have a current background check on file before the first class meeting. Program Coordinator permission required. Prerequisite: ECE 103, ECE 170, ECE 241

ECE 221 - Infant/Toddler Care and Education 3

This course focuses on care, education and assessment of children from birth to thirty-six months. It prepares students to utilize developmentally-appropriate, evidence-based practices, including responsive caregiving, routines as curriculum, collaborative relationships with culturally, linguistically, and ability-diverse children and families and a focus on the whole child in inclusive settings.

ECE 241 - Early Childhood Lab 2

This course provides students the opportunity to observe and interact with children in all three early childhood age divisions: birth to 36 months, 3 to 5 years, and 5 to 8 years in a variety of settings. Students also examine their professional dispositions and career expectations and continue to develop a professional portfolio. For successful completion of this course, students must have on file a high school diploma or GED. Students are required to have a current background check on file before the first class meeting and will need to meet current training and health requirements. Program Coordinator permission required. Prerequisite: ECE 103, ECE 158, ECE 170

ECE 243 - Early Childhood Guidance 3

This course focuses on developmentally appropriate, evidence-based approaches and positive guidance strategies for supporting the development of each child. It emphasizes supportive interactions and developmentally appropriate environments as well as the use of assessment to analyze and guide behaviors. Students study the impact of family and each child's culture, language and ability on child guidance.

ECE 246 - Observation and Assessment 4

This course focuses on using observational techniques for assessment and guidance purposes. Students learn to consider children's diverse culture, language and abilities when using assessment measures. Students are required to have a current background check on file before the first class meeting. Prerequisite: ECE 241, ECE 243, and Program Coordinator Permission

ECE 262 - Early Childhood Field Experience 3

This course provides a supervised experience in selected early childhood settings serving children age's birth through eight. It includes integration of theory and developmentally appropriate, evidence-based practice and provides an understanding of working with culturally, linguistically, and ability-diverse young children and families. Emphasis is placed on professional relationships and behavior, appropriate adult-child interactions, basic curriculum planning, and program routines. Students are required to have a current background check on file before the first class meeting. Prerequisite: ECE 133, ECE 159, ECE 221, ECE 241, ECE 243

ECE 287 - Exceptional Learner 3

This course provides an overview of special education and talented and gifted programs and policies for children birth through school age. It includes special education history and legislation as well as characteristics of federally-defined disability categories and IFSP/IEP components. This course prepares students to serve the diverse needs of exceptional students through the use of family-centered and team-based services, evidence-based assessment procedures and modification of teaching methods, classroom management, materials and curriculum. Prerequisite: ECE 170

ECE 290 - Early Childhood Program Administration 3

This course addresses the basic principles common to administering high quality early childhood programs. Topics include director's roles and responsibilities, state and federal regulations, business procedures, staff development and hiring, policy development,

fiscal and facility management, marketing, program evaluation, child care advocacy, family and community involvement. This course is designed for students who have completed the Early Childhood Studies diploma and persons interested in becoming a program administrator.

ECE 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ECE 930 - Administrative Practicum 1

This course provides students with experience in a community-based setting designed to further competencies in early childhood program administration, management and leadership. Corequisite: ECE 290; Prerequisite: Instructor Approval

ECE 932 - Internship 2

This course provides on-the-job experience and practical application of the theories and concepts studied in Early Childhood Education course work through placement at a professional early childhood setting. It involves a coordinated effort between the student, Western Iowa Tech Community College faculty members and a work supervisor at the agency site. Cooperative sites could include area infant/toddler, preschool and early elementary programs in both public and private settings. Students will be required to complete a minimum of 128 hours at an approved early childhood site. Students are required to have a current background check on file before first class meeting. Students must also have current certification in CPR, First Aid, Universal Precautions, and Mandatory Child Abuse Reporter, and meet program health requirements. Prerequisite: ECE 262, Early Childhood Studies Diploma, and Instructor Consent

ECE 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ECN – ECONOMICS

ECN 120 - Principles of Macroeconomics 3

This course addresses the essential concern of macroeconomics; understanding and improving the performance of the economy as a whole by studying topics such as the effect of fiscal policy and monetary policy on inflation, unemployment and economic growth in a global economy.

ECN 130 - Principles of Microeconomics 3

This course provides tools to analyze the choices made by households, firms and governments, and how these choices affect various domestic market structures and international markets.

ECN 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Prerequisite: Instructor Approval

ECN 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Prerequisite: Instructor Approval

EDU – EDUCATION

EDU 210 - Foundations of Education 3

This course is an introduction to professional education providing a historical and philosophical background from which the student can examine his or her own commitment to education. Challenges and issues in education today will be discussed in the context of school organization, funding, curriculum, professionalism, legal issues, and effective teacher characteristics.

EDU 218 - Initial Field Experience 2

This course will provide opportunities to enhance understanding of the teaching profession and assist with decisions to pursue a career in education. Students will spend time observing K-12 classroom teaching with a licensed educator to gain insights and better understanding of the teaching and learning process. Prerequisite: EDU 210

EDU 220 - Human Relations for the Classroom Teacher 3

This course includes interpersonal and intergroup relations and contributes to the development of sensitivity to and the understanding of the values, beliefs, lifestyles and attitudes of individuals and the diverse groups found in a pluralistic society and within current education settings. This course is a required component of Iowa Teacher Licensure.

EDU 240 - Educational Psychology 3

This course applies the principles of psychology in the field of education to classroom contexts. Topics include child/adolescent development, learning, motivation, instructional techniques, and assessment/evaluation.

EDU 245 - Exceptional Learner 3

This course provides an overview of special education regulations, policies and programs in educational settings. K-12 pre-service teachers learn the history of special education law, including IDEA, ESSA and other legislative measures, characteristics of the categories of disability per federal and state regulations, characteristics of talent and gifted programs, and basic components of an IEP. This course is a requirement for students seeking K-12 teacher state licensure.

EDU 255 - Technology in the Classroom 3

This course introduces prospective teacher-prep candidates and other interested students to a variety of digital tools and Internet resources along with best practices in the use of tools and technologies for classroom-related functions. The course focuses on both current theory and issues as well as on providing experiences that will enable the student to select and evaluate software and hardware for the classroom.

EDU 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

EDU 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

EGT – ENGINEERING TECHNOLOGY

EGT 142 - Fluid Power I 2

This course provides the basic principles and components of hydraulics and pneumatics through lecture and laboratory experiences. Students gain the ability to design and analyze common machinery and tools.

EGT 143 - Fluid Power II 2

This course emphasizes the practical application of setting up and troubleshooting typical industrial applications. Knowledge gained in EGT 142 Fluid Power I is utilized in this applications course. Prerequisite: EGT 142 - Fluid Power I

EGT 151 - Virtual Reality for Manufacturing 3

This course provides the student with hands-on knowledge of fundamental virtual reality environments and how they play a key role in the design/manufacturing of products and procedures. Prerequisite: MAT 772, MGT 322

EGT 159 - Statics & Structural Design 4

This course provides students with a working knowledge of forces and the effects of forces acting on rigid bodies at rest. There is an emphasis on practical industrial applications throughout the course. Prerequisite: MAT 772 - Applied Math

EGT 169 - Mechanism & Motion 4

This course is a study of the motion of machine members and components without consideration of the forces and stresses caused by the motion. Graphical methods are used extensively in the solution of motion analysis problems. Prerequisite: MAT 772 - Applied Math

EGT 211 - Fluid Power III 1

This course concentrates on hydraulics and is a continuation of EGT 143 Fluid Power II. Emphasis is on the use of the knowledge gained previously toward the setting up and troubleshooting of typical industrial fluid power applications. Prerequisite: EGT 143 - Fluid Power II

EGT 400 - PLTW - Introduction to Engineering Design 3

This course is an introduction to the elements of Engineering Design. Students will learn the history of design, design process, sketching and visualization, geometric relationships, and modeling. Elements of manufacturing production, marketing, analysis, and quality control will also be studied. Students will also learn presentation techniques and develop a portfolio.

EGT 410 - PLTW - Principles of Engineering 3

This course will assist students with an understanding of the field of engineering and engineering technology. By exploring various technology systems and manufacturing processes, students learn how engineers and technicians use math, science, and technology. Drafting and design are primary aspects of the course. The course also includes concerns about social and political consequences of technological change.

EGT 416 - Civil Engineering and Architecture 3

This is a combined lecture and lab course. Study of Engineering and Architecture. Exploring various systems of engineering and architecture.

EGT 420 - PLTW - Digital Electronics 3

This course introduces the numbering systems used in digital circuits, including Boolean algebra. Circuits such as basic gates, counters, shift registers, and memories will be introduced as they apply to communications and computer systems used in industry.

EGT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

EGT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ELE – ELECTRICAL TECHNOLOGY

ELE 101 - Industrial Safety 1

This course covers mechanical, chemical, environmental and electrical aspects of safety. The role of OSHA in the workplace is presented. Students will become familiar with forms such as Material Safety Data Sheets and will be trained in the use of (PPE) Personal Protective Equipment and in other safety procedures related to materials handling and storage. Industrial hazards such as fall protection and caught-in/struck-by will be emphasized. Students will receive the OSHA 10 safety training and will have the opportunity to be awarded an OSHA 10 card.

ELE 112 - Basic Electrical Theory 3

This course will introduce the students to the fundamentals of electricity. Electrical topics will include AC and DC theory, Ohm's Law, Electrical Circuits, Electrical Power Generation, Motors, and Transformers. This course emphasizes electrical safety as students will work with energized circuits.

ELE 132 - Introduction to Wiring 3

This course is a combined lecture and lab course, designed to instruct the student in Safety, Electrical Ethics, and Labor History. The student will be introduced to the materials, hand tools, power tools, and the installation requirements of the National Electrical Codes. Prerequisite: ELE 112

ELE 157 - Advanced Commercial Wiring 4

This course familiarizes students with materials, blueprints, National Electric Code requirements and wiring methods in commercial installations. Students are asked to demonstrate their skills in wiring, installing electrical systems and to bend and install conduit using safe and approved practices according to the National Electric Code standards. Corequisite: ELE 184

ELE 157 - Advanced Commercial Wiring 4

This course familiarizes students with materials, blueprints, National Electric Code requirements and wiring methods in commercial installations. Students are asked to demonstrate their skills in wiring, installing electrical systems and to bend and install conduit using safe and approved practices according to the National Electric Code standards. Prerequisite: ELE 132

ELE 175 - Installation of Wiring Systems 4

This course provides instruction and application activities in electrical theory and schematic print reading, and provides students opportunities to obtain fundamental hands-on skills required for electrical wiring. The students in this course will gain hands-on experience by wiring a house.

ELE 184 - Field Installed Commercial Systems 3

In this course students will have the opportunity to develop and apply the electrical skills learned in previous Electrician courses. Students will perform labs directly related to wiring expected in industry or on a job site. Proper OSHA safety standards will be followed and national electrical code will be emphasized. Prerequisite: ELE 175

ELE 192 - Principles of Motors/Transformers 3

This is a course introducing students to the principles of D.C. and A.C. motors and their connection and application. Students will install and repair transformers, including single and three phase connection for various voltages and applications. Prerequisite: ELE 112

ELE 195 - Motor Control 3

In this course students will learn the fundamentals of how motors are controlled with the use of various control devices. Industry standards in working safely with the installation, maintenance and troubleshooting will be introduced and performed. Electrical symbols, diagrams, equipment and methods used in the design and application of motor control circuits will be discussed. Prerequisite: ELE 112

ELE 197 - Advanced Motor Control 3

In this course students will gain an advanced knowledge of motors in circuits and of the components found in automated control systems. The use of solid state components and programmable controllers will be introduced. Students will have the opportunity to wire motors in a circuit following safety procedures recognized in the electrical industry. Prerequisite: ELE 195, ELE 112

ELE 210 - Programmable Controllers 4

This course is a combined lecture and laboratory class. This class introduces the use of PLCs, programming PLCs via ladder diagrams, and wiring PLCs to sensors and controllers.

ELE 222 - Supervisory Control and Data Acquisition 3

This course discusses concepts related to acquiring data to monitor and control automated equipment. (SCADA) Prerequisite: ELE 112 - Basic Electrical Theory

ELE 241 - HMI/Motion Control Fundamentals 3

This course focuses on the development and integration of Human Machine Interface (HMI) systems commonly used in conjunction with Programmable Logic Controllers, (PLC's). Prerequisite: ELE 230 - PLC Applications

ELE 312 - Variable Frequency Drives for Motor Control 1

This course is designed to introduce the student to the principles of DC and AC motors including connection and application. A working knowledge of transformers, including single and three phase connection to various voltages and applications will be provided. Prerequisite: ELE 195, ELE 112

ELE 313 - Variable Frequency Drives for Motor Control 2

This course is designed to introduce the student to the principles of DC and AC motors including connection and application. A working knowledge of transformers, including single and three phase connection to various voltages and applications will be provided. Prerequisite: ELE 195, ELE 112

ELE 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ELE 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ELT – ELECTRONICS

ELT 102 - Blueprint Reading 2

This course is designed to give meaning to the lines and symbols found on a set of blueprints. Students use inanimate objects and familiar construction shapes or orthographic and isometric drawings to learn the understanding of shapes, sizes and dimensions. Topics include building terms and construction features of the carpentry, masonry, electrical, mechanical and plumbing trades.

ELT 227 - Programmable Controller Applications 5

This course introduces students to advanced PLC programming techniques. Students will have the opportunity to connect and program the PLC for a variety of simulated applications. Prerequisite: ELE 210

ELT 230 - PLC Applications 3

This course introduces students to advanced PLC programming techniques. Students will have the opportunity to connect and program the PLC for a variety of simulated applications. Prerequisite: ELE 250

ELT 250 - Programmable Logic Controllers 3

This course is a combined lecture and laboratory class. This class introduces the use of PLCs, programming PLCs via ladder diagrams, and wiring PLCs to sensors and controllers.

ELT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ELT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

EMS – EMERGENCY MEDICAL SERVICES

EMS 114 - Emergency Medical Responder 2

This course emphasizes the development of student skills in emergency medical care procedures. Topics include life threatening emergencies, injuries to various body parts, techniques of moving patients, CPR-BLS, and the safety and well-being of the Emergency Medical Responder. Successful completion of course requirements allows students to write national certification examination. Prerequisite:

EMS 217 - Emergency Medical Technician 7

This course is designed for individuals who anticipate working with an ambulance service, hospital emergency department, fire department, police department, mining operation, or in other occupational fields where medical emergencies are common. Course content includes but is not limited to an overview of anatomy and physiology; medical terminology; patient assessment; basic life support in relation to cardiac arrest, trauma, and other medical emergencies. Instruction in light extrication of the injured is additionally covered. This course also provides the student an opportunity to apply cognitive knowledge and psychomotor skills in a supervised clinical or field setting. Prerequisite:

EMS 312 - Advanced Emergency Medical Technician 7

This course will provide the student with roles and responsibilities of the EMS provider including injury prevention and infectious disease; an overview of human systems; pharmacology; venous access; airway management; training for management of medical and trauma emergencies; special considerations of the obstetric, neonatal, pediatric, and geriatric patients; and a focus on assessment-based management. This course will also provide the student the opportunity to apply past and current cognitive knowledge and psychomotor skills in a supervised clinical or field setting. Prerequisite:

EMS 540 - NSC Paramedic I 13

This course informs students of the EMS provider's roles and responsibilities. Students learn the importance of personal wellness in EMS including injury and infectious disease prevention. The course also provides an overview of human systems, pharmacology, venous access, advanced airway management, patient assessment, and trauma management. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Students must be 17 years of age at the time of enrollment of the course; have a health physical and immunizations up to date; have a current AHA BLS provider card (Course No. CCPR 1033); have successfully completed the Mandatory Reporter Course (CNUR 1030); currently be certified at a minimum as an Iowa EMT or hold a valid NREMT registration; and Instructor consent. Corequisite: EMS 541, EMS 810, EMS 820

EMS 541 - Clinical I 3

This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required. Corequisite: EMS 810, EMS 820, EMS 540

EMS 545 - NSC Paramedic II 13

The course provides the student with the information and skills for management of medical emergencies and pediatric emergencies. It also includes assessment-based management and all components of ambulance operations. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required. Corequisite: EMS 825, EMS 546, EMS 815, EMS 547; Prerequisite: EMS 540, EMS 541, EMS 810, EMS 820

EMS 546 - Clinical II 3

This course will provide clinical atmosphere for performance of psychomotor skills as described by the National Highway Traffic Safety Administration, National Standard Paramedic Curriculum. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required. Corequisite: EMS 545, EMS 825, EMS 815; Prerequisite EMS 540, EMS 541

EMS 547 - Field Internship 1

Field internship provides the student with an accessibility/opportunity to serve as team leader in a variety of pre-hospital, advanced life support emergency situations. Under the mentoring of experienced advanced care preceptors, the student must successfully complete a minimum of 50 team leads. Students will assess, differentially diagnose, and treat patients in this field internship. To successfully complete this course, students must demonstrate competency in skills for patients of all ages within the scope of practice. The student will participate in and document patient contacts and field experience. Additional contact hours (up to 3 times stated minimum) may be needed to meet the course competencies. Permission of instructor required. This course will commence after the majority of EMS 546 Clinical II competencies have been met as determined by the program director. Instructor consent is required. Corequisite: EMS 545, EMS 546, EMS 825, EMS 815; Prerequisite: EMS 540, EMS 541, EMS 810, EMS 820

EMS 810 - Advanced Cardiac Life Support 1

This course addresses the use of equipment and techniques for establishing and maintaining effective ventilation and circulation, electrocardiographic monitoring and dysrhythmia recognition, intravenous access, employment of pharmacological and electrical therapeutic modalities. This course meets American Heart Association standards. Prerequisite: Instructor Approval

EMS 815 - Advanced Pediatric Life Support 1

This course is designed for individuals who provide care for the pediatric patient. The course instructs students in the assessment and management of pediatric patients requiring advanced life support according to the American Heart Association standards. Prerequisite: Instructor Approval

EMS 820 - Prehospital Trauma Life Support 1

This course is designed for individuals who must initially evaluate and stabilize the trauma patient. It is intended to teach the skills necessary for rapid assessment, resuscitation, packaging and transport: stressing those conditions which require immediate transport. Prerequisite: Instructor Approval

EMS 825 - Advanced Medical Life Support 1

This course will provide the student with an integrated approach to the care of the patient with common medical complaints or presentation. The course moves from initial complaint-based assessment of the patient to field diagnosis and management of immediately treatable underlying illness. Prerequisite: Instructor Approval

EMS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

EMS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ENG – ENGLISH

ENG 105 - Composition I 3

This course is an exploration of writing as a process with attention to audience, purpose and patterns of exposition. Recommended ACT Composite of 22. Students may complete a writing sample to gauge preparedness for the course and then access instructional staff and resources in the Comet Learning Center both before and during the course to be successful.

ENG 106 - Composition II 3

This course is a continuation of ENG 105 with emphasis on developing more complex, sophisticated forms of exposition. It includes a research paper requiring library research, documentation, and bibliography. Prerequisite: ENG 105

ENG 150 - Fundamentals of English Grammar 3

This course is an overview of grammatical structure and functions that includes study of parts of speech, sentence types, sentence analysis, punctuation, spelling, capitalization and usage. This is not a developmental English composition or ELL course.

ENG 221 - Creative Writing 3

This course is an introduction to imaginative writing, offering instruction and extensive practice in writing fiction, poetry, and drama. Student writing is discussed in a workshop setting. Prerequisite: ENG 105

ENG 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ENG 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ENV – ENVIRONMENTAL SCIENCE

ENV 111 - Environmental Science 4

A combined lecture and lab course focusing on environmental concerns: ecosystems, pollution, population, extinction, ethics, energy, food, conservation, and future interrelationships among these concerns.

ENV 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ENV 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ESI – INTENSIVE ESL

ESI 001 - Intensive ESL Grammar I 2

This course is content-based intensive level I grammar for non-native English speakers. It introduces grammar patterns, present and past tense of regular and irregular verbs and modals. The course provides practical information about grammatical structures including nouns, articles and comparisons. This course is designed to be taken concurrently with Level I Reading, Writing, and Listening/Speaking classes as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program Corequisite: ESI 005

ESI 001 - Intensive ESL Grammar I 2

This course is content-based intensive level I grammar for non-native English speakers. It introduces grammar patterns, present and past tense of regular and irregular verbs and modals. The course provides practical information about grammatical structures including nouns, articles and comparisons. This course is designed to be taken concurrently with Level I Reading, Writing, and Listening/Speaking classes as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program Corequisite: ESI 008

ESI 001 - Intensive ESL Grammar I 2

This course is content-based intensive level I grammar for non-native English speakers. It introduces grammar patterns, present and past tense of regular and irregular verbs and modals. The course provides practical information about grammatical structures including nouns, articles and comparisons. This course is designed to be taken concurrently with Level I Reading, Writing, and Listening/Speaking classes as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program Corequisite: ESI 013

ESI 005 - Intensive ESL Reading I 2

This course is an entry-level intensive reading course designed for non-native English speakers. Students begin the acquisition of basic reading strategies including guessing meaning from context, identifying the main topic/idea, reading in phrases, finding details and using the dictionary. This course is designed to be taken concurrently with Level I Grammar, Writing, and Listening/Speaking as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program. Corequisite: ESI 001

ESI 005 - Intensive ESL Reading I 2

This course is an entry-level intensive reading course designed for non-native English speakers. Students begin the acquisition of basic reading strategies including guessing meaning from context, identifying the main topic/idea, reading in phrases, finding details and using the dictionary. This course is designed to be taken concurrently with Level I Grammar, Writing, and Listening/Speaking as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program. Corequisite: ESI 008

ESI 005 - Intensive ESL Reading I 2

This course is an entry-level intensive reading course designed for non-native English speakers. Students begin the acquisition of basic reading strategies including guessing meaning from context, identifying the main topic/idea, reading in phrases, finding details and using the dictionary. This course is designed to be taken concurrently with Level I Grammar, Writing, and Listening/Speaking as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program. Corequisite: ESI 013

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| ESI 008 - Intensive ESL Writing I | 2 | This is an entry-level intensive writing course designed for non-native English speakers. Students acquire basic writing skills at sentence level with correct capitalization, punctuation, spelling and beginning grammar structures. This course is designed to be taken concurrently with Level I Grammar, Reading, Listening and Speaking as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program. Corequisite: ESI 001 | as a part of the Intensive ELL program. Prerequisite: Achieve level II on the WITCC ESL assessment. Corequisite: ESI 020, ESI 031, ESI 036 |
| ESI 008 - Intensive ESL Writing I | 2 | This is an entry-level intensive writing course designed for non-native English speakers. Students acquire basic writing skills at sentence level with correct capitalization, punctuation, spelling and beginning grammar structures. This course is designed to be taken concurrently with Level I Grammar, Reading, Listening and Speaking as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program. Corequisite: ESI 013 | ESI 031 - Intensive ESL Writing II This course is level II intensive writing designed for non-native English speakers. Students use the writing process to explore and organize ideas at the paragraph level, expand vocabulary, edit for spelling, grammar and word usage. This course is designed to be taken concurrently with Level II Reading, Grammar and Listening/Speaking as part of the Intensive ELL program. Prerequisite: Achieve Level II on the WITCC ESL Assessment Corequisite: ESI 020, ESI 026, ESI 036 |
| ESI 008 - Intensive ESL Writing I | 2 | This is an entry-level intensive writing course designed for non-native English speakers. Students acquire basic writing skills at sentence level with correct capitalization, punctuation, spelling and beginning grammar structures. This course is designed to be taken concurrently with Level I Grammar, Reading, Listening and Speaking as part of the Intensive ELL program. Prerequisite: Assessment by WITCC ESL program. Corequisite: ESI 005 | ESI 036 - Intensive ESL Listening/Speaking II This course is level II intensive listening/speaking, designed for non-native English speakers. Students focus on listening strategies, such as making predictions, taking notes and drawing inferences. Students continue production of English sound system and conversations about familiar topics through simulation of real life situations to help develop fluency and problem solving strategies. Prerequisite: Achieve Level II on the WITCC ESL Battery. Corequisite: ESI 020, ESI 026, ESI 031 |
| ESI 013 - Intensive ESL Listening/Speaking I | 2 | This course is an entry level intensive listening/speaking course designed for non-native English speakers. Students practice listening and speaking in formal and informal conversations, interviews, and announcements and recorded messages. Practice in pronunciations and reductions, stress and intonation are included. This course is designed to be taken concurrently with Level I Grammar, Reading, and Writing as part of the Intensive ELL program. Prerequisite: WITCC ESL program assessment. Corequisite: ESI 001 | ESI 046 - Intensive ESL Grammar III This course is content-based intensive grammar III designed for non-native English speakers to develop fluency in usage of basic grammatical structures. Students focus on phrase, clause and sentence level structures and related connectors. Expanded use of passive voice and introduction of conditional structures is included. This course is designed to be taken concurrently with Level III Reading, Writing and Listening/Speaking as part of the Intensive ELL program. Corequisite: ESI 051, ESI 056, ESI 061; Prerequisite: Achieve Level 3 on WITCC ELL Assessment |
| ESI 013 - Intensive ESL Listening/Speaking I | 2 | This course is an entry level intensive listening/speaking course designed for non-native English speakers. Students practice listening and speaking in formal and informal conversations, interviews, and announcements and recorded messages. Practice in pronunciations and reductions, stress and intonation are included. This course is designed to be taken concurrently with Level I Grammar, Reading, and Writing as part of the Intensive ELL program. Prerequisite: WITCC ESL program assessment. Corequisite: ESI 005 | ESI 051 - Intensive ESL Reading III This course is level III intensive reading, designed for non-native English speakers. Students develop reading skills including distinguishing general and specific ideas, identifying topics and topic sentences, skimming and scanning, distinguishing facts from theories and facts from opinions, and literal and figurative meanings. This course is designed to be taken concurrently with Level III Grammar, Writing, and Listening/Speaking as part of the Intensive ELL program. Corequisite: ESI 056, ESI 046, ESI 061; Prerequisite: Achieve Level 3 on WITCC ELL Assessment |
| ESI 013 - Intensive ESL Listening/Speaking I | 2 | This course is an entry level intensive listening/speaking course designed for non-native English speakers. Students practice listening and speaking in formal and informal conversations, interviews, and announcements and recorded messages. Practice in pronunciations and reductions, stress and intonation are included. This course is designed to be taken concurrently with Level I Grammar, Reading, and Writing as part of the Intensive ELL program. Prerequisite: WITCC ESL program assessment. Corequisite: ESI 008 | ESI 056 - Intensive ESL Writing III This course is level III intensive writing, designed for non-native English speakers. The course leads students through the writing process by providing a wide variety of activities to help master skills necessary for academic writing. This course is designed to be taken concurrently with Level III Grammar, Reading, and Listening/Speaking as a part of Intensive ELL Program. Prerequisite: Achieve level III on WITCC ESL assessment. Corequisite: ESI 051, ESI 046, ESI 061; Prerequisite: Achieve Level 3 on WITCC ELL Assessment |
| ESI 020 - Intensive ESL Grammar II | 2 | This course is level II intensive grammar, designed for non-native English speakers. Emphasis is placed on practicing structure in eight basic verb tenses, modals, infinitives, gerunds and other structures. Students will develop skills for making comparisons and for expression of ideas, opinions and feelings. This course is designed to be taken concurrently with Level II Reading, Writing, and Listening/Speaking as a part of the Intensive ELL program. Prerequisite: Achieve level II on WITCC ESL assessment. Corequisite: ESI 026, ESI 031, ESI 036 | ESI 061 - Intensive ESL Listening/Speaking III This course is Level III intensive listening/speaking designed for non-native English speakers. It includes strong emphasis on comprehension of oral language as spoken by native English speakers. Students continue to practice pronunciation, stress, intonation and rhythm of speech to reduce native accents. Emphasis in developing skills in idiomatic expressions, negotiation, reducing miscommunication, and using various levels of directness is provided. Prerequisite: Achieve level III on WITCC ESL battery. Corequisite: ESI 051, ESI 046, ESI 056; Prerequisite: Achieve Level 3 on WITCC ELL Assessment |
| ESI 026 - Intensive ESL Reading II | 2 | This course is level II intensive reading, designed for non-native English speakers. Students continue acquisition of reading strategies including guessing meaning from context, identifying the main idea, skimming, scanning, summarizing, identifying parts of speech and recognizing paraphrases. This course is designed to be taken concurrently with Level II Grammar, Writing, and Listening/Speaking | ESI 071 - Intensive ESL Grammar IV This course is intensive level IV grammar, designed for non-native English speakers. Through developmental instruction and multiple practice opportunities students further develop their grammar skills, working towards college level proficiency. This course is designed to be taken concurrently with Level IV Reading, Writing and Listening/Speaking as part of the Intensive ELL program. Prerequisite: Achieve |

level IV on WITCC ESL assessment. Corequisite: ESI 081, ESI 085, ESI 089; Prerequisite: Achieve Level 4 on WITCC ELL Assessment

ESI 081 - Intensive ESL Reading IV 2
This course is Level IV reading designed for non-native English speakers. Students develop higher order comprehension skills. Emphasis in utilizing strategies and skills to increase reading speed and building vocabulary is provided. Reading a variety of academic passages is incorporated in this course. This course is designed to be taken concurrently with Level IV Writing, Grammar and Speech/Listening as part of the Intensive ELL program. Prerequisite: Achieve level IV on the WITCC ESL assessment. Corequisite: ESI 071, ESI 085, ESI 089; Prerequisite: Achieve Level 4 on WITCC ELL Assessment

ESI 084 - Intro to American Culture 3
This course will introduce international students to American culture, government, citizenship, and business through a combination of experience and classroom learning.

ESI 085 - Intensive ESL Writing IV 2
This course is level IV intensive writing designed for non-native English speakers. Students learn the skills necessary to produce written work required in college level programs. Multiple strategies will be learned including outlining, summarizing, revising and rewriting a composition to encourage independent writing. This course is designed to be taken concurrently with Level IV Reading, Grammar and Listening/Speaking as part of the Intensive ELL program. Prerequisite: Achieve level IV on WITCC ESL assessment. Corequisite: ESI 071, ESI 081, ESI 089

ESI 086 - Fundamentals of Reading and Writing 6
This introductory level class is designed for non-native speakers. This course integrates reading and writing skills to prepare students as they work toward college level readiness. Strategies to improve reading, writing, and vocabulary, and grammar knowledge are emphasized. Course may be repeated for credit. This course does not fulfill WITCC's general education requirements.

ESI 087 - Intermediate Reading and Writing 6
This intermediate level class is designed for international and non-native speakers. This course integrates reading and writing skills to prepare students as they work toward college level readiness. Strategies to improve reading, writing, and vocabulary knowledge are emphasized. Course may be repeated for credit. This course does not fulfill WITCC's general education requirements.

ESI 089 - Intensive ESL Listening/Speaking IV 2
This course is level IV listening/speaking, designed for non-native English speakers. Students use multiple strategies to expand vocabulary and further develop listening and speaking skills. Numerous opportunities to practice college level study skills including note taking and discussion participation are integral components of this course. This course is designed to be taken concurrently with Level IV Reading, Grammar and Writing as part of the Intensive ELL program. Prerequisite: Achieve level 4 on WITCC ESL assessment. Corequisite: ESI 071, ESI 081, ESI 085

ESI 096 - Reading and Writing 6
This course is designed for International students and/or non-native speakers, integrating the areas of Reading and Writing in English. Students develop reading and writing English language skills to prepare for college level work. This course may be repeated for credit. Prerequisite: ESI 071, ESI 081, ESI 085

ESI 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

ESI 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FIN – FINANCE

FIN 020 - Introduction to Banking and Budgeting 3
This course integrates basic banking concepts and budgeting skills with simulations of real-life financial responsibilities such as paying bills with checks/debit cards, paying rent, investing money, planning for education, and other financial responsibilities. Instructor permission required.

FIN 030 - Introduction to Financial Literacy 3
This course introduces the student to real world concepts that relate to their daily lives. The student will learn how to apply basic concepts to the tasks they will use in the real world, including earning a paycheck, managing a bank account, using credit cards, creating a budget, purchasing a car and home, insurances, retirement, investing and financial planning. Instructor permission required. Prerequisite: FIN 020

FIN 040 - Financial Literacy 3
This course expands on the real world concepts introduced in Introduction to Financial Literacy. Students learn how to apply basic concepts to the tasks they will use in the real world, including what is needed for income tax preparations, purchasing a car and home, insurances, retirement, investing and financial planning. Instructor permission required. Prerequisite: FIN 030

FIN 121 - Personal Finance 3
This course is an overview of personal financial planning with emphasis in the areas of personal money management, budgeting, taxes, investments, and risk. This course also covers the process of buying/leasing autos, and purchasing a home. Students are introduced to issues relating to credit management and insurance products as well.

FIN 130 - Principles of Finance 3
This course builds on basic knowledge in the areas of accounting and economics. Emphasis is placed on financial analysis and planning as well as working capital management. Prerequisite: ACC 132

FIN 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FIN 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FIR – FIRE SCIENCE

FIR 124 - Building Construction 3
This course provides the components of building construction related to firefighting and life safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies.

FIR 141 - Fire Fighter II 2
This course provides basic fire training relating to the NFPA 1001 standard for Fire Fighter Professional Qualifications. It reflects the most current standards as adopted by the Fire Service Training Bureau and can prepare students to take the written Fire Fighter Two exam and the Practical Skills Performance exam.

Prerequisite: All Fire Fighter II candidates must be certified Fire Fighter I prior to entering the Fire Fighter II certification process. All Iowa Fire Fighter I certifications issued by the Fire Service Institute meet this requirement. Those seeking reciprocity should direct their questions to the Fire Service Institute. Prerequisite: FIR 320

FIR 152 - Fire Protection Systems 3
This course is an examination of devices and systems that support the fire service in the detection and suppression of fire.

FIR 213 - Principles of Emergency Services 3
This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; and introduction to fire strategy and tactics.

FIR 320 - Essentials of Firefighter I 4
This course provides basic fire training relating to the NFPA 1001 standard for Fire Fighter Professional Qualifications. It reflects the most current standards as adopted by the Fire Service Training Bureau and can prepare students to take the written Fire Fighter One exam and the Practical Skills Performance exam.

FIR 322 - Hazardous Materials: Operations Level 1
This course focuses on hazardous materials operations and follows the requirements of NFPA 472 for the standard for competence of responders to hazardous materials/weapons of mass destruction incidents.

FIR 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FIR 932 - Internship 1-4
This course provides the students the opportunity to job shadow with a paid department and perform skills as outlined in NFPA and IFSTA utilizing a standardized check off sheet.

Students will also be exposed to various divisions within the department expanding their knowledge of the fire service employment opportunities. Completion of 64 hours and a completed check off list will be required. Completion of FIR 320 or Firefighter One is required before participating. If NFPA or IFSTA changes standards, then this course check off sheet will also change to reflect current requirements. Prerequisite: FIR 320

FIR 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FLF – FOREIGN LANGUAGE: FRENCH

FLF 141 - Elementary French I 4
This course is for beginners; not recommended for students who have had two or more years of high school French. Introduction to French language and culture through development of reading, writing, listening, and speaking skills.

FLF 142 - Elementary French II 4
This course is a continuation of FLF 141 and introduces French language and culture through development of reading, writing, listening, and speaking skills. It further emphasizes and develops pronunciation, vocabulary, and basic grammar. Prerequisite: FLF 141

FLF 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FLF 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FLG – FOREIGN LANGUAGE: GERMAN

FLG 141 - Elementary German I 4
This course is an introduction to German language and culture through development of reading, writing, listening and speaking skills. Not recommended for students who have had two or more years of high school German.

FLG 142 - Elementary German II 4
This course is a continuation of FLG 141 furthering the development of reading, writing, listening and speaking skills. Prerequisite: FLG 141 OR FLG 142

FLG 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

FLG 949 - Special Topics 1-4
An in-depth study or project in German under the supervision of a faculty member and approved by the department head. May not duplicate a course in the catalog. Prerequisite: Instructor Approval

FLS – FOREIGN LANGUAGE: SPANISH

FLS 141 - Elementary Spanish I 4
This course introduces Spanish language and culture through development of reading, writing, listening, and speaking skills. It emphasizes pronunciation, vocabulary, and basic grammar, reading, and writing.

FLS 142 - Elementary Spanish II 4
This course is a continuation of FLS 141. It will expand on the learning from FLS 141 and develop a deeper understanding and comprehension of the language and culture. It will improve the student's ability to interact with aural and written Spanish. It will improve the student's ability to communicate in both written and spoken form in the language. Prerequisite: FLS 141

FLS 231 - Intermediate Spanish I 3
Thorough review of essential Spanish grammar. Further develops reading, writing, listening, and speaking skills through extensive speaking and writing situations and reading of Spanish literature. Expands on cultural aspects of the Spanish-speaking world. Prerequisite: FLS 142

FLS 232 - Intermediate Spanish II 3
This course further develops the skills learned in FLS 231 in reading, writing, listening and interpreting Spanish. It further expands the knowledge of culture and customs of the Spanish-speaking world. Prerequisite: FLS 231

FLS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog. Prerequisite: Instructor Approval

FLS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

GEO – GEOGRAPHY

GEO 121 - World Regional Geography 3

This course is a geographic survey of nations and continents with an emphasis on important physical characteristics of the major regions of the world. Attention is devoted to demographic, economic, political, and cultural development and the consequent contemporary relationship with each other.

GEO 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

GEO 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

GRA – GRAPHIC COMMUNICATIONS

GRA 100 - Mac OS 1

This course is an introduction to the Apple® Macintosh operating system. Topics covered will include Mac OS interface, logging in as a user, customizing your workspace, connecting to a server, creating, naming and saving folders, burning CDs, introduction to iLife, and identifying hardware.

GRA 131 - Digital Layout 3

This course is an introduction to software used for page layout, print design and publishing. Students are introduced to and practice typography skills by combining text with digital images to create professional layouts. This course also provides the essential skills of digital document construction using Adobe® Acrobat. Students learn the skills needed to create a variety of interactive digital documents in the Adobe Portable Document Format.

GRA 132 - Digital Layout II 3

This course provides instruction in intermediate level page layout software that builds on previously learned skills introducing new techniques. Students work with paragraph and character styles, multiple page documents with master pages and the use of libraries as well as create rich interactive presentations. Prerequisite: GRA 131

GRA 140 - Digital Imaging 3

This course covers an introduction to the Mac OS interface and associated hardware. It also covers the Adobe Photoshop software, which is used to manipulate images used in digital and printed media. Topics include software interface, tools, retouching, collage, scanning, keyboard shortcuts, corrective filters and techniques, color correction and automation.

GRA 141 - Digital Imaging II 3

This course provides students with advanced techniques in using software to manipulate images for digital and printed media. Topics include automation techniques, speed, resolution, format and corrective filters. Students are introduced to common digital photography problems, color correcting, retouching and sharpening critical area of a photo. It approaches using digital imaging software as an art form. Prerequisite: GRA 140

GRA 173 - Typography 3

This course introduces the student to the history and principles of good typographic design, including traditional rules that govern typographic usage, how to select an appropriate typeface, and apply type expressively to enhance all forms of communication that depend on the printed word, including web design, publication design and advertising design. Prerequisite: GRA 201, GRA 131

GRA 180 - Interactive Design 3

This course is needed to keep pace with the ever-developing technology and theory in the area of Digital Marketing, Interactive Design and User Experience. This course provides theory and practice in planning, designing and producing digital marketing projects. Prerequisite: GRA 201, GRA 140, SMM 101

GRA 201 - Design Principles I 3

The course is the first in a series that serves as an introduction to the principles of design and idea generation with a strong emphasis on typography. Students explore how these principles are applied in the marketplace

GRA 202 - Portfolio I 3

This is a lab course designed to produce a portfolio through a series of projects and demonstrations. Students will learn to critique and revise projects to create portfolio-quality designed work. Prerequisite: GRA 132, GRA 140, GRA 207

GRA 203 - Portfolio II 3

This course is the second in a series designed to produce a portfolio through a series of projects, demonstrations and critiques. Emphasis is on meeting deadlines, proofreading, maintaining document consistencies and interpreting client needs. Students strive to produce a versatile and unique portfolio. Prerequisite: GRA 202

GRA 207 - Design Principles II 3

This course is a continuation of Design Principles I with an emphasis on idea generation, presentation, and interpreting client needs. This course also addresses the skills and techniques for planning, tracking, and monitoring design projects. Students learn a practical approach to project management and information design along with addressing usability issues for web design. Prerequisite: GRA 201

GRA 208 - Creative Career Seminar II 1

This course is a continuation of Creative Career Seminar I, designed for students in the digital arts to find inspiration, ideas and strategies to ignite their design ingenuity. Focus is on continual improvement of idea generation and development, cultivating the interests that spark creativity and finding new sources of inspiration. Prerequisite: GRA 241

GRA 209 - Vector Drawing 3

This course is an introduction to vector drawing tools used to create computer graphics in digital design. Students examine the interface to draw shapes and Bezier curves, and brushes to draw simple to complex shapes with layers. Advanced techniques using masks, meshes, blends and other drawing tools are explored. An emphasis is placed on key commands to facilitate production and precise drawing skills.

GRA 240 - Project Management for Creative Careers 2

This course enables students to manage creative projects effectively from start to finish. Creative projects face special challenges that set them apart from traditional business projects such as managing talent, services, freelancers and clients. These topics along with traditional project management topics will be covered Prerequisite: GRA 286, GRA 207

GRA 241 - Creative Career Seminar 1
This course is designed for students in the digital arts to find inspiration, ideas and strategies to ignite their design ingenuity. Focus is on idea generation and development, cultivating interests that spark creativity and finding new sources of inspiration.

GRA 246 - Design Concepts and Trends 3
The course is the first in a series that serves as an introduction to the principles of design and idea generation with a strong emphasis on typography. Students explore how these principles are applied in the marketplace. Prerequisite: GRA 286 - Creative Media, GRA 207

GRA 247 - Business Presentations 3
This course enables students to design memorable and engaging presentations by focusing on content planning, presentation design, info graphics and support materials. Students use a variety of presentation technologies to create visual stories that support their presentation message. Prerequisite: GRA 140, GRA 209

GRA 248 - Interactive Publications 1
This course provides experiences for students to assemble, design, and publish a dynamic iBook for the iPad using the iBooks Author software. The course focuses on the process of adding all of the components of a dynamic iBook, including engaging text, images, audio, video, 3D models, and dynamic web content. Prerequisite: GRA 132, GRA 207

GRA 255 - Motion Media Design I 3
This course introduces fundamental concepts for commercial video productions, including graphics and promos for a variety of advertising purposes. The focus is on design presentation and development, screen composition, graphic transitions and content. Students learn how to conceptualize and visualize motion graphic storyboards with digital techniques as required in the professional world using industry-standard motion graphic software. Prerequisite: GRA 140, GRA 209, GRA 286

GRA 286 - Creative Media 3
This course covers advertising and brand promotion theory as it applies to designers in graphic, web and marketing. Topics include creative marketing problem solving, the process and planning for successful advertising and promotion, selecting the appropriate media, and creative strategies for advertising and brand promotion.

GRA 325 - Digital Color Theory 3
This course provides insight into the effective use of color through the study of contemporary color theory including additive and subtractive color. This course involves the development of color perception, expression, and application in traditional and digital design, through a series of problem solving exercises and projects. Fundamental studio experiences, along with a historical perspective, will provide insight and understanding to the intrinsic power of color in design. Prerequisite: GRA 209, GRA 131

GRA 700 - Capstone for Creative Careers 1
This course involves students in campaign creation, brand management, marketing analytics and the implementation of social media, graphic design and web design tools for the completion of a capstone project. Students will experience teamwork and industry expectations of a marketing plan. Successful completion of required program courses for first, second, and third semesters prior to enrollment. Instructor consent required. Prerequisite: GRA 208

GRA 917 - Experimental Course 1-4
This pilot course is under the supervision of a faculty member and is approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

GRA 932 - Internship 1-4
This course offers on-the-job training in an industrial setting using graphic or web design techniques. It allows students to gain experience and professional contacts in the industry and utilize their skills as graphic or web designers to create professional design work. Supervision of job tasks is through an industry professional

and coordinated by the college instructor. Prerequisites: Successful completion of required program courses for first, second, and third semesters.

GRA 949 - Special Topics 1-4
This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HCM – HOSPITALITY, CULINARY ARTS and MANAGEMENT

HCM 100 - Sanitation and Safety 2
This course provides students with a solid foundation in food service sanitation and safety. Upon completion, students may earn ServSafe Food Manager Certification.

HCM 116 - Fundamentals of Baking 3
This course introduces basic theory and preparation of baked items. The focus of the learning is on basic bakery skills, equipment use, recipes, terms, and measuring skills. Products include yeast products, quick breads, pies, fillings, cakes, and cookies. Prerequisite: HCM 100

HCM 188 - Knife Skills 2
This course covers all aspects of knife skills. Emphasis is placed on safety and commercial use. Corequisite: HCM 100

HCM 231 - Nutrition 2
This course provides an overview of nutrition-related topics including the psychology of eating and evaluation of food intake. Students integrate nutrition principles with culinary cuisine.

HCM 239 - Customer Service 2
This course will introduce students to all aspects of customer service in the business realm and in the hospitality industry. The students learn the major components of a customer-focused environment and the key elements of a service culture. In order to be better prepared for the future, students identify key trends that will impact customer service in the years to come.

HCM 240 - Menu Planning and Design 2
This course is designed to give students an overview of menu planning. Topics include menu layout and design, truth-in-lending guidelines, nutrition in menu planning, menu prices, themed and seasonal menus, product mix and planning resources. Prerequisite: HCM 303

HCM 252 - Stocks and Sauces 2
This course introduces students to scratch cookery methods. Areas of study include stocks, thickeners, and roux-based sauces. Corequisite: HCM 100

HCM 262 - Financial Management, Purchasing and Cost Control 3
This course provides the principles and methods of food purchasing with emphasis on specifications and grading of various food products, as well as the cost control process applicable to a food service operation. Students learn financial procedures and controls used in the food service industry. Emphasis is on the principles of controlling food, beverage, and labor costs. Topics include cost and sales controls that can be established for food and beverage operations. Students analyze labor costs and methods to control them.

HCM 270 - Garde Manger 2
This course is an introduction to the cold food station (Garde Manger). Students will learn a variety of techniques including cold appetizers, cheeses, dressings, salads and sandwiches. Corequisite: HCM 100, HCM 188

HCM 275 - Baking II 3

This course provides advanced techniques in pastry and cakes, laminated doughs and other desserts. It is a continuation of HCM 116: Fundamentals of Baking. Prerequisite: HCM 116

HCM 277 - Protein Fabrication 2

This course focuses on the identification, fabrication, handling, and storage of protein items to include poultry, beef, pork, lamb, shellfish, and finfish. Students are introduced to the concepts of protein cookery. Prerequisite: HCM 307

HCM 286 - Advanced Garde Manger 3

This course is a continuation of HCM 270, with increased emphasis on cold food preparation and preservation techniques. Topics include classical concepts such as chaud-froid, aspics, galantines, ballotines, advanced hors d'oeuvre, and charcuterie, as well as more modern techniques such as sous vide and pressure cooking, marinating and advancements in brining. Sausage making, cold-smoking, and curing will be discussed and practiced in the lab. Advanced, multi-step, and fish/shellfish specific entrée salads will also be included. Prerequisite: HCM 270

HCM 287 - Ingredient Identification 2

This course provides a fundamental knowledge of ingredients. Students develop their awareness of food products and the world of food.

HCM 303 - Front of House 3

This course provides the student the skills necessary to communicate with culinary employers, employees, and other stakeholders. The student will develop professional skills in table side and banquet service. Students should be aware that several lab hours may be outside of the regular academic day. Prerequisite: HCM 321 or HCM 410

HCM 306 - Basic Cooking Methods 3

This course introduces students to the components and writing of recipes, the preparation of vegetables, moist heat cooking skills such as boiling, simmering, poaching, stewing and braising. Prerequisite: HCM 100, HCM 188, HCM 252

HCM 307 - Intermediate Cooking Methods 3

This course is a continuation of HCM 306 with an emphasis on food production in a guest-centered environment. Students will explore breakfast foods and their preparation. Students will also learn in depth the dry-heat techniques of Sautéing, Grilling and Broiling foods to varying degrees of doneness using classical techniques for all three areas. Students will plate and attractively present a variety of Sautéed, Grilled and Broiled foods for evaluation by the Chef-Instructor. Prerequisite: HCM 306 Prerequisite: HCM 306

HCM 308 - Food Sustainability 2

This course introduces students to the importance of a variety of sustainability practices. Students will implement these practices in food-service operations as a means for controlling operating costs and for being good environmental stewards. Prerequisite: HCM 100

HCM 310 - Hospitality Law 3

This course provides an awareness of laws concerning hotel-motel management and illustrates the possible consequences of failure to satisfy legal obligations.

HCM 314 - Beverage Service 1

This course familiarizes students with beverage service, including alcoholic and non-alcoholic beverages. Students learn the tools used for specialty and mixed drinks, the set-up of the bar area for optimum efficiency, and an overview of alcoholic beverages, including wine, beer and spirits. Prerequisite: HCM 303

HCM 321 - Introduction to Hospitality Industry 1

This course develops an understanding of the hospitality industry and career opportunities in the field. Topics include culinary, hotel, tourism, event planning and other opportunities in the hospitality industry.

HCM 335 - Introduction to Event Planning 3

This course is an overview of the event management industry. Students will examine the industry and the developing trends in planning events.

HCM 355 - Ethnic World Cuisine 3

This course focuses on the use of ingredients through an exploration of various cuisines from around the world. Students study the significant historical, cultural, ethnic, and religious influences that are reflected in cuisines of the world. Prerequisite: HCM 275, HCM 307

HCM 410 - Culinary Seminar I 1

This course is designed to widen the students' knowledge in the culinary field. Field trips, guest speakers, and other activities will be included.

HCM 411 - Culinary Seminar II 1

This course is a continuation of Culinary Seminar I and is designed to widen the students' knowledge in the culinary field. Field trips, guest speakers, and other activities will be included. Also, preparation for being a successful intern will be discussed. Prerequisite: HCM 410

HCM 610 - Property Operations Management 3

This course is designed to give students an understanding of effective facilities management which provides a coordinated, comprehensive, preventive maintenance and repair services for all department facilities within an organization.

HCM 917 - Experimental Course 1

This pilot course is under the supervision of a faculty member and approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

HCM 932 - Internship 1-4

This course provides on-the-job experience on campus or in the industry, giving the student experience and practical application of the competencies learned in the degree program. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Prerequisite: Instructor Approval

HCM 941 - Practicum 1-4

This course is designed to allow the student to work, generally on campus, in a faculty supervised activity with well-defined expectations, activities and outcomes, applying the knowledge and skills from prior learning. Prerequisite: Instructor consent required. Prerequisite: Instructor Approval

HCM 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HCR – HEATING AND AIR CONDITIONING

HCR 112 - Heating Fundamentals 3

This course covers fundamental principles and skills for all common heating systems. This course is a combined lecture and lab course and includes discussions and demonstrations in heating fundamentals. Safety is greatly emphasized as students are working with actual voltages, and working equipment. Corequisite: ELE 112

HCR 120 - Gas Heating 3

This course is a combined lecture and lab course that covers various types of residential and commercial gas and electric heating systems. Studies include equipment sizing, installation, set up and repair. Students work with trainers and live equipment in the lab setting Corequisite: ELE 112

HCR 137 - Hydronic Heating Systems 3

This course is a combined lecture and lab course studying the theory and applications in electrical resistance and oil and hydronic heating systems as they relate to residential and commercial heat loss requirements. Studies include installation, troubleshooting, wiring and control circuits. Prerequisite: ELE 112

HCR 140 - Heat Pumps 3

This course is a combined lecture and lab course introducing reverse cycle heating and the components and controls of this popular heat source. This course covers auxiliary heat, C.O.P., installation and maintenance of air-to-air and ground source systems, and includes system wiring and electrical troubleshooting. Corequisite: ELE 112

HCR 205 - Air Conditioning Principles 3

This course is a combined lecture and lab course which deals with the fundamentals of residential air conditioning systems. It emphasizes system components, types of refrigerants, principles of heat transfer, and diagnosis and repair of various systems used in the air conditioning industry. This course studies relationship to temperature and pressure variance including psychometric comparison as applied to commercial and residential air conditioning. Corequisite: ELE 112

HCR 305 - Fundamentals of Refrigeration 3

This course is a combined lecture and lab course covering the theory and laws governing refrigeration, the operation of refrigeration systems, heat transfer, components, and test equipment. It also covers the different soldering and brazing methods and materials used in refrigeration service. Emphasis is on the recovery, recycling and charging methods used Corequisite: ELE 112

HCR 410 - Electrical Applications I 3

This course is a combined lecture and lab course. It is a continuation of basic electricity that includes wiring diagrams, theory of electrical operation, and fundamentals of magnets, component design and basic electronics.

HCR 430 - Electric Motors and Controls 3

This course is a combined lecture and lab course that presents the theory and operation of all motors and controls found in air conditioning, heating, and refrigeration systems. The course includes design, wiring, troubleshooting, and replacement. Corequisite: ELE 112

HCR 715 - Blueprint Reading 1

This course is designed to give meaning to the lines and symbols found on a set of blueprints. It uses inanimate objects and familiar construction shapes or orthographic and isometric drawings to teach the understanding of shapes, sizes and dimensions. Studies include building terms and construction features of the carpentry, masonry, electrical, mechanical and plumbing trades.

HCR 917 - Experimental Course: 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HCR 932 - Internship 1-4

This course provides on-the-job training giving the student experience and practical application of the competencies learned in the heating portion of the Air Conditioning, Heating, and Refrigeration Program. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Prerequisite: ELE 101

HCR 933 - Internship - Air Conditioning 1-4

This course provides on-the-job training giving the student experience and practical application of the competencies learned in the air conditioning portion of the Air Conditioning, Heating, and Refrigeration Program. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Prerequisite: ELE 101

HCR 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HIS – HISTORY

HIS 110 - Western Civilization: Ancient to Early Modern 3

This course traces the Western tradition from Antiquity through the seventeenth century. Emphasizes the process of change and the dynamics and interrelationships of events of the major societies, governance, and cultures of the Ancient, Medieval, Renaissance and beginnings of early modern times.

HIS 111 - Western Civilization: Early Modern to Present 3

This course surveys Western history from the age of Enlightenment in the Eighteenth century to present day.

HIS 151 - U.S. History to 1877 3

This course is an introduction to the basic people, issues, movements, and events which shaped the American experience from Pre-Columbian times to the Civil War and Reconstruction.

HIS 152 - U.S. History Since 1877 3

An introduction to the basic people, issues, and events which shaped the American experience from the Reconstruction era to the present.

HIS 211 - Modern Asian History 3

This course surveys the historical, geographical and economic context of the development of the Pacific Basin region: Northeast Asia (China, Japan, Korea, Russia, and the Far East), Southeast Asia (Laos, Kampuchea, Vietnam, Thailand, Myanmar, and India). Examines issues such as modernity versus traditional; the conflict between east and west, political authority and economic growth; the United States in the Pacific; and cultural differences of each individual group of people.

HIS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HIS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HIT – HEALTH INFORMATION TECHNOLOGY

HIT 136 - Scribe Fundamentals I 3

This course provides a basic overview of the roles and responsibilities of a medical scribe. Content areas include federal, state, local and joint commission standards; Medicare and Medicaid core measures; and documentation and medical legal liability. Corequisite: HSC 114, BIO 163

HIT 236 - Scribe Fundamentals II 4

This course expands on Scribe Fundamentals I and includes basics of history and physical documentation, functions of hospital or clinic electronic data information, and clinical scenarios in the medical sub-specialties. Prerequisite: HIT 136

HIT 242 - Coding I (ICD-10) 3

This course provides instruction in the ICD-10 coding system. Students assign ICD-10 codes to medical diagnoses and procedures. Corequisite: MAP 123

HIT 242 - Coding I (ICD-10) 3

This course provides instruction in the ICD-10 coding system. Students assign ICD-10 codes to medical diagnoses and procedures. Prerequisite: HSC 114, HIT 248

HIT 244 - Basic CPT Coding 3

This course provides training in using the CPT (Current Procedural Terminology) coding system to report medical procedures information. Students will assign CPT codes to surgical operations and procedures. Corequisite: MAP 123, HSC 114, HIT 248

HIT 248 - Essentials of Medical Coding 2

This course provides a basic overview and understanding of the usage of ICD and CPT coding and how they are reported in medical practices. Students understand the logic behind the usage of ICD and CPT. Students assign codes to case studies for a better understanding of how ICD, CPT, modifiers, and HCPCS work together for insurance payment and compliance regulations.

HIT 284 - Auditing of Evaluation & Management Codes 1

This course provides training on how to conduct an evaluation and management (E/M) audit for physician practices. Students simulate auditing and evaluating a physician's documentation to make sure the physician has fulfilled the requirements of either the 1995 or 1997 documentation guidelines per the AMA and CMS. Corequisite: HIT 244

HIT 301 - Electronic Health Records 3

This course provides students the opportunity to create, collect, manage, retrieve, and access medical records using an electronic records system. Students will use software to create/edit patient demographic and provider files used in an ambulatory care setting. Corequisite: HSC 114

HIT 313 - Medical Office Computer Applications 1

This course provides the medical administrative student with hands-on experience in the use of a computerized, medical office, practice management system. The student will create, retrieve and edit patient demographic and doctor and financial files, enter CPT and ICD-CM (procedures and diagnoses) codes, enter charges for services, post insurance reimbursement and cash payments, make adjustments and refunds on accounts, generate insurance claims forms, schedule and change appointments and run and analyze practice management reports. Corequisite: MAP 141, MAP 123

HIT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HIT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HSC – HEALTH SCIENCE

HSC 105 - Introduction to Health Occupations 1

This course is designed to provide information on career options for individuals who are interested in pursuing a career in the health care industry. Students are given opportunities for career exploration through research and projects. Topics include: health care delivery systems, legal and ethical issues, health promotion, wellness, and characteristics of health care workers

HSC 109 - Exploring Health Careers and Building Teams 3

This course is designed to provide information on career options for individuals who are interested in pursuing a career in the healthcare industry. It includes the study of team dynamics and communication techniques necessary to work and succeed in the healthcare field. Students are given opportunities for career exploration through research and projects utilizing the internet and library databases. It also provides instruction in browsing the internet, using email, and other computer literacy tools necessary for taking online courses and for careers in the healthcare industry.

HSC 111 - Issues in Health and Society 3

This course presents an overview of current issues, concepts, and theories in health. It provides students with well-developed, carefully considered, and sharply opposed points of view on issues in health and society. This course provides both an overview of areas of conflict in health as well as ways of looking at the conflicts. The purpose of this course is to introduce a number of contemporary topics in order to illustrate how controversies are viewed from a healthcare perspective.

HSC 114 - Medical Terminology 3

This course presents medical terminology as the language of medicine. It also studies spelling, pronunciation and usage, emphasis on word analysis and construction of definitions.

HSC 122 - English/Spanish Medical Terminology 3

This course presents medical terminology as a language of medicine in both English and Spanish. Correct pronunciation, spelling, definition, word translation, and usage covered. Pre-requisites: ESL at level C (Advanced ESL); Test scores on Comprehensive Adult Student Assessment System (CASAS) Test at or above 220 (Scaled Score).

HSC 123 - Transcultural Concepts in Health/Illness 1

This course explores perception of health and illness among consumers and health care providers. Topics include cultural assessment, health practices of different cultures, conflicts in health care and strategies to request and provide culturally sensitive care.

HSC 127 - Kinesiology 4

This course combines lecture and lab to provide the student a basic understanding of normal human body movement as related to skeletal, articular, and muscular systems. Anatomical palpations, human gait analysis, selected clinical testing, and basic biomechanical principles are also included. Prerequisite: BIO 173

HSC 140 - Basic Interpretation for Healthcare 1

This course will provide students with the knowledge to provide interpreter services in a health care setting. Students will learn basic interpretation skills and the roles of an interpreter. Students will simulate proper techniques in an interpretation session. Upon completion of this course, students will be able to analyze the importance and function of good healthcare interpreters. This course provides the student with the knowledge to sit for the national interpreter certification. Prerequisite: Instructor Approval

HSC 143 - Pharmacology 3

This course provides the student with a framework of knowledge to recognize the basic concepts and principles of pharmacology. Major drug classifications and their actions, indications for use, adverse effects, interactions and contraindications for use are explored. Students are introduced to routes of medication administration, dosage calculation, and patient education related to medications.

HSC 148 - Medication Aide 3

This course is designed to prepare students to safely administer nonparenteral medications in nursing facilities and related areas. Students will receive on-the-job training. Prerequisites: Employed a minimum of six months in a sponsoring facility. If employed in a long-term-care facility, have a current standing on the Iowa Direct Care Workers Registry.

HSC 165 - Health Occupations Clinical Requirements 1

This course provides health occupation students the opportunity to complete required pre-clinical training and documentation prior to clinical rotation.

HSC 170 - Health Care Interaction 2

This course is designed to give the student an overview of professionalism, ethical conduct, and communication with all stakeholders in healthcare taking into consideration lifespan changes, diversity, and difficult situations. This course is required for the Physical Therapist Assistant Program. Corequisite: PTA 130

HSC 173 - Nurse Aide Theory 3

This course is designed to provide the student with the fundamentals of patient care in the health care environment. Students learn basic anatomy, physiology, medical terminology, meeting human needs, safety measures, infection control, and physical care. Corequisite: HSC 174

HSC 174 - Nurse Aide Clinical 1

This course expands the students' knowledge of tasks, assessments and observations of patients in the health care environment. Students develop technical skills specific to complex needs of the patient Corequisite: HSC 173

HSC 178 - Advanced Nurse Aide 4

This course is designed as an optional additional unit of instruction to be given either in conjunction with or following the approved 75 hour Nurse Aide course. The 75 hour Nurse Aide course meets the OBRA (Nursing Home Reform) requirements for nurse aides who work in long term care. This additional material provides the learner with content emphasizing the knowledge, attitude and skills necessary for providing patient care in the acute setting. Prerequisite: HSC 173, HSC 174, Documentation by a transcript or certificate of completion of an approved nurse aide course.

HSC 198 - Dental Terminology 2

This lecture course provides an introduction to dental terminology related to patient care, documentation, and the business aspect of dentistry.

HSC 218 - Clinical Pathology for Allied Health 3

This course is an introduction to a variety of medical and surgical conditions which include etiology, symptoms, diagnostic procedures, and treatment. Where appropriate basic pharmacology and effects will be included. Application of therapy according to diagnosis will be discussed. Prerequisites: HSC-114 or BO-168 or BIO 163 Prerequisite: HSC 114, BIO 168 or BIO 163

HSC 245 - Team Building 1

This course involves the study of team dynamics and communication techniques necessary to promote effective, collaborative team outcomes. Topics include: communication, delegation of responsibilities, goal setting, coaching, conflict resolution, and roles of team members.

HSC 265 - Clinical Neurology 2

This lecture course provides students with a basic understanding of the central nervous system, peripheral nervous system, and autonomic nervous system in regard to anatomy, neuro-development, and function. This is the groundwork for understanding clinical neuropathologies, therapeutic analysis, and programming planning. Prerequisite: BIO 173

HSC 270 - Clinical Exercise Testing 3

This course combines lecture and lab experiences to provide students with an in-depth understanding of exercise testing. The course includes principles of pretest clinical evaluation, physical fitness testing and interpretation, specific indications, applications, protocols, measurements, supervision, interpretation of clinical exercise testing, and an overview of exercise prescription. Corequisite: BIO 151

HSC 270 - Clinical Exercise Testing 3

This course combines lecture and lab experiences to provide students with an in-depth understanding of exercise testing. The course includes principles of pretest clinical evaluation, physical fitness testing and interpretation, specific indications, applications, protocols, measurements, supervision, interpretation of clinical exercise testing, and an overview of exercise prescription. Prerequisite: BIO 168

HSC 272 - Certified Personal Trainer 3

This combined lecture and lab course involves the student in a variety of specific training practices for health fitness. Corequisite: BIO 173; Prerequisite: BIO 168, BIO 151, HSC 270

HSC 932 - Certified Personal Trainer Internship 1

This course provides practical experience in the field of personal training under the direct supervision of a certified personal trainer. The certified personal trainer will provide feedback and evaluation of the student. Instructor consent required. Corequisite: HSC 272

HSC 949 - Selected Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HUM – HUMANITIES

HUM 101 - Introduction to the Humanities 3

This course explores the influence of philosophy, literature, drama, and the fine arts upon ancient and modern cultures, including the impact of other cultures upon America's approach to living.

HUM 220 - Mythology 3

Provides an understanding of the role of mythology in human history throughout the world. The relationships among myth, religion, and culture are explored.

HUM 287 - Leadership Development Studies 3

This course provides emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. This course is designed to use a variety of learning techniques that may include, but not limited to, integration of humanities into the study of leadership, discussion, experiential exercises, film and shared-analysis.

HUM 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

HUM 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

IND – INDUSTRIAL TECHNOLOGY

IND 141 - Power Transmission 2

This course is designed to provide skills to work on and troubleshoot industrial drive systems including clutches, brakes and industrial bearings. A section on machinery lubrication is also included.

IND 146 - Mech Power Transmission I 3

This course is designed to provide skills to work on and troubleshoot industrial drive systems including clutches, brakes and industrial bearings. The importance of timely machinery lubrication will also be presented.

IND 462 - Pumps 2

This course introduces students to the principles of pumps including connections and applications. Students will gain working knowledge of centrifugal and positive displacement pumps along with operating conditions governing pressure and flows in the system.

IND 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

IND 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

LIT – LITERATURE

LIT 101 - Introduction to Literature 3

An introduction to the study of short fiction, poetry, and drama. Prerequisite: ENG 105

LIT 105 - Children's Literature 3

This course is a survey of children's literature suitable for elementary education. Focus is on the review and selection of materials as well as delivery techniques. Also emphasized is the role of literature in the child's total development.

LIT 110 - American Literature to Mid-1800's 3

This course surveys American literature from its beginnings through the Civil War. Prerequisite: ENG 105

LIT 110 - American Literature to Mid-1800's 3

This course surveys American literature from its beginnings through the Civil War. Prerequisite: LIT 101 - Introduction to Literature

LIT 111 - American Literature since Mid-1800's 3

A survey of American literature from the Reconstruction era to the present. Prerequisite: ENG 105

LIT 111 - American Literature since Mid-1800's 3

A survey of American literature from the Reconstruction era to the present. Prerequisite: LIT 101 - Introduction to Literature

LIT 133 - Minority Voices in U.S. Literature 3

This courses is an introduction to writers from American minority groups, considered in the social and cultural contexts of the various groups. Includes discussing and writing about relevant issues. Prerequisite: ENG 105

LIT 140 - British Literature I 3

This course is a survey of British literature from its beginnings through the Restoration and Eighteenth Century, considered in the social and intellectual contexts of the periods. Prerequisite: ENG 105

LIT 140 - British Literature I 3

This course is a survey of British literature from its beginnings through the Restoration and Eighteenth Century, considered in the social and intellectual contexts of the periods. Prerequisite: LIT 101

LIT 141 - British Literature II 3

This course is a survey of British literature from the Romantic Period to the present, considered in the social and intellectual contexts of the periods. Prerequisite: ENG 105, LIT 101

LIT 150 - World Literature I 3

This course is a survey of writers of the Western and the Eastern worlds from the ancient Greeks through the Early Modern Period, considered in the social and intellectual contexts of the periods. Prerequisite: ENG 105, LIT 101

LIT 151 - World Literature II 3

This course is a survey of writers of the Western and the Eastern worlds from the 18th century to the present, considered in the social and intellectual contexts of the periods. Prerequisite: ENG 105, LIT 101

LIT 185 - Contemporary Literature 3

An introduction to literature of the last three decades, studied in a social and cultural context. Prerequisite: ENG 105, LIT 101

LIT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. The purpose of this course is to guide in the formal development of new curricula. This course may not duplicate any course already in the catalog.

LIT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MAP – MEDICAL ASSISTANT

MAP 123 - Administrative Medical Office Procedures 3

This is a lecture course that provides students with the knowledge and skills needed to work with patients, patient records, and professional responsibilities in the medical office.

MAP 134 - Medical Transcription I 3

This course provides training in the preparation of medical reports by combining transcription skills with medical terminology and basic anatomy and physiology knowledge. This includes production of rough draft and finished copy from a variety of medical settings. Corequisite: HSC 114; Prerequisite: ADM 105, 25 gwpm minimum

MAP 135 - Medical Transcription II 3

This is the second of two medical transcription courses. Improvement of transcription skills and expansion of medical vocabulary used in preparing medical reports in specific specialty areas. This course emphasizes improving output and accuracy in producing a finished copy. Prerequisite: MAP 134

MAP 141 - Medical Insurance 3

This course introduces the major types of medical insurance coverage and reimbursement. This course also emphasizes insurance terminology, and preparation of insurance claims. It includes maintenance of reimbursement and claims records.

MAP 215 - Medical Laboratory Techniques 4

This course introduces a variety of the laboratory techniques required of a medical assistant working in a physician's practice. Prerequisite: BIO 163, MAP 333

MAP 333 - Fundamentals of Medical Assisting I 4

This course introduces students to the clinical aspects of the physician's practice. It emphasizes the clinical competencies required to assess the patient and assist the physician. Corequisite: BIO 163, HSC 114

MAP 338 - Fundamentals of Medical Assisting II 4

This course expands upon the general competencies in Fundamentals of Medical Assisting I and is more specific to specialty procedures within a physician's practice. Prerequisite: MAP 333, BIO 163

MAP 339 - Medical Assisting Principles and Concepts Review 2

This course involves interactive review. It is designed to integrate and review medical assisting practice within the approved scope of practice for medical assistants and review strategies in preparation for the medical assisting certification examination.

MAP 402 - Medical Law and Ethics 2

This course introduces principles of medical law, medical ethics, and bioethics. It will emphasize the function of law and ethical issues as it applies to the medical environment.

MAP 609 - Practicum 3

This course is an unpaid, on-site practicum experience in a medical facility during which students apply competencies learned in all medical assistant program courses

MAP 612 - Medical Assistant Externship 3

This course is an unpaid, on-site externship experience in a medical facility during which students apply competencies learned in all medical assistant program courses. Prerequisite: MAP 333, BIO 163, 2.0 cumulative gpa, permission of advisor, a C (2.0) or better in core courses as defined by the program advisor.

MAP 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MAP 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MAT – MATHEMATICS

MAT 102 - Intermediate Algebra 4

This course is applicable only to students who have basic knowledge of algebra. Reinforcement of topics from elementary algebra stressing problem solving, drills, conclusions obtained from graphs and other data, and a substantial expansion of radical equations. New topics are variations, exponential functions and logarithms, and quadratic equations. Additional supplemental instruction for the course is available through the Comet Learning Center. Prerequisite: Minimum ACT Math score of 19 or required ALEKS Assessment score.

MAT 111 - Math for Liberal Arts 4

This course provides a broad mathematical knowledge to calculate, analyze, and solve day-to-day problems. Topics include number theory and the real number system, algebra, graph and data interpretation, calculator usage, mathematical reasoning process, problem solving techniques, probability and statistics, geometry, and consumer mathematics. Additional supplemental instruction for students will be available through the Comet Learning Center using ALEKS as an instructional tool. Prerequisite: Minimum ACT Math score of 20. Students may also demonstrate preparedness and prepare for success in the course through completion of the ALEKS assessment.

MAT 117 - Math for Elementary Teachers 3

This course examines underlying concepts and connections in elementary school mathematics. Topics include the number systems, mental computation and estimation, sets, geometry, measurement, algebra, probability, statistics, calculator usage, mathematical reasoning process, problem solving techniques, and historical notes. Additional supplemental instruction for students will be available through the Comet Learning Center using ALEKS as an instructional tool. Prerequisite: Minimum ACT Math score of 20. Students may also demonstrate preparedness and prepare for success in the course through completion of the ALEKS assessment.

MAT 121 - College Algebra 4

This course addresses linear functions and inequalities, quadratics, conics, polynomials and rational functions, exponential and logarithmic functions, linear systems, matrices and determinants. Additional topics may include sequences, series, permutations, combinations, and probability. Completion of Pre-requisite course or alternative assessment required for enrollment. Prerequisite: MAT 102 or a minimum ACT Math Score of 21. Students may also demonstrate preparedness through an ALEKS Assessment

MAT 129 - Precalculus 5

This is an intensive course in College Algebra and Trigonometry. Topics include algebraic equations and inequalities, functions and their graphs, exponential and logarithmic functions, trigonometric identities and equations, sequences and series, and applications. An ACT Math score of 22 or demonstrated preparedness through an ALEKS assessment may be used in lieu of the pre-requisite course. Prerequisite: MAT 121

MAT 130 - Trigonometry 3

This course is designed for students anticipating taking calculus and/or physics. The course includes right angle trigonometry, oblique trigonometry, trigonometric identities and equations, graphing, complex numbers, exponential and logarithmic functions, and applications of all topics. An ACT Math score of 21 or demonstrated preparedness through an ALEKS assessment may be used in lieu of the pre-requisite course. Prerequisite: MAT 102

MAT 156 - Statistics 3

This course is designed to provide the student with a foundation in statistical concepts and procedures. The emphasis is on descriptive statistics, probability, binomial and normal distributions, elementary sampling theory, hypothesis testing, and linear regression. An ACT Math score of 22 or demonstrated preparedness through an ALEKS assessment may be used in lieu of the pre-requisite course. Prerequisite: MAT 111 or MAT 121

MAT 157 - Statistics 4

This course addresses theory, techniques, and applications of statistical analyses; descriptive statistics, probability, sampling, estimation, test of hypotheses, ANOVA, linear regression, and nonparametric procedures. Computer skills and use is needed throughout. An ACT Math score of 22 or demonstrated preparedness through an ALEKS assessment may be used in lieu of the pre-requisite course. Prerequisite: MAT 111 or MAT 121

MAT 201 - Applied Calculus 5

This course is a study of functions, limits, continuity, differentiation, and integration. Emphasis is on theory and applications throughout. The course is designed to satisfy the Calculus requirement for most non-math and non-engineering major students. An ACT Math score of 24 or demonstrated preparedness through an ALEKS assessment may be used in lieu of the pre-requisite course. Prerequisite: MAT 121

MAT 211 - Calculus I 5

This course is a review of analytic geometry and vector valued functions; a study of limits, continuity, differentiation, and integration with emphasis on theory, applications, and computer use throughout the course. An ACT Math score of 26 or demonstrated preparedness through an ALEKS assessment may be used in lieu of the pre-requisite course. Prerequisite: MAT 129 or MAT 121 AND MAT 130

MAT 217 - Calculus II 5

This course is a continued study of integration along with a study of transcendental functions, numerical methods, indeterminate form, improper integration sequences and series, conics, and polar coordinates. Emphasis is placed on theory, applications, and computer use throughout. Prerequisite: MAT 211

MAT 219 - Calculus III 4

This course is a study of vector algebra and derivatives in two and three dimensions, parametric equations, partial derivatives, three-dimensional graphing, multiple integration, line integrals and Green's Theorem. Emphasis is placed on theory, applications, and computer use throughout. Prerequisite: MAT 217

MAT 772 - Applied Math 3

This course covers all fundamental arithmetic concepts and more routine algebraic operations. Arithmetic concepts are fractions, percentages, graphing, decimals, ratios, word problems, metrics, areas, and volumes. Algebraic work includes solving simpler equations, proportions, and formula rearrangement.

MAT 777 - Applied Algebra/Trigonometry 3

This course is designed to provide students with basic algebraic and trigonometric concepts. Topics include geometric solids, factoring, linear and quadratic equations, logarithms, systems of equations, and right angle trigonometry. Career applications of these concepts are included. Prerequisite: MAT 772

MAT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MAT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MFG – MANUFACTURING

MFG 125 - Intro to Automation 4

This course is designed for the student with little or no knowledge of fluid power, electrical control and automation. Topics include basic principles, components of fluid power and basic design of electrical controls/plc's as it applies to automation/robotics in industry.

MFG 141 - Geometric Dimensioning and Tolerancing 2

This course introduces geometric dimensioning and tolerancing, an element of engineering drawing that includes the geometry, critical functional relationships, and tolerances allowed for the proper function of a part. Prerequisite: DRF 113

MFG 148 - Manufacturing Design 4

This course provides students a fundamental understanding of design and construction of special tools. Students design and/or build tooling while completing a hands-on project. Prerequisite: MFG 322 and MAT 772

MFG 206 - Manufacturing Processes I 3

This course is intended to provide basic knowledge and background covering manufacturing systems, properties and production of metals, basic machine tool elements and basic machining processes. An understanding of safety when working with machine operations will be emphasized.

MFG 228 - Machine Operations II 4

This course is an advanced hands-on machining course. Prerequisite: MFG 206 and MFG 322

MFG 286 - Job Planning, Benchwork and Layout (NIMS) 3

This course includes the basics of hand tools, understanding drawings, manual machines and layout. It focuses on interpretation of basic GD&T feature control frames, and emphasizes teamwork, critical thinking and problem solving through hands-on experience and practical applications. This course aligns with the NIMS (National Institute of Metalworking Skills) standards.

MFG 322 - Introduction to CAD/CAM 3

This course is an introduction to computer-aided drafting and computer aided manufacturing. The student will learn basic CAD/CAM software commands and processes and progress to specific command sequence operations related to manufacturing. Prerequisite: MFG 206

MFG 465 - Predictive Maintenance - Machine Vibration and Motors 2

This course is designed to provide knowledge and skills to work in the area of preventative and predictive maintenance. Subjects to be covered include vibration analysis, oil analysis, and vibration of induction motors.

MFG 466 - Predictive Maintenance - Thermography and Ultrasound 2

This course is designed to provide knowledge and skills working in the area of prevention and predictive maintenance. Subjects to be covered include thermography and ultrasounds.

MFG 542 - Machine Design 3

This course is used to prepare the student for basic machine design using common materials such as fasteners, bearings and gears. The student will have the knowledge to prepare complete and accurate mechanical drive assemblies. The design process is explored and cost estimating is introduced. Corequisite: MAT 772

MFG 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MFG 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MGT – MANAGEMENT

MGT 101 - Principles of Management 3

This course introduces students to the role of planning, organizing, staffing, directing, and controlling in formal and informal organizations of all sizes. This course presents theoretical bases and real world examples of implementation.

MGT 130 - Principles of Supervision 3

This course examines first-line supervisors' responsibilities and discusses aspects of leadership. Students learn practical approaches to dealing with supervisor problems, explore the role of the supervisor in a constantly changing environment, and examine models of effective planning.

MGT 170 - Human Resource Management 3

This course is a combination of theoretical and practical approaches to human resource management. Topics include job design, employee selection, employee development, employee appraisal, and employee termination. Additionally, it explores federal statutes relating to EEO, Affirmative Action, OSHA, and labor unions and also addresses employee compensation and fringe benefit packages.

MGT 174 - Training and Employee Development 3

This course enables students to understand the process of developing human resources by providing a thorough analysis of training as it relates to organizational objectives and strategies. It emphasizes the conceptual and practical value of developing training programs, with practical examples provided for both large and small organizations.

MGT 177 - Staffing 3

This course is based on a comprehensive staffing model that focuses on how to achieve a successful person/job and person/organization match. Components of the model include external influences (economic conditions, labor markets, unions, laws and regulations), staffing support systems (staffing strategy and planning, job analysis, measurement), major staffing activities, (recruitment, selection, employment), and staffing system management. Major federal regulations pertaining to EEO/AA are contained in separate appendices.

MGT 178 - Employment Law 3

This course offers an overview of the principles of employment law and practices. It looks at the legal considerations that occur when an employer-employee relationship is established, and permissible activities in handling personnel problems are covered. Significant Supreme Court used as resources.

MGT 200 - Managing Diversity 3

This course identifies the strategies and tools necessary to meet the challenges of a multi-cultural workplace. Students explore behaviors that block organizational and individual effectiveness and will become more aware of their own viewpoints and stereotypes. Workplace cultures explored include but are not limited to a variety of ethnic groups, men and women, gay persons, persons with disabilities, and younger/older workers.

MGT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MGT 938 - On-the-Job Training 2

This course provides on-the-job experience and practical application of the competencies learned in program coursework. It involves a coordinated effort among the student, WITCC faculty member, and a work supervisor in a business for experiential activities. Prerequisites: Permission of instructor, 2.0 cumulative GPA and a C (2.0) or better in core courses as defined by the program advisor.

MGT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MGT 975 - Service Learning 1

This course integrates service in the community with practical application of the competencies learned in program coursework. It involves a coordinated effort among the student, WITCC faculty member, and a work supervisor in a non-profit community organization that will meet identified community needs and advance the students' understanding of course related content. Prerequisite: Permission of Instructor, Cumulative 2.0 GPA, C (2.0) or better in core courses as defined by the program advisor.

MKT – MARKETING

MKT 110 - Principles of Marketing 3

This course covers consumer and organizational buying behavior, targeting market opportunities, developing and managing new products, marketing channels, logistics, and strategic market planning and implementation. This course examines marketing from the consumers' and organizational perspective.

MKT 140 - Principles of Selling 3

This course introduces the basic fundamentals of selling. The significant role of selling in our economy is stressed. Effective methods and procedures dealing with how to sell ethically and how to build long-term relationships with customers will be covered.

MKT 150 - Principles of Advertising 3

This course covers the functions of advertising including advertising objectives, targeting the advertising to the identified consumer, designing the complete campaign strategy, budgeting the campaign, selecting the media, scheduling the campaign, and writing headlines and copy. MKT-110 Principles of Marketing is recommended prior to this course.

MKT 160 - Principles of Retailing 3

This course gives students a basic understanding of merchandising, retail formats, retail locations, fashion merchandising, merchandise resources, productivity, merchandise accounting, inventory valuation, pricing, planning sales and inventory, purchase terms, store layout and merchandise presentation will be covered.

MKT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MKT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MMS – MASS MEDIA STUDIES

MMS 101 - Mass Media 3

A survey course that examines the American media forms including journalism, broadcast, public relations and advertising as well as the world wide web. It is designed for a better understanding of the different forms of Mass Media, how they work and how they impact society.

MMS 131 - News Reporting 3

This course covers basic aspects of news writing. Topics include covering crime, disasters (accidents and/or natural disasters), campus news, human interest features, professional speeches and/or press conferences, and public meetings. Prerequisite: MMS 132

MMS 132 - Writing for the Mass Media 3

A comprehensive study of the different forms of writing that encompass the fields of journalism, broadcast, public relations, advertising and electronic media sources.

MMS 142 - Media Literacy 3

This course is designed to help students understand the history as well as the effects of media on individuals, societies and the world. Topics include the historical development of media, careers in media, media platforms, media effects and the economics of media industries.

MMS 156 - Media Ethics 2

This course introduces the student to moral concepts in media contexts. Key topics include media freedoms, censorship, privacy, standards, taste, regulation, codes of practice, and the ethics of representation.

MMS 157 - Newscast Structure and Producing 3

This course will teach the fundamentals of newscast structure and production in a station-like environment. Students will learn theoretical and practical skills, and apply them to real-life news cast situations. Prerequisite: MMS 131, MMS 156

MMS 161 - Broadcasting Practicum I 1

This course will allow students to apply learned skills by producing broadcasting and journalism projects under faculty supervision. Prerequisite: MMS 132, CIN 104

MMS 162 - Broadcasting Practicum II 2

This course will allow students to apply advanced skills by producing broadcasting and journalism projects under faculty supervision. Prerequisite: MMS 161

MMS 163 - Broadcasting Practicum III 2

This course will allow students to apply advanced skills by producing broadcasting and journalism projects under faculty supervision. Prerequisite: MMS 162

MMS 265 - Mass Communications Law 3

This course is designed to introduce and examine the basic legal aspects in the field of media production, with focus on freedom of speech, censorship, the First Amendment, indecency, privacy, obscenity, and copyright.

MMS 411 - Broadcasting Seminar I 1

This course requires students to attend specific venues in order to observe and learn about the world of broadcasting and journalism.

MMS 412 - Broadcasting Seminar II 1

This course requires students to attend specific venues in order to observe and learn about the world of broadcasting and journalism. Prerequisite: MMS 411

MMS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MMS 932 - Internship 1-4

This course allows the student to have on-the-job training while under the supervision and direction of a media industry professional. This industry professional will provide evaluation and feedback of the student's skills. The course must be approved by the college instructor and a contract between the employer and the student must be signed.

MMS 941 - Practicum 1-4

This experience is designed to allow the student to work, generally on campus, in a faculty supervised activity with well-defined outcomes resulting in the applied learning of theory. Such activities may include public relations, journalism, news writing and editing, broadcasting, audio and video production. This will be a coordinated effort between the student, faculty members, and the work supervisor involving evaluations and assessment. Prerequisite: Instructor Approval

MMS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MUA – APPLIED MUSIC

MUA 101 - Applied Voice 1

This course offers private voice lessons for singers with a variety of vocal background and experience. It includes the study of vocal fundamentals, survey of solo vocal literature, and preparation for performance of solo vocal literature.

MUA 102 - Applied Voice II 1

This course offers private voice lessons for singers with a variety of vocal background and experience. It includes the study of vocal fundamentals, survey of solo vocal literature, and preparation for performance of solo vocal literature. Instructor permission is required. Prerequisite: MUA 101

MUA 120 - Applied Piano 1

This course offers private piano lessons for musicians with varied background and experience. It includes the study of keyboard fundamentals, survey of solo piano literature, and preparation for performance of solo piano literature. For music majors, the course also includes the study of skills necessary to accompany students and play choral scores. This course may be repeated for credit. Prerequisite: Instructor Approval

MUA 124 - Applied Guitar 1

This course offers private lessons in guitar for musicians with varied background and experience. It includes the study of guitar fundamentals, survey of solo guitar literature, and preparation for performance of solo guitar literature. This course may be repeated for credit. Prerequisite: Instructor Approval

MUA 126 - Applied Strings 1

This course offers private lessons in strings for musicians with varied background and experience. It includes the study of string fundamentals, survey of solo string literature, and preparation for performance of solo string literature. This course may be repeated for credit. Prerequisite: Instructor Approval

MUA 143 - Applied Brass 1

This course offers private lessons in brass for musicians with varied background and experience. It includes the study of brass fundamentals, survey of solo brass literature, and preparation for performance of solo brass literature. This course may be repeated for credit. Prerequisite: Instructor Approval

MUA 170 - Applied Woodwinds 1

This course offers private lessons in woodwinds for musicians with varied background and experience. It includes the study of woodwind fundamentals, survey of solo percussion literature, and preparation for performance of solo woodwind literature. This course may be repeated for credit. Prerequisite: Instructor Approval

MUA 174 - Wind Instrument Playing Techniques I 1

This course provides instruction in basic playing techniques for wind instruments and the use of play-testing as a diagnostic tool. The course introduces students to basic embouchure, hand position, and characteristic tone quality of wind instruments, and proceeds to build technique and facility on the instrument. Woodwind, brass, clarinet and flute instruments will be covered.

MUA 175 - Wind Instrument Playing Techniques II 1

This course provides instruction in basic playing techniques for wind instruments and the use of play-testing as a diagnostic tool. The course introduces students to basic embouchure, hand position, and characteristic tone quality of wind instruments, and proceeds to build technique and facility on the instrument. Woodwind, brass and saxophone instruments will be covered.

MUA 176 - Wind Instrument Playing Techniques III 1

This course provides instruction in basic playing techniques for wind instruments and the use of play-testing as a diagnostic tool. The course introduces students to basic embouchure, hand position, and characteristic tone quality of wind instruments, and proceeds to build technique and facility on the instrument. Double reeds, harmony woodwinds and oboes will be covered.

MUA 180 - Applied Percussion 1

This course offers private lessons in percussion for musicians with varied background and experience. It includes the study of percussion fundamentals, survey of solo percussion literature, and preparation for performance of solo percussion literature. This course may be repeated for credit. Prerequisite: Instructor Approval

MUA 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MUA 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MUS – GENERAL MUSIC

MUS 100 - Music Appreciation 3

A general course designed to make the student more aware of musical form, media, genres, musical periods, and the essential role of music in life and culture. Emphasizes the development of tools for intelligent listening and appreciation.

MUS 102 - Music Fundamentals 3

This course introduces the basic materials of music, including musical notation, melody, harmony, rhythm, major and minor scales and keys, chord construction, composition and transposition. It is intended for students with strong interest but limited background in music theory.

MUS 115 - Music Theory I 2

The course introduces the basic materials of music, including musical notation and the basic elements of music including melody, harmony, rhythm, texture, keys, major and minor scale structures, chord construction, and composition. This class is intended for students with strong interest but limited background in music theory. Corequisite: MUS 125

MUS 116 - Music Theory II 2

This class is a continuation of Music Theory I which includes the knowledge base of notation, melody, harmony, rhythm, scales, keys, texture and chord construction. This course expands that base to include music composition and analysis. The program of study also includes melodic counterpoint and harmonic construction, with an emphasis in building student understanding of musical form. This class is intended for students with a strong interest and background in music theory. Corequisite: MUS 126

MUS 116 - Music Theory II 2

This class is a continuation of Music Theory I which includes the knowledge base of notation, melody, harmony, rhythm, scales, keys, texture and chord construction. This course expands that base to include music composition and analysis. The program of study also includes melodic counterpoint and harmonic construction, with an emphasis in building student understanding of musical form. This class is intended for students with a strong interest and background in music theory. Prerequisite: MUS 115

MUS 117 - Music Theory III 2

The class builds upon concepts mastered in Theory I and II. Compositional skills are strengthened through study of voice leading, different types of motion, common chord progressions, chord resolutions and simple counterpoint. Students will analyze standard compositional forms of different historical periods and will utilize them in their own compositions. This class is intended for students with strong music theory background. Corequisite: MUS 225; Prerequisite: MUS 116

MUS 125 - Ear Training/Sight Singing 2

This course develops the ability to recognize and notate simple intervals, rhythms, melodies and chord progressions. Sight-singing skills are strengthened using the sol-feggio method. Basic piano keyboard skills are acquired. Music majors must take this course in conjunction with MUS-115. Corequisite: MUS 115

MUS 126 - Ear Training/Sight Singing II 2

This course is a continuation of MUS 125 which has developed the student's ability to recognize and notate simple intervals, rhythms, melodies and chord progressions and to sight-sing basic melodies. This class introduces larger intervals, compound meter, II-V-I chord progressions, and sight-singing of melodies containing intervals up to an octave. Accidentals are introduced in sight-singing. Corequisite: MUS 116; Prerequisite: MUS 125

MUS 128 - Music Notation 2

This course prepares students to write musical sentences, chords, songs, and lyrics utilizing composition software. Students orchestrate music for a variety of different instruments, as well as choral and orchestral scores. This course introduces industry standards for music publishing.

MUS 140 - Concert Choir 1

This course is designed for singers with a variety of vocal experience and backgrounds. It includes rehearsal and performance of music of diverse styles, textures, musical periods, and genres. Performances will occur on the WITCC campus and throughout the Siouxland community.

MUS 141 - Concert Choir II 1

This course is designed for singers with a variety of vocal experience and backgrounds. It includes rehearsal and performance of music of diverse styles, textures, musical periods, and genres. Performances will occur on the WITCC campus and throughout the Siouxland community. Prerequisite: MUS 140

MUS 142 - Concert Choir III 1

This course is designed for singers with a variety of vocal experience and backgrounds. It includes rehearsal and performance of music of diverse styles, textures, musical periods, and genres. Performances will occur on the WITCC campus and throughout the Siouxland community. Prerequisite: MUS 141

MUS 150 - Chamber Ensemble 1

This course is an advanced choral ensemble which provides advanced instruction in vocal production techniques, advanced music theory and advanced sight-singing skills. Students specialize in the performance of a cappella and chamber music from the Middle Ages to the Twentieth Century. The students perform in concerts throughout the year, requiring some out of class rehearsals and concerts, including after school evenings, and weekends. Each member of this class is expected to attend weekly sectionals and work independently to improve their voices. Choir members are also encouraged to study privately. Students must be available to tour. This course may be repeated for credit. Corequisite: MUS 140 Concert Choir, or MUS 141 Concert Choir II, or MUS 142 Concert Choir III; Prerequisite: Audition, and instructor consent required.

MUS 202 - World Music 3

World Music provides students with the opportunity to study the music of diverse non-Western cultures. The course relates the music of a region to its history and cultural identity. Designed for the general student as well as music majors, the course will use a hands-on approach to explore the basic elements of global music and the ways that music impacts the culture and traditions of a country.

MUS 215 - Music Theory IV 2

This course continues to build upon the knowledge developed in Theory III. The course utilizes elements of music which include: musical notation, melody, harmony, rhythm, texture, keys, major and minor scales structures, modes, chord construction, composition, and transposition. All elements will be related to relevant historical periods. Students will strengthen knowledge of musical techniques and concepts as they appear in each of the historical eras: Medieval, Renaissance, Baroque, Classical, Romantic, 20th Century and Jazz and Modern Music. This class is intended for students with strong music theory background. Corequisite: MUS 226; Prerequisite: MUS 117

MUS 225 - Ear Training/Sight Singing III 2

This course is a continuation of Ear Training and Sight Singing I and II. Transcription of melodies will progress from one- and two-part dictations to 4-part harmonic dictation. Aural recognition of common chord progressions will be developed, as well as four-part sight-singing in various compositional styles. Rhythmic dictation will stress cut-time, compound meters, and asymmetrical meters. Sol-feggio studies will expand to include reading choral octavos in syllables. Corequisite: MUS 117; Prerequisite: MUS 126

MUS 226 - Ear Training/Sight Singing IV 2

This course is a continuation of Ear Training and Sight Singing I, II and III. Harmonic dictation will expand from three-chord sequences to seven chords. Aural recognition of more complex chord progressions will be developed, as well as independent four-part sight-singing in compositional styles which include accidentals and mixed meters. Excerpts from standard literature will be incorporated into both dictation and sight-singing. Rhythmic dictation will expand to include mixed meters. Students will lead sol-feggio study exercises, including modes. Students will choose a recording to transcribe in all aspects. Corequisite: MUS 215

MUS 226 - Ear Training/Sight Singing IV 2

This course is a continuation of Ear Training and Sight Singing I, II and III. Harmonic dictation will expand from three-chord sequences to seven chords. Aural recognition of more complex chord progressions will be developed, as well as independent four-part sight-singing in compositional styles which include accidentals and mixed meters. Excerpts from standard literature will be incorporated into both dictation and sight-singing. Rhythmic dictation will expand to include mixed meters. Students will lead sol-feggio study exercises, including modes. Students will choose a recording to transcribe in all aspects. Prerequisite: MUS 225

MUS 240 - Concert Choir IV 1

This course is designed for singers with a variety of vocal experience and backgrounds. It includes rehearsal and performance of music of diverse styles, textures, musical periods, and genres. Performances will occur on the WITCC campus and throughout the Siouxland community. Prerequisite: MUS 142

MUS 267 - Pro Tools 3

This course focuses on the skills needed to function within the digital audio workstation environment at a basic level. The goal of this course is to help learners start working on their own projects in computer recording. Students should have a familiarity with basic computer skills and musical knowledge to be successful in this course. Prerequisite: MUS 285

MUS 273 - Band 1

This course is an instrumental ensemble which provides instruction in playing techniques, music theory, and sight reading skills. Students will perform music from a variety of genres including Jazz and Blues. The students perform in concerts throughout the year, requiring some out of class rehearsals and concerts, including after school evenings, and possibly weekends. Band members are also encouraged to study privately through WITCC's Applied Lessons. This course may be repeated for credit.

MUS 285 - Audio Production & Equipment I 3

This course includes the theory and application of analog audio production and signal flow, including analog tape editing and recording techniques. It addresses effective sound reinforcement, achieved through the use of microphones, mixers, signal processing, power amps, and speakers. Students are introduced to the audio components and equipment and given practical applications in analog production and sound system operation. Prerequisite: ELE 101

MUS 287 - Audio Production & Equipment II 3

This course is a continuation of MUS 285 Audio Production & Equipment I and introduces advanced signal processing techniques, digital delays and modulation effects, equalizers, and reverbs in the context of building a professional mix. Students utilize applications of digital audio recording and editing, emphasizing mixing techniques of Pro Tools systems. Prerequisite: MUS 267, MUS 285

MUS 288 - Topics in the Modern Music Industry 2

This course provides the opportunity for students to examine diverse issues such as copyright, publishing, hearing loss, digital downloads, internet music culture, the Volume War, the analog vs. digital debate, the importance of sound quality in audio productions, the future of music/audio production and more, as they relate to the average listener/consumer, musicians, and audio professionals alike.

MUS 289 - System Assembly & Maintenance 3

This course reviews basic electronics and sound principles as well as set-up and signal flow of consoles, calibration, and operation of recording equipment. Topics include studio layout and signal routing, equipment interface, grounding and maintenance. Students are provided hands-on application of systems assembly and maintenance as well as situational experience in troubleshooting techniques. Instructor consent required.

MUS 291 - Audio Principles and Theory 3

This course examines the fundamentals of sound, and the history, theory and techniques of audio production. Students develop critical listening skills and analytical abilities to engage in effective audio manipulation. Students identify, measure, and manipulate sound and frequencies, and apply sound dampening techniques. Students learn the fundamentals of how to capture, edit, mix and master audio using a variety of analog and digital principles and equipment. Prerequisite: ELE 101

MUS 301 - Live Sound Production 3

This course prepares students for live sound production. Through instruction and remote live recording session experience outside of the traditional recording studio, students learn and apply the fundamentals of running remote multi-track recording sessions in indoor and outdoor venues. Techniques to be covered include stage set-ups, stylistically dependent instrument and vocal setups, microphone choice and placement, speaker construction and power-matching of sound reinforcement equipment, tracking a remote recording session, dealing with weather and other remote location concerns, mixing while multi-track recording, session protocol, and communication and client relations skills. Instructor consent required. Prerequisite: MUS 285

MUS 302 - Studio Production in Mass Communication 3

This course addresses the fundamentals of architectural acoustics and introduces students to the most current types and usages of multimedia as they relate to audio production. Emphasis is placed on the application of recording techniques and equipment in varied modes of communication such as wired and wireless applications, and audio and video conferencing. Students learn to adapt to a variety of acoustical settings and venues, and demonstrate intuitive and creative use of professional skills and tools used in the entertainment, educational, and professional world. Prerequisite: MUS 285

MUS 316 - Audio Engineering Electronics 2

This course presents basic electronic principles such as voltage, resistance (impedance), DC and AC current, and power. Audio signals in series, parallel, and complex circuits will be measured and compared. Circuits that create, amplify, attenuate, and distribute audio signals will be explored in the context of live sound production. Students will have an opportunity to improve soldering and instrumentation skills.

MUS 336 - Advanced Audio Engineering Electronics 2

This course is a continuation of MUS 316. Students learn how to maintain, setup and make routine repairs to electric amplifiers and other audio system components. Students work on individual projects using skills needed in the Audio Engineering Field. A basic understanding of electronics and audio engineering terminology is recommended. Prerequisite: MUS 316

MUS 420 - Audio Seminar I 1

This course requires students to attend specific venues in order to observe and learn about the world of audio, studio productions, live events, current music technologies and music production as they are implemented for music, film, television, and interactive media. Instructor consent required. Prerequisite: ELE 101

MUS 421 - Audio Seminar II 1

This course requires students to attend specific venues in order to observe and learn about the world of audio, studio productions, live events, current music technologies and music production as they are implemented for music, film, television, and interactive media. Instructor consent required.

MUS 431 - Audio Practicum I 1

This course will allow students to apply learned skills by producing audio projects under faculty supervision. Prerequisite: MUS 285

MUS 432 - Audio Practicum II 1

This course will allow students to apply learned skills by producing more challenging video projects with less faculty supervision while maintaining high quality outcomes. Prerequisite: MUS 431

MUS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

MUS 932 - Internship 3

This course provides on-the-job experience on campus or in the industry, giving the student experience and practical application of the competencies learned in the degree program. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Prerequisite: Permission of instructor, 2.0 cumulative GPA and a C (2.0) or better in core courses as defined by the program advisor. Students meet once a week to discuss their experiences and ongoing progress with their fellow class members, and to measure progress with the instructor.

MUS 947 - Practicum 2

This course is designed to allow students to job shadow and/or work in a faculty supervised activity with well-defined expectations, activities and outcomes, applying the knowledge and skills gained in the program of study. This is a coordinated effort between the student, faculty members, and the work supervisor involving evaluations and assessment. Instructor permission required.

MUS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

NET – COMPUTER NETWORKING

NET 121 - Fundamentals of Computers and Networks 3

In this course, students will learn the architecture of computer systems. The course focuses on the operational means by which computers store, process, and interact with other computers and devices. This is a combined lecture and lab course to instruct students on how computers and networks work on hardware and software level.

NET 155 - Introduction to Wireless Networks 3

This course provides a hands-on guide to planning, designing, installing and configuring wireless LANs that prepares students for the Certified Wireless Network Administrator (CWNA) certification. The text used offers in-depth coverage of wireless networks with extensive step-by-step coverage of IEEE 802.11b/a/g/pre-n implementation, design, security, and troubleshooting. Material is reinforced with hands-on projects at the end of each chapter from two of the principle wireless LAN vendors, Cisco and Linksys. Prerequisite: NET 161, NET 162

NET 161 - IT Essentials I: PC Hardware and Software 4

This course covers the fundamentals of computer hardware and software. Fundamentals covered include computer technology, networking, security and communication skills. This is a combined lecture and lab course designed for students seeking career-orientated, entry-level hardware and software positions. This course also prepares students for the CompTIA A+ certification exams.

NET 162 - IT Essentials II: Advanced PC Hardware and Software 3

This course covers advanced computer hardware and software concepts and builds on the fundamental skills covered in NET 161 IT Essentials I with more comprehensive labs and troubleshooting scenarios. It is a combined lecture and lab course designed for students seeking career-orientated, entry-level hardware and software positions. This course also prepares students for the CompTIA A+ certification exams. Prerequisite: NET 161

NET 170 - Configuring Windows 4

This course provides students with the skills necessary to master configuration and support for Windows 8 computers, devices, users and associated network and security resources. Emphasis is placed on the client-side of networking.

NET 171 - Installing & Configuring Windows Server 4

This course is the first in a series of three that provides students with the skills and knowledge necessary to implement a core Windows Server 2012 Infrastructure into an existing enterprise environment. This course focuses on mastery of core services such as Active Directory and networking services. Prerequisite: NET 170

NET 172 - Administering Windows Server 4

This course is the second in a series of three that teaches the fundamentals of deploying, supporting, and administering current Microsoft Windows systems. It is also designed to support individuals preparing to take the current Administering Windows Server exam. Prerequisite: NET 171

NET 173 - Configuring Advanced Windows Server 4

This course is the third in a series that provides the fundamentals of administering Windows Server. It is also designed to support individuals preparing to take the Configuring Advanced Windows Server Services exam. Prerequisite: NET 172

NET 197 - Intermediate Networking 3

In this course, students will learn the fundamentals of local area and wide area networking, define networks with the OSI Model and understand wired and wireless networks. In addition, students will also understand Internet Protocol, implementing TCP/IP, and working with networking services. The course focuses on non brand specific products and implementations. After taking this course, students will be better prepared for CompTIA's Network+ Exam. Prerequisite: NET 121

NET 216 - Cisco CCNA Security 3

This course equips students with the knowledge and skills needed to prepare for entry-level security specialists careers. This course is a hands-on, career-orientated e-learning solution that emphasizes practical experience. It is a blended curriculum with both online and classroom learning. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations required to secure a network. Prerequisite: NET 220

NET 217 - CCNA Exploration Network Fundamentals 3

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. Network Fundamentals is the first of 4 semester courses necessary for CCNA (Cisco Certification Network Association) certification. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. It introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. Labs use a model Internet to allow students to analyze real data without affecting production networks. Packet Tracer (PT) activities help students analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. Prerequisite: NET 161

NET 218 - CCNA Exploring Routing Concepts 3

This CCNA (Cisco Certification Network Association) course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. The students are prepared through a basic procedural lab and then presented with basic configuration, implementation, and troubleshooting labs. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. Prerequisite: NET 217

NET 219 - CCNA Exploration Switching and Wireless 3

This CCNA (Cisco Certification Network Association) course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANS, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network. Prerequisite: NET 218 - CCNA Exploring Routing Concepts

NET 220 - CCNA Exploration Accessing the WAN 3

This course presents the WAN technologies and network services required by converged applications in enterprise networks. The course uses the Cisco Network Architecture to introduce integrated network services and explains how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, access control, and addressing services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementation issues. After successfully completing the four CCNA Exploration courses, students are qualified to take the Cisco Certified Network Associate Exam (CCNA). Prerequisite: NET 217, NET 218, NET 219

NET 351 - Python for Cyber Security Professionals 3

This course introduces the student to the Python language. Students will learn to automate tools, create simple programs, and graphical user interfaces. Topics include Python language components, control flow constructs, strings, I/O, collections, classes, modules, and regular expressions.

NET 423 - Securing a Linux Environment I 3

This course introduces basic Unix/Linux commands and usage. It focuses on securely installing and operating in a command/shell environment in Linux. Students learn how to secure the base operating system, secure connections to the hosts and test the overall security of the Linux box. Prerequisite: NET 162, NET 424

NET 424 - Securing a Linux Environment II 3

This course takes the concepts and knowledge learned in Securing a Linux Environment I and applies them to common applications run on Unix/Linux operating systems. It focuses on identifying the many risks of running Linux hosts applications and methods to minimize those risks. Students learn how to test the overall security of these applications and apply proper security measures. Prerequisite: NET 423, NET 161

NET 478 - Information Storage and Management 3

This course provides students with the background to learn how to manage advanced storage systems, protocols, and architectures, including Storage Area Networks (SAN), Network-Attached Storage (NAS), Fibre Channel Networks, Internet Protocol SANs (IPSAN), iSCSI, and Content-Addressable Storage (CAS). Prerequisite: NET 172, NET 220

NET 501 - Basic Linux Operating System 3

This course provides the student with instruction and hands-on practice in the basics of operation, installation, and configuration of the Linux operating system and its file system. This is the first of two courses that provide a foundation for the student preparing for the Linux + professional certification exam. Prerequisite: NET 162

NET 612 - Fundamentals of Network Security 3

This course is a combined lab and lecture course designed to provide students with a fundamental understanding of network security principles and implementation. Students learn the technologies and principles involved in creating a secure computer networking environment. Students learn about authentication, types of attacks and malicious code, threats and countermeasures for e-mail, web applications, remote access, file and print services, intrusion detection systems, firewalls, physical security concepts, security policies, disaster recovery, and computer forensics. Students have a variety of hands-on and case project assignments that reinforce the concepts read in each chapter. Prerequisite: NET 161, NET 162

NET 616 - VMware VCP 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. The course prepares students to achieve the status of VMware Certified Professional. The course is based on VMware's VCP certification and as such when VMware changes their VCP certification this course will change to reflect the most current certification requirements. Prerequisite: NET 219, NET 172

NET 617 - Implementing Security Policies and Procedures 3

This course is based on the International Organization of Standardization's Code of Practice for Information Security Management. It uses real world examples and cases to instruct the student on creating a working security policy, maintain regulatory compliance, and protect information and information systems. Prerequisite: NET 612

NET 621 - Network Security Analysis 3

In this course, students will learn the duties of a cybersecurity analyst. Students are introduced to tools and tactics to manage cybersecurity risks, identify various types of common threats, evaluate the organization's security, collect and analyze cybersecurity intelligence, and handle incidents as they occur. This course prepares students for the CompTia CySA+ exam.

NET 624 - Offensive Security I 3

This course enables students to use penetration-testing tools and techniques that ethical hackers and security testers utilize to protect computer networks. Skills and techniques include foot printing, social engineering, port scanning, enumeration, and cryptography. The course incorporates a lab component in which students practice skills designed to secure network connections and prevent attacks. Prerequisite: NET 423

NET 625 - Offensive Security II 3

This course enables students to use penetration-testing tools and techniques that ethical hackers and security testers utilize to protect computer networks. Skills and techniques include securing webserver, web application and databases. Students also learn techniques to protect Macintosh, Linux and mobile devices. The course incorporates a lab component in which students practice skills designed to secure operating systems and mobile devices and prevent attacks. Corequisite: NET 846, NET 624

NET 633 - Computer Forensics Fundamentals 3

This course provides a complete overview of computer forensics from information security issues to crime scene investigation, seizure of data, determining the fingerprints of the crime, and tracking down the criminals. The course focuses on the process and procedural aspects of investigation and aid students in the use of the tools and the implementation of the procedures that are demonstrated in the Forensics and Investigation course. Prerequisite: NET 612

NET 638 - Network Firewalls and VPNs**3**

This course focuses on the installation, setup and configuration of current firewall and VPN appliances along with the management tools. The course focuses on how to securely setup and configure a firewall and VPN network and network defenses. Prerequisite: NET 218

NET 730 - Computer Forensics and Investigations**3**

This course is a combined lecture and lab class that provides students with a comprehensive understanding of computer forensics, investigation tools and techniques. Students learn what computer forensics and investigation is as a profession and they gain an understanding of the overall investigative process as well as how to set up an investigator's office and laboratory. Students learn about the computer forensic hardware and software tools available. Students also learn the importance of digital evidence controls and how to process crime and incident scenes as well as be introduced to data acquisition, computer forensic analysis, e-mail investigations, and image file recovery. The course provides a range of laboratory and hands-on assignments for students. Prerequisite: NET 161, NET 162

NET 846 - Cyber Crime Projects**3**

This course enables students to use the complete set of skills they have learned in the courses that comprise the Cyber Security and Digital Crime program. By completing a computer forensics project and secure network/VPN project, students are able to demonstrate the ability to create and implement policies and procedures, monitor an active network, check vulnerabilities to attacks, assess and react to incoming attacks, conduct a digital investigation, create reports and defend their findings. Corequisite: NET 625, NET 730

NET 917 - Experimental Course**1-4**

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

NET 949 - Special Topics**1-4**

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PEA – PHYSICAL EDUCATION ACTIVITIES

PEA 148 - Physical Fitness I**2**

This course builds fitness knowledge and fitness level through individualized program on exercise machines. An exercise program will be developed to meet each student's need and the fitness level will be monitored throughout the course.

PEA 917 - Experimental Course**1-4**

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PEA 949 - Special Topics**1-4**

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PEC – COACHING OFFICIATING

PEC 110 - Coaching Ethics, Techniques, and Theory**1**

This course studies the theory and techniques of coaching the interscholastic athlete and the interscholastic team, as well as the

related responsibilities, duties, and problems. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity. Completion of this course after July 2000 fulfills the Iowa State coaching endorsement ethics requirement.

PEC 115 - Athletic Development and Human Growth**1**

This course introduces concepts in sports psychology for elementary school age children and adolescents. Physical, psychological, and social growth is examined as they relate to physical activity and competitive athletics. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

PEC 120 - Body Structure and Function**1**

This course is an introduction to the physiological processes and anatomical features of the human body which are related to and affected by physical activity and training. This is one of the four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activities.

PEC 126 - Athletic Injury Prevention**2**

This course introduces conditioning programs and training methods that tend to prevent athletic injuries. This course provides basic skills in injury procedures, while providing practical experience in taping techniques. This is one of four courses leading to the coaching authorization issued by the Iowa Department of Education as a head coach or assistant coach of any interscholastic athletic activity.

PEC 917 - Experimental Course**1-4**

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PEC 949 - Special Topics**1-4**

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PET – PHYSICAL EDUCATION TRAINING

PET 104 - Basic Athletic Training**2**

This course is the first in a series of Athletic Training courses that introduce basic principles and techniques in the profession of Athletic Training. This course is an introduction to athletic injury prevention, recognition, evaluation, care, rehabilitation, and basic wrapping and taping techniques. This course is appropriate for athletic trainers as well as coaches, personal trainers, and physical educators.

PET 140 - Athletic Training Practicum I**1**

This course is designed to provide the student with the opportunity to observe, learn, and practice basic competencies and proficiencies within the profession of Athletic Training as set by the National Athletic Trainers Association (NATA). Students will be under the direct supervision of a clinical instructor at all times and will be able to demonstrate the knowledge and clinical application of basic skills. Prerequisite: PET 104

PET 150 - Athletic Training Practicum II**1**

This course is designed to provide the student with the opportunity to observe, learn and practice intermediate competencies and proficiencies within the profession of Athletic Training as set by the National Athletic Trainers Association (NATA). Students will be under the direct supervision of a clinical instructor at all times and will be able to demonstrate the knowledge and clinical application of intermediate skills. This course builds on skills acquired in Athletic Training Practicum I. Prerequisite: PET 140

PET 150 - Athletic Training Practicum II 1

This course is designed to provide the student with the opportunity to observe, learn and practice intermediate competencies and proficiencies within the profession of Athletic Training as set by the National Athletic Trainers Association (NATA). Students will be under the direct supervision of a clinical instructor at all times and will be able to demonstrate the knowledge and clinical application of intermediate skills. This course builds on skills acquired in Athletic Training Practicum I. Prerequisite: PET 400

PET 171 - Athletic Training Practicum III 1

This course is designed to provide the student with the opportunity to observe, learn, and practice advanced competencies and proficiencies within the profession of Athletic Training as set by the National Athletic Trainers Association (NATA). Students will be under the direct supervision of a clinical instructor at all times and will be able to demonstrate the knowledge and clinical application of advanced skills. This course builds on skills acquired in Athletic Training Practicum I and II. Prerequisite: PET 150

PET 400 - Prevention & Care in Athletic Training 4

This course introduces the domains of prevention, assessment, treatment, and rehabilitation of acute and chronic injuries. Students are introduced to entry-level skills and concepts within the profession of Athletic Training, including basic taping and wrapping techniques of the upper and lower extremity. This intermediate level course is appropriate for Athletic Trainers, as well as physical education teachers, athletic coaches, and fitness instructors. Prerequisite: PET 104

PHI – PHILOSOPHY

PHI 101 - Introduction to Philosophy 3

This course introduces a broad spectrum of philosophical questions and perspectives, with an emphasis on the systematic questioning of basic assumptions about reality, knowledge, meaning, and values.

PHI 105 - Introduction to Ethics 3

This course introduces fundamental theories of moral behavior and examines important concepts and arguments used in moral reasoning, and applies ethical theories to contemporary personal and social issues.

PHI 111 - Basic Reasoning 3

This course introduces the art of thinking as applied to critical evaluation of information, the construction and evaluation of deductive and inductive arguments, and the rational and persuasive defense of ideas.

PHI 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHI 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHR – PHARMACY TECH

PHR 105 - Introduction to Pharmacy Technology 3

This course is designed to provide the student with a working knowledge about community and institutional pharmacy practice. This course teaches pharmacy technician students information, techniques, and procedures needed to assist the pharmacist in delivery of pharmaceutical products and services. Students taking this course should have basic reading comprehension skills and high school algebra.

PHR 120 - Pharmacology for Pharmacy Technician 3

This course introduces pharmacy technician students to the general principles of pharmacology. Drugs are discussed in the context of drug classes, mechanics of action, disease types, and body systems. The goal is to provide pharmacy technicians with sufficient background information so that they will be able to play a key role in avoiding dispensing errors. Prerequisite: PHR 105

PHR 135 - Pharmacy Calculations and Compounding 3

This course will include reading, interpreting, and solving calculation problems encountered in the preparation and distribution of medications. Specific compounding topics include medication and parenteral administration; facilities, equipment, and supplies utilized in admixture preparation; techniques utilized in parenteral product compounding; introduction to parenteral medication incompatibilities; and quality assurance.

PHR 140 - Pharmacy Law 1

This course reviews the laws affecting pharmacy practice. Course highlights include the Food, Drug and Cosmetic Act and various federal and state controlled substance acts.

PHR 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHR 932 - Internship 3

This course provides on-the-job experience on campus or in the industry, giving the student experience and practical application of the competencies learned in the degree program. The internship is coordinated by the college instructor and supervised by an industry professional at the work site. Prerequisite: Permission of instructor, 2.0 cumulative GPA and a C (2.0) or better in core courses as defined by the program advisor. Prerequisite: PHR 947

PHR 941 - Practicum 1-4

This course provides the student with the opportunity to learn the clinical skills required to function as a Pharmacy Technician. Students will also have the opportunity to demonstrate clinical applications of skills and to assume the role of the Pharmacy Technician. They will then apply and practice these skills in the institutional and/or retail pharmacy setting under the direct supervision of a pharmacist.

PHR 947 - Practicum 1-4

This course provides the student with the opportunity to learn the clinical skills required to function as a Pharmacy Technician. Students will also have the opportunity to demonstrate clinical applications of skills and to assume the role of the Pharmacy Technician. They will then apply and practice these skills in the institutional and/or retail pharmacy setting under the direct supervision of a pharmacist. Prerequisite: PHR 105

PHR 947 - Practicum 1-4

This course provides the student with the opportunity to learn the clinical skills required to function as a Pharmacy Technician. Students will also have the opportunity to demonstrate clinical applications of skills and to assume the role of the Pharmacy Technician. They will then apply and practice these skills in the institutional and/or retail pharmacy setting under the direct supervision of a pharmacist. Corequisite: PHR 120

PHR 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHS – PHYSICAL SCIENCE

PHS 120 - Exploring Physical Science 4

A combined lecture and lab class. Topics covered come from physics, astronomy, chemistry, geology and meteorology. There are no prerequisites. The course is intended to meet the science requirement for non-science majors including elementary education majors.

PHS 142 - Principles of Astronomy 3

This course is a physical science course which explores the mysteries of the universe. Through scientific reason, the course will examine the following: the history of astronomy, the planets, stars, nebulae, galaxies, the creation and fate of the universe and our place in it. This course includes amateur observation techniques.

PHS 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHS 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHT – COMMERCIAL PHOTOGRAPHY

PHT 103 - Print Presentation Techniques 3

This course emphasizes fundamental print finishing methods used in professional photography. Students experience corrective artwork and finishing methods used to enhance a photograph's overall presentation. Instructor consent is required.

PHT 104 - Introduction to Lighting 3

This course focuses on the elements of lighting, exposure, shadows, artificial and natural lighting as it pertains to photography. Students learn to use a variety of lighting techniques to enhance studio portrait photography. Corequisite: ART 184

PHT 104 - Introduction to Lighting 3

This course focuses on the elements of lighting, exposure, shadows, artificial and natural lighting as it pertains to photography. Students learn to use a variety of lighting techniques to enhance studio portrait photography. Corequisite: PHT 135

PHT 107 - Digital Darkroom 2

This course is designed to provide students with a working understanding of electronic images, digital software, and digital workflow. Emphasis is on how to handle image workflow to produce a professional photographic print from digital files and finishing methods used to enhance a photograph's overall appearance. Corequisite: PHT 135

PHT 135 - Digital Fundamentals 3

This course provides students the opportunity to learn basic digital photography. Topics include the use and maintenance of digital cameras, proper exposure and image control. The additional use of optional camera accessories to enhance the image quality are explained. Concepts of digital asset management, digital workflow and image manipulation are explored. Corequisite: ART 184

PHT 136 - Studio Management and Operations 2

This course presents an overview of the business of photography. Day-to-day operations will be studied in detail. Principles of bookkeeping and pricing will be explored. This course will help photographers just starting their business as well as established businesses.

PHT 138 - Photography Trends 3

This course explores new technological developments and aesthetic trends, in addition to equipment and software in the photographic field of study.

PHT 202 - Basic Portraiture 3

This course presents an overview of the professional portrait field. Instruction includes studio equipment and basic lighting patterns utilizing natural light and studio lighting. Traditional posing and essential elements that ensure client satisfaction are emphasized. Prerequisite: PHT 135, PHT 104

PHT 204 - Basic Commercial Photography 3

This course presents an overview of a profession in commercial still photography. Photographic techniques, professional expectations, types of assignments, working conditions, types of photography tools used, studio procedures, and equipment requirements will be discussed. Simple commercial techniques will be applied in realistic assignments. Prerequisite: PHT 135, PHT 104

PHT 207 - Advanced Digital Darkroom 3

This course is designed to expand students' understanding of digital software, digital manipulation, and digital workflow. Advanced techniques for manipulation and conversions are taught. Asset management procedures are stressed. Instructor consent is required.

PHT 208 - Basic Photojournalism 3

This combined lecture/lab course focuses on photojournalism as a profession and leads to publishable photographs through practical assignments. Students investigate techniques and working styles of distinguished photojournalists. Prerequisite: PHT 135

PHT 214 - Advanced Lighting 3

This course builds on the introductory lighting class. Exploration of the elements of lighting, exposure, shadows, artificial and natural lighting as it pertains to photography are continued. Students learn to use a variety of lighting techniques to enhance their photography. A portfolio presentation is required upon completion. Instructor consent required. Prerequisite: PHT 104 , PHT 135, PHT 204

PHT 230 - Advanced Portraiture 3

This course is designed to assist the student in learning advanced portrait techniques and the business procedures needed to start and maintain a portrait studio. The course creates an awareness of the work environment the student will enter as an assistant. This course builds on the skills learned in Basic Portraiture and will include various portrait assignments in the studio, outdoors and on location. A portfolio presentation is required upon completion of the class. Instructor permission required. Prerequisite: PHT 202

PHT 236 - Advanced Commercial Photography 3

Advanced commercial photography builds on the skills learned in Basic Commercial Photography. Students study studio and location commercial photography techniques with an emphasis on advertising photography. Studio operation procedures related to pricing, work flow, and scheduling are presented. A portfolio presentation is required upon completion. Instructor consent required. Prerequisite: PHT 204

PHT 237 - History of Photography 2

This course introduces students to the history of the photographic profession and its ascent to its present form. The people, processes, and their contribution to society throughout photography's history is explored.

PHT 239 - Advanced Photojournalism 3

This course prepares students for future employment with newspapers and/or magazines. Students learn layout, cutline writing and photo editing work. Portfolio presentation is required upon completion. Instructor permission is required. Prerequisite: PHT 208

PHT 243 - Wedding Photography 3

This course presents an overview of the professional wedding field. The lessons will include instruction on equipment, lighting and posing utilized for photographing a wedding. The class also covers marketing, sales techniques and the day-to-day business procedures needed by the photographer to be successful in the wedding field. Instructor permission required. Prerequisite: PHT 135, PHT 104

PHT 298 - Photography Capstone Experience 2

This course is designed to provide students with the opportunity to apply the skills and knowledge from prior learning in the Professional Photography program. Students explore and analyze topics within the discipline of professional photography to meet their individually defined goals with approval of the instructor. They also assemble and present a body of work in a portfolio of images appropriate to their professional, educational or personal goals. The course concludes with a public exhibition of the students' work. Instructor consent required.

PHT 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHT 947 - Practicum I 1

This course is designed to allow the student to work, generally on campus, in a faculty supervised activity with well-defined expectations, activities and outcomes, applying the knowledge and skills from prior learning. This will be a coordinated effort between the student, faculty member(s), and the work supervisor involving evaluations and assessment. This course may be repeated for credit. Prerequisite: Instructor consent required.

PHT 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHY – PHYSICS

PHY 162 - College Physics I 4

This is a combined lecture and lab course focusing on the forces acting on bodies and their relationship to friction, motion, momentum, work, and energy in the field of mechanics; fluid mechanics, wave motion, sound, heat, and thermodynamics. Corequisite: MAT 121 - College Algebra

PHY 172 - College Physics II 4

This course is a continuation of College Physics I with both lecture and lab focusing on optics, electricity and magnetism, quantum physics, relativity, and nuclear physics. Prerequisite: PHY 162 - College Physics I

PHY 212 - Classical Physics I 5

This is a lecture and lab course covering vectors, kinematics, Newton's laws, linear and angular momentum, gravitation, energy, fluid mechanics, heat, and thermodynamics. Corequisite: MAT 211 - Calculus I

PHY 222 - Classical Physics II 5

A continuation of Classical Physics I, this is a lecture and lab course covering oscillations, wave motion, sound, electricity, magnetism, and optics. Prerequisite: PHY 212; Corequisite: MAT 217

PHY 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PHY 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PLU – PLUMBING

PLU 170 - Residential Piping 3

This course identifies the various types of pipe and fittings used in residential plumbing systems. Students will have hands-on experience in the rough-in and finish stages of plumbing installation. Also emphasized is the extension of the sewer and water supply piping inside the building.

PLU 171 - Residential Code 2

This course provides information on how to read and understand the required codes that govern plumbing procedures in residential dwellings. Students will gain experience using the code books to identify the required procedures.

PLU 172 - Residential Fixtures 2

This course provides information needed to install fixtures, faucets, and appliances.

PLU 180 - Commercial Piping 3

This course identifies the types of pipe and fittings used in commercial plumbing systems. Students will have hands-on experience in plumbing installation. Corequisite: PLU 181 and PLU 182; Prerequisites: PLU 170 and CON 112

PLU 181 - Commercial Code 2

This course provides information on how to read and understand the required codes that govern plumbing procedures in commercial buildings. Students will gain experience using the code books to identify the required procedures. Corequisite: PLU 180, PLU 182; Prerequisite: PLU 171, CON 112

PLU 182 - Commercial Fixtures 2

This course provides information needed to install commercial fixtures. Corequisite: PLU 180, PLU 181; Prerequisite: PLU 172, CON 112

PLU 190 - Plumbing Troubleshooting 2

This course introduces the basic troubleshooting skills that will be essential to repair drains, waste and vent systems, water supplies, and natural gas lines. Scenarios are provided to enable students to locate the symptoms and diagnose the right cause and work to repair the system at fault. Students are exposed to various methods of troubleshooting on a variety of plumbing systems. Prerequisite: PLU 170, PLU 172, CON 112, BMA 175

PNN – PRACTICAL NURSING

PNN 624 - Nursing I 9

A combined course that includes: classroom, lab, and clinical. Nursing I provides an overview of the nursing program at Western Iowa Tech Community College and the role of the individual as a student, introducing the student to the practical nurse's role in the health care environment. Concepts of health, illness, and environment as they relate to nursing practice are discussed. Students are introduced to the principles of communication, elements of the nursing process, and roles of caregiver, manager, and member of profession. Emphasis is placed on predictable needs of the client utilizing Gordon's Functional Health Patterns within the nursing process. Critical thinking is inherent in the nursing process and incorporated throughout the course. Prerequisites for hybrid online section: proof that all required support courses for the PN Program have been completed. Corequisite: BIO 151 Nutrition BIO 168 Human Anatomy and Physiology IA w/lab PSY 111 Introduction to Psychology. Advisor permission required. Corequisite: BIO 151, BIO 168, PSY 111

PNN 625 - Nursing II 9

A combined course that includes: classroom, lab, clinical, and preceptorship. Nursing II prepares the student to safely manage the care of clients throughout the life span by assuming the practical nurse roles of caregiver, manager, and member of profession. Concepts of health, illness, and environment as they relate to nursing practice are discussed. Emphasis is placed on predictable needs of the client utilizing Gordon's Functional Health Patterns within the nursing process. Critical thinking is inherent in the nursing process and incorporated throughout the course. Clinical preceptorship provides an opportunity for students to mentor with a licensed practical nurse (LPN). Students will practice clinical and leadership skills necessary to successfully transition into the role of an entry-level LPN. Focus is placed on the enhancement of leadership and collaboration skills, organization, supervision, delegation, prioritization, and management of multiple clients in a long term care setting. Advisor permission required. Prerequisite: PNN 624, BIO 151, BIO 168

PNN 853 - IV Therapy: Concepts and Techniques 3

This course is designed to provide the theoretical concepts and skills associated with intravenous therapy to LPNs working in a licensed hospital, licensed skilled nursing facility or a certified end-stage renal dialysis unit. The areas of discussion include anatomy and physiology, infection control, methods of infusion, care and maintenance, necessary equipment and assembly, venipuncture skills, and potential complications. Training will consist of a combination of theory, lab, and practical experience. LPNs must hold an unrestricted Iowa license and have a documented 1040 hours of practice as an LPN to be eligible to take the class. Participants must also score 90% or better on the state LPN IV math pre-test. Successful completion of the classroom and clinical components by the licensed practical nurse (LPN) meets the Iowa Board of Nursing requirements for the LPN to perform procedures related to the expanded scope of practice for intravenous therapy. The course is also appropriate as an intravenous therapy refresher course for registered nurses and allied health professionals.

PNN 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PNN 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

POL – POLITICAL SCIENCE

POL 111 - American National Government 3

This course is an introduction to the American system of government, including the U.S. Constitution. Basic philosophies, general principles of federalism, civil liberties, public opinion, political parties and interest groups, the electoral process, and the structure and function of national government will be covered.

POL 112 - American State and Local Government 3

An analysis of American politics and government at the state, local, and municipal level. Historical developments and operations, the political economy, and cross-comparisons of various state and local governments, with special emphasis on Iowa, will be covered.

POL 121 - International Relations 3

This Course is an introduction to the study of foreign policies, diplomacy, economics, security, and organizations. Current problems in international relations will be addressed.

POL 125 - Comparative Government and Politics 3

This course is a comparison of the governments and politics of major world powers. Specific attention will be paid to political culture, parties, electoral process, and executive, legislative, and judicial systems.

POL 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

POL 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PRL – PARALEGAL

PRL 103 - Introduction to Law 3

This course will introduce students to the paralegal profession. An examination of the legal system, with emphasis on Iowa court structure, is included. Students will be introduced to the law library, become familiar with sources of legal authority, legal analysis and writing as well as the specific functions and duties of the paralegal within the law. Students will build critical thinking skills pertaining to legal studies while receiving an overview of various aspects of law.

PRL 108 - Legal Procedures and Processes 3

This course expands upon Office Procedures by preparing the student for the law office setting. This course will allow the student to build upon existing skills and expand aptitude in becoming an integral asset of a law office. Students will learn how various types of law offices operate, improve communication skills, enhance professionalism, bill clients, retain documents, and maintain confidentiality of clients. Prerequisite: PRL 103, ADM 162

PRL 112 - Legal Research and Writing I 3

This course provides an intensive introduction to legal research tools and techniques, including retrieval of case and statutory authority, use of encyclopedias, legal periodicals, treatises and other secondary authority, proper case citation form, and the drafting of internal and external documents, letters, memoranda, and other written materials. This course will increase skills in process writing, writing fundamentals, and proofreading. Students will also develop skills in writing legal correspondence as well as analytical writing, i.e. briefing cases, legal memoranda, persuasive writing, drafting pleadings, motions, legal briefs, and drafting discovery documents. Prerequisite: PRL 281, ENG 105

PRL 131 - Torts and Litigation I 3

This course introduces basic areas of law dealing with civil wrongs, with coverage of intentional torts, negligence, malpractice, defamation, joint and vicarious liability, auto insurance, and workers' compensation. It also defines basic principles of assisting the law office with matters concerning jurisdiction, venue, preparing basic pleadings, discovery documents, pre-trial and post-judgment motions, managing the case file, attending to service of process, and assisting in the courtroom. Prerequisite: PRL 103

PRL 161 - Family Law 3

This course emphasizes substantive law and provides an overview of common procedures related to domestic relations law, including the formation and dissolution of marriage, marital property, child custody and support and related matters. In addition, students will receive instruction regarding skills needed in client interviewing, organization of financial records, answering of interrogatories and request for production of documents and ethical guidelines to which a paralegal should adhere. Prerequisite: PRL 101

PRL 164 - Legal Applications and Practices 3

This course provides an intensive application of various aspects of law which will prepare the paralegal student for employment. Students will learn about residential real estate transactions, estate planning and probate, debtor/creditor, landlord/tenant and Uniform Commercial Code forms. This course will give students the opportunity for hands-on experience and training by accessing and preparing legal documents. This course will increase skills in process writing, writing fundamentals, and proofreading. Prerequisite: PRL 108, PRL 112

PRL 191 - Criminal Procedure 3

This course examines the fundamentals of substantive criminal law and procedures unique to criminal cases, including an examination of the practical aspects of prosecution and defense, the constitutional rights of the accused, plea bargaining and the unique aspects of a criminal trial. It also examines criminal law concepts and various types of crimes. Students learn about procedure, including, but not limited to, the rights of crime victims, the law of arrest, interrogation, confessions and constitutional rights as they pertain to a criminal defendant, sanctions and sentencing. Prerequisite: PRL 103, PRL 281

PRL 281 - Legal Ethics 2

This course covers legal ethics with an emphasis on how the rules affect legal assistants. Students learn about the regulation of the legal profession including the rules of conduct that govern both attorneys and legal assistants. Topics include the meaning and importance of the unauthorized practice of law, the attorney-client privilege and its related work product doctrine, confidentiality, the rules governing conflicts of interest and other topics ethical in nature. Law office management is also addressed. Prerequisite: PRL 103

PRL 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PRL 932 - Internship 3

This second year Capstone course integrates the application of all course work in the paralegal program. Students use critical thinking and analytical skills developed throughout the program to analyze facts, synthesize information and perform legal work under the direction and supervision of an attorney (or supervisor) and faculty advisor. Students may assist in preparing exhibits and evidence, obtaining information from clients, preparing for pretrial conferences or case settlement meetings, drafting contracts or other agreements, performing legal research and creating internal and external legal memoranda. Prerequisite: Successful completion of required program courses for first and second year and instructor's consent, 2.0 cumulative GPA and a C (2.0) or better in core courses as defined by the program advisor.

PRL 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PSY – PSYCHOLOGY

PSY 102 - Human and Work Relations 3

This course introduces students to the application of psychological theory and practice to the work place. The course includes a variety of human relations skills and diversity with an emphasis on practical application. Attention is given to workforce dynamics with a focus on conflict resolution, leadership skills, and interpersonal communication, as they relate to family, work and day-to-day experiences.

PSY 111 - Introduction to Psychology 3

This course introduces students to the scientific study of mental processes and behavior with emphasis on the nervous system, learning and memory, cognition, sensation and perception, motivation and emotion, personality, intelligence, stress, psychological disorders and therapy, and social influence. This course explains the roles of theory and empirical evidence in describing, and predicting behavior. Students apply critical thinking in relation to research methods and ethics in the field of psychology.

PSY 121 - Developmental Psychology 3

This course examines the process of human development, covering the life span of the individual. It includes integration of the basic concepts and principles of physical, cognitive, social, and psychosocial development. Topic areas include: genetics, prenatal development, infancy, childhood, adolescence, adulthood, and death. Prerequisite: PSY 111

PSY 171 - Health Psychology 3

This course addresses information about psychological aspects of illness, hospitalization and lifestyle choices as they affect health. The course addresses such topics as the effects of stress on illness, lifestyle choices, how health services are used and misused, the patient-practitioner's relationship, and the emotional adjustment to chronic illness and hospitalization.

This course may be used as a supplemental course for health care students, as well as continuing education units (CEUs) for health care professionals currently working in the field. Prerequisite: PSY 111

PSY 211 - Psychology of Adjustment 3

This course is the study of the adjusting/coping behavior of the individual in various aspects of life situations. Prerequisite: PSY 111

PSY 222 - Child Psychology 3

This course is design for students to analyze psychological development of the child in relation to the biological, physical, and sociological antecedent conditions from prenatal to adolescent stages. Emphasis on contemporary theories of child psychology, including: physical growth and development, personality and social learning, cognition and perception, and language development. Prerequisite: PSY 111

PSY 224 - Adolescent Psychology 3

This course explores the rapid physical, social, emotional, and cognitive changes of adolescents. Students distinguish myths about adolescence from research findings and examine the importance of cultural and historical factors in this crucial transition from childhood to adulthood. Prerequisite: PSY 111

PSY 241 - Abnormal Psychology 3

This course will introduce student to theories of psychopathology and behavioral changes associated with abnormal behavior. Emphasis is on ethical issues of diagnosis and treatment, and major diagnostic categories such as schizophrenia, organic brain disorders, and personality disorders. Prerequisite: PSY 111

PSY 251 - Social Psychology 3

The course studies interpersonal relations, social attitudes, group dynamics, inter-group relations, class and cultural influences in a psychological context. Prerequisite: PSY 111

PSY 261 - Human Sexuality 3

Human Sexuality focuses on normal sexual development, human sexual responses, and common sexual problems. It provides factual information on human sexuality and raises practical questions about human sexual behavior. It also helps students examine and evaluate their views and values concerning sexual behavior. Prerequisite: PSY 111

PSY 295 - Co-occurring and Addictive Disorders 3

This course considers prevention topics, such as harm reduction, the war on drugs and legalization. Practical content includes assessment, intervention methods and treatment outcome evaluation with an emphasis on the empirical literature. A wide variety of clinical methods and issues are reviewed and evaluated. Examples include: the validity of self-reports; motivational interventions; relapse prevention; tolerance; physical dependence; self-help groups; natural recoveries (i.e., without formal treatment); and cost-effective and efficient approaches to treatment. Prerequisite: PSY 111

PSY 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PSY 932 - Internship 1-4

This course provides on-the-job experience and practical application of the theories and concepts studied in Chemical Dependency/Co-Occurring counseling course work. It involves a coordinated effort between the student, Western Iowa Tech Community College faculty members and a work supervisor at the agency site. Students will be required to complete a minimum of 64 hours at an approved work site. Corequisite: PSY 241

PSY 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PTA – PHYSICAL THERAPIST ASSISTANT

PTA 104 - Introduction to Physical Therapy 1

This course is designed to give the student an overview of the profession of Physical Therapy. The basic concepts of the function of a Physical Therapist and a Physical Therapist Assistant as members of the health care team will be examined and discussed. This is a hybrid course with face-to-face meetings and online assignments.

PTA 130 - Activities of Daily Living 4

A combined lecture and lab course that introduces principles and techniques of client/patient handling and activities of daily living. It provides students with understanding of activities of daily living training including bed mobility, transfer, gait, locomotion, developmental activity, dressing, bathing, eating, and toileting. It includes assistive/adaptive devices and equipment training, body mechanics training, diagnostic measures, and basic clinic safety. Corequisite: HSC 170, HSC 114, PTA 104

PTA 155 - Pathology and Pharmacology for the PTA 4

This course provides a study of the pathology and pharmacology of musculoskeletal, neurologic, cardiovascular and medical/surgical conditions commonly treated in physical therapy.

PTA 170 - Physical Therapy Science I 5

This course provides the physical therapist assistant student in introduction to assessment and measurement and documentation skills, (data collection), therapeutic exercise, patient interaction, pain perception, cultural diversity, confidentiality, joint replacements, orthopedic skills, athletic training, professional literature, and home health. Students participate in implementing a plan of care including discharge planning and home programs. Corequisite: HSC 127

PTA 170 - Physical Therapy Science I 5

This course provides the physical therapist assistant student in introduction to assessment and measurement and documentation skills, (data collection), therapeutic exercise, patient interaction, pain perception, cultural diversity, confidentiality, joint replacements, orthopedic skills, athletic training, professional literature, and home

health. Students participate in implementing a plan of care including discharge planning and home programs. Corequisite: HSC 218, PTA 130, PTA 104

PTA 189 - Physical Agents 3

This course is a study of biophysical principles, assessment and application of therapeutic physical agents. Also included are related topics including biofeedback, massage, traction, compression, hydrotherapy, wound care, and lymphedema care. Prerequisite: PTA 170, PTA 270, PTA 260, HSC 265

PTA 260 - PTA Career Essentials 3

This course is designed to introduce the student to the principles of management and administration of physical therapy services. Cooperative learning will focus on levels of authority and responsibility, time management, supervisory process, performance evaluations, policies and procedures, fiscal considerations, and quality assurance. Course participants will participate in service learning projects that provide opportunities for volunteerism, advocacy, and leadership. Students will also participate in professional organization activities. Corequisite: PTA 270 , PTA 189

PTA 270 - Physical Therapy Science II 5

This course combines lecture and lab activities in the specialized areas of neurological rehabilitation, pediatrics, orthotics/prosthetics, cardiopulmonary, vestibular, wellness, work conditioning, burns, cancer, women's health, geriatrics, and evidence-based practice. The final comprehensive, case-based competency incorporates learning from concurrent and previous course work. This course also includes integrated clinical experience. Prerequisite: HSC 127, PTA 170, PTA 189, PTA 260, HSC 265

PTA 441 - PTA Clinical Affiliation I and Seminar 3

This course is the initial full-time clinical experience under the direct supervision of a physical therapist or physical therapist assistant at an affiliating physical therapy center. Following the clinical, students participate in a seminar. Prerequisite: PTA 270

PTA 442 - PTA Clinical Affiliation II and Seminar 4

This course is the second of three full time clinical experiences under the direct supervision of a physical therapist or physical therapist assistant. Following the clinical, students participate in a seminar. Prerequisite: PTA 441

PTA 443 - PTA Clinical Affiliation III and Seminar 5

This course is the third in a series of three full-time clinical experiences under the direct supervision of a physical therapist or physical therapist assistant. Following the clinical, students participate in a seminar. Prerequisite: PTA 442

PTA 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

PTA 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

REL – RELIGION

REL 101 - Survey of World Religions 3

This course explores the world view, doctrines, and practices of the following major religions: Tribal, Hindu, Buddhist, Confucian/Taoist, Jewish, Christian, Muslim, and New Age. It examines themes such as view of the world, views of God, condition of humankind, requirements for a moral life, etc.

REL 150 - Introduction to the Bible 3

This course introduces the practice of the contextual method of reading a text, as applied to the biblical materials. It asks: What kind of material is this? Who wrote it? To whom were they writing in their own time? What were they trying to say to the people in that situation? The course is not devotional or applicational, but literary and historical.

REL 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

REL 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SDV – STUDENT DEVELOPMENT

SDV 030 - Basic College Skills 3

This course assists students in obtaining skills critical to reaching their career objectives. Topics include career development, memory development, text book reading, note-taking and test-taking strategies. Emphasis is placed on transferable life skills such as personal responsibility, goal setting, health, team/ community building, employ-ability skills and interpersonal skills. Credit for this class does not apply to graduation requirements.

SDV 036 - Executive Functioning Skills 3

This course is designed to provide students with executive functioning skills and a basic understanding of reasons for setting goals, why a paradigm shift in their thinking may need to occur, how study habits and life habits affect choices in their career, and why all these issues are focused on a better you. Instructor permission required.

SDV 039 - College Entrance and Placement Exam Prep 3

This course is designed as a preparatory class for college entrance and placement exams. Students gain an understanding of standard testing procedures and processes. Common test-taking vocabulary and skills that may be addressed in common entrance and placement exams are emphasized. Students develop a personal test-taking skills profile to facilitate improved test taking strategies. This developmental course may be repeated. Prerequisite: ESI 056, ESI 061, ESI 046, ESI 051, Instructor Permission

SDV 041 - Academic Projects and Presentations 3

This course provides an integrated, hands-on approach to planning, developing, and presenting college presentations and projects. Utilizing a variety of formats, students work through the development process for oral presentations, group projects and other individualized assignments requiring more than a written report. Students may integrate course requirements from other courses to focus their work to relevant assignments or topics. Prerequisite: Completed ESI Level III Coursework or Instructor Consent.

SDV 043 - Communicating Effectively in Western Societies 3

This course teaches principles of effective Western communication in one-to-one relationships and in small groups. It focuses on communication theory, listening, self-concept, language, perception, and nonverbal communication. Emphasis is placed on effective communication strategies for American academic settings for non-native English speakers. Recommendation: Students should achieve level III or higher ESL scores in Listening & Speaking to achieve maximum benefit of this course. Course may be repeated for credit. This course does not fulfill WITCC's general education requirements.

SDV 063 - Fundamentals of Careers 3

This course integrates the basic knowledge of careers with human relations skills required for real-world success. It is designed to increase awareness and understanding of the challenges and responsibilities of being an employee. Focus is placed on attitudes, teamwork, and careers. Instructor permission is required. Prerequisite: SDV 066

SDV 066 - Career Decisions 3

This course is designed to provide students with a foundation for creating career goals using the 16 career clusters as a guide. Features include college and career readiness activities covering writing, speaking, and listening as well as career ready practices. Instructor approval required.

SDV 108 - The College Experience 1

This course introduces students to the College's expectations, environment, and resources so that students may become more competent participants in the learning process.

SDV 153 - Pre-Employment Strategies 2

This course is designed to prepare students for a competitive job market. Elements include self-analysis of abilities and goals, job inquiry and research, resume and portfolio preparation, job application and follow-up letters, job application forms, interviewing techniques, and projecting into the future workplace. Document Formatting I or Keyboarding is suggested but not required.

SDV 208 - The College Experience for International Students 1

This course introduces International students to WITCC's college expectations, environment, and resources so that student may become more competent participants in the learning process. Emphasis is placed on assessing resources to enhance International students' experiences and success while studying at WITCC.

SDV 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SDV 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SMM – SOCIAL MEDIA and MARKETING

SMM 101 - Social Media Explored 3

This course explores the history and future of social media in relation to marketing, branding and community building. Course content includes discussion of audience engagement, political and social activism, media, advertising and marketing. Current social media tools are used within this course to enhance understanding of the course material.

SMM 107 - Applied Social Marketing 3

This course provides students opportunities to implement the use of social media tools for digital marketing which serves as a convergence point between commerce and consumer interaction. Students study consumer behavior using digital analytics, social engagement, marketing strategies and case studies. Prerequisite: SMM 101

SMM 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SMM 949 - Special Topics**1-4**

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SOC – SOCIOLOGY**SOC 110 - Introduction to Sociology****3**

This course is a survey of the fundamental concepts used in the study of human social interaction with emphasis on group aspects of social behavior. Subject areas include research methods, theory, culture and social structure, socialization, groups and formal organizations, deviance and social control, stratification, race and ethnicity (including whiteness), major social institutions, and social change.

SOC 115 - Social Problems**3**

This course is a study of selected problems of modern society, primarily in the United States, their nature, development, social courses and alternative solutions. It includes such topic areas as racial and sexual discrimination, urban and rural problems, crime and delinquency, family and generational problems, health and medical care, social deviance, substance abuse and such global problems as population, world hunger and international conflict.

SOC 120 - Marriage and Family**3**

This course examines the family as a basic institution. Special focus is given to the marital life cycle: courtship, dating, marriage, the childbearing years, parent-child relationships and marriage during the middle and older years. This course examines the implication of marital dissolution and the family, as they exist under modern social conditions. Focus is given to contemporary variations of the family commonly referred to as intimate relationships (co-habitation, hooking up and gay marriage). This course is a required component for USD, BCU and BVU Social Work transfer programs and the WITCC Addictions Counseling Associate of Arts degree.

SOC 160 - Introduction to Social Work**3**

The conceptual and theoretical framework presented in this course provides students the tools to practice social work in a variety of settings. The format of this class provides a combination of classic theory, new research and applied experience.

SOC 180 - Social Work Interactional Skills**3**

This course focuses on students gaining an understanding and beginning mastery of interpersonal and interactional helping skills utilized by social workers in practice. The organization of the course and the learning methods used focus on both didactic and experiential learning. The content of the course is taught through lecture, discussion and interactional laboratory sessions in which the students learn through individual and group exercises, role play and activity experiences. This course is required for social work students transferring to USD and for WITCC's Addictions Counseling program.

SOC 200 - Minority Group Relations**3**

This course acquaints the student with the sociological approach to understanding issues facing diverse populations. This course provides insight into barriers faced by race and ethnic groups and ways in which these barriers are navigated. The study of race and ethnicity includes a comprehensive examination of whiteness as a race, and the privilege of whiteness nationally and globally. Issues of race and ethnicity are presented through a global lens, primarily through theories of Diasporas. Prior completion of SOC-110 Introduction to Sociology is recommended.

SOC 210 - Men, Women and Society**3**

This interdisciplinary course is designed for first or second year students to explore men's and women's experiences in American society and the role that ideas about sexual differences have played in shaping those experiences. Areas of inquiry will include, but are not limited to, the following: the construction of gender roles and sexuality; the relationship between gender and other social, political,

and legal structures and institutions; and the interplay of gender with race, class, and ethnicity in cultural perceptions and expectations of both men and women. This course will strive to assist students in formulating questions about gender as it relates to their on-going work in various disciplines across the curriculum.

SOC 212 - Diversity**3**

This course utilizes an interdisciplinary and intersectional approach to studying gender, race, class, sexuality and other issues of diversity. The curriculum highlights the duality of oppression and privilege and the ways in which race, gender, class and sexuality shape daily life. Special focus is on learning how to demonstrate course concepts as social action. Social justice is practiced as students become educated in these concepts of diversity and engage in diversity conscious social action.

SOC 216 - Study of Alcohol Use and Abuse**3**

This course is a survey of the historical and contemporary use, abuse and addictive nature of ethyl alcohol and the symptomatology and treatment of alcohol dependence. Students will be provided with a basic knowledge of the nature, scope and complexity of alcohol dependence and the wide range of current approaches to its treatment and prevention. Special attention will be given to issues of racial-ethnic and spiritual diversity within the context of alcohol use, abuse and recovery.

SOC 217 - Study of Drug Use and Abuse**3**

This course provides students with an understanding of the fundamentals of mood-altering chemicals other than ethyl alcohol, and, theories, symptomatology and drug related illnesses (HIV/AIDS and Hepatitis C). Students will also gain an understanding of the wide variety of perspectives related to the legality and/or illegality of many mood-altering chemical substances. Varying approaches to treatment and prevention of drug abuse will also be explored. Special attention will be given to issues of racial-ethnic and spiritual diversity within the context of drug use, abuse and recovery.

SOC 220 - Sociology of Aging**3**

This course helps the student be informed on national and global issues of aging. Because of expanded life expectancy, aging is an extended developmental stage with multi-faceted and sometimes conflicting social expectations. This course examines ways in which adults navigate this complex developmental stage. This course is interdisciplinary and includes perspectives from sociology, psychology, social work, anthropology, biology, health science and history.

SOC 250 - Sociology of Deviance**3**

This course consists of theoretical analysis of the relation of deviant group behavior and subcultures/countercultures to community standards of conventional behavior as expressed in laws and norms. Analysis of social control settings and mechanisms and the relationship between social deviance and social control efforts at both the micro and macro levels are emphasized.

SOC 917 - Experimental Course**1-4**

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SOC 932 - Internship**1**

This course provides students with on the job experience and practical application of the theories and concepts studied in Addictions counseling course work. It involves a coordinated effort among the student, Western Iowa Tech Community College faculty members and a work supervisor at an agency site. Students are required to complete a minimum of 64 hours at an approved work site for this course. These hours are only a part of the total 1000 hours necessary for full certification. Prerequisite: SOC 110, Instructor Permission

SOC 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SPC – SPEECH

SPC 112 - Public Speaking 3

The course combines theory of speech communication with public speech performance skills. Emphasis is on speech delivery, preparation, organization, support, and audience analysis. Practice of skills is through presentation and exercise.

SPC 122 - Interpersonal Communication 3

This course teaches principles of effective communication in one-to-one relationships and in small groups. It focuses on communication theory, listening, self-concept, language, perception, and nonverbal communication.

SPC 170 - Professional Communication 3

This course is an introduction to the principles of professional communication. Students will develop, evaluate, and practice tactics to become more effective communicators within a workplace. The course will focus on interpersonal and speaking skills by highlighting organizational communication, verbal and non-verbal behaviors, listening skills, cultural differences, and through developing professional presentations.

SPC 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SPC 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SUR – SURGICAL TECHNOLOGY

SUR 111 - Surgical Procedures I 3

This is the first course that will focus surgical procedures. General surgery will include open, laparoscopic and robotics of the gastrointestinal tract, biliary tract, pancreas and spleen, hernia repair, breast, and thyroid. Procedures will include surgical anatomy, incisions, preoperative diagnoses; patient preparation; case preparation: outcomes and possible complications for the surgery. Topics relating to wounds include characteristics, types, inflammation, and the phases of healing. Other topics include sutures, staplers, and accessory devices, used to close a surgical wounds. The student will be provided with hands-on experience in preparing the necessary these procedures. Corequisite: SUR 130, SUR 138, SUR 133

SUR 112 - Surgical Procedures II 8

This is the second course that focuses on surgical procedures in the specialty areas of Orthopedics, OB/GYN, Genitourinary and Ophthalmic. Procedures will include surgical anatomy, incisions, preoperative diagnoses; patient preparation; case preparation: outcomes and possible complications of the surgery. This course utilizes lecture and supervised clinical practice which provides correlation of theory to practice and development of skills. Prerequisite: SUR 111, SUR 130, SUR 138, SUR 133

SUR 127 - Introduction to Surgical Technology 3

This course provides the student with basic surgical protocols and procedures. Course components include responsibilities, characteristics, and interpersonal relationships of the Surgical Technologist. Historical development, Professional organizations, law and ethic and Medical terminology are included. In addition, students will become familiar with the hospital organization, administration, and physical structure, as well as operation room occupational hazards, safety precautions and infection control standards set forth by OSHA and the CDC. Instructor consent required.

SUR 130 - Introduction to Surgical Technology 2

This course provides the student with basic surgical protocols and procedures. Course components include responsibilities, characteristics, and interpersonal relationships of the Surgical Technologist. Historical development, professional organizations, law and ethics, and medical terminology are included. In addition, students will become familiar with the hospital organization, administration, and physical structure, as well as operation room occupational hazards, safety precautions and infection control standards set forth by OSHA and the CDC. Instructor consent required.

SUR 132 - Surgical Technology Practice 5

This course introduces the student to the concepts and procedures of surgical care. Topics to be covered include aseptic technique, hand washing, the surgical scrub and surgical gowning techniques, as well as daily procedures and protocols of the surgical process. The student will become familiar with the various routines in the operating room such as case assignments, gathering supplies, surgeon's preference cards, operating room records; back table and Mayo stand set-up, and signals, handling of specimens, surgical counting and draping of the patient. Lab exercise will be conducted to provide hands-on practical experience. Instructor consent required. Corequisite: SUR 111, SUR 127, SUR 133, BIO 168

SUR 133 - Surgical Asepsis and Instrumentation 3

This course introduces the student to the basic surgical instruments and application of microbiology as it relates to sterilization and asepsis. Emphasis on identification (type, function, and name) and proper handling, including assembly and sterilization, of instruments, equipment, and supplies. Techniques and procedures also include setting up, counting, and handling instruments, sponges, needles, and other sterile supplies. Hands-on practice selecting instruments and accessories will be provided. Corequisite: BIO 168, SUR 111, SUR 127, SUR 132

SUR 138 - Surgical Technology Practice 6

This course introduces the student to the concepts and procedures of surgical care. Topics to be covered include aseptic technique, hand washing, the surgical scrub and surgical gowning techniques, as well as daily procedures and protocols of the surgical process. The student will become familiar with the various routines in the operating room such as case assignments, gathering supplies, surgeon's preference cards, operating room records, back table and Mayo stand set-up and signals, handling of specimens, surgical counting and draping of the patient. Lab exercise will be conducted to provide hands-on practical experience. Instructor consent required. Corequisite: BIO 168

SUR 145 - Patient Care Concepts 3

This course introduces the student to the roles and responsibilities of the surgical team when delivering peri-operative patient care and surgical services. Patients' needs are addressed in addition to patient identification, review of the chart, documentation, and surgical positioning, skin preparation, urinary catheterization, specimen care, wound classification, vital signs, hemo-dynamics, monitoring and discharge planning. Instructor consent required. Prerequisite: SUR 130

SUR 213 - Surgical Procedures III 8

This is the third course that focuses on surgical procedures in the specialty areas of Otorhinolaryngology, Plastic Reconstructive, Oral Maxillofacial, and Neurosurgery. Procedures will include surgical anatomy, incisions, preoperative diagnoses; patient preparation; case preparation; outcomes and possible complications of the surgery. This course utilizes lecture and supervised clinical practice which provides correlation of theory to practice and development of skills. Prerequisite: SUR 112

SUR 214 - Surgical Procedures IV 7

This is the fourth course that focuses on surgical procedures in the specialty areas of Thoracic, Vascular, Cardiac, Pediatrics and Trauma. Procedures will include surgical anatomy, incisions, preoperative diagnoses; patient preparation; case preparation; outcomes and possible complications of the surgery. This course utilizes lecture and supervised clinical practice which provides correlation of theory to practice and development of skills. Prerequisite: SUR 213

SUR 350 - Surgical Board Review 1

The purpose of this course is to prepare the students to sit for the Surgical Technology National Board Certified Examination. Preparation will be a review of materials previous presented throughout the surgical technology program. Prerequisite: SUR 535

SUR 423 - Pharmacology for the Surgical Technologist 3

This course introduces pharmacological fundamental that correlate with the surgical settings. Emphasis is placed on the role and responsibility of the surgical technologist related to medication handling. The student will compare and contrast methods, agents, and techniques of administration and preparation medications and solutions. Topics to be covered will include surgical team roles, classifications, packaging, measurements, calculations, and delivery of medications. Anesthesia techniques including regional, general and local administration are covered. Prerequisite: SUR 130, SUR 138

SUR 535 - Surgical Preceptorship 2

This course is conducted in a surgical facility and provides students an on-the-job clinical experience with a variety of perioperative assignments. The student will experience a wide variety of operating room situations where he/she will use the skills learned in the classroom. Under the supervision of the clinical preceptor, the student will take part in surgical procedures and work as a member of the surgical team demonstrating preparedness for entry level employment. Instructor consent required. Prerequisite: SUR 214

SUR 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

SUR 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

TDT – Truck Driver Training**TDT 140 - Driver Training CDL 10**

This course is designed to prepare students for over-the-road tractor-trailer driving employment by providing classroom instruction, simulator training, along with hands-on inspection and actual driving. Prerequisite: DOT Physical, Drug Test, CLASS A CDL Instructional Permit (general knowledge, air brakes and combination vehicle), and motor vehicle driving record.

WEL – WELDING**WEL 110 - Welding Blueprint Reading 2**

This course presents the use of blueprints for transfer of ideas and information. Students learn how to read blueprints with special emphasis on welding blueprints, including lines, views, material descriptions, welding layouts, welding symbols and terms. The application of concepts will be emphasized. Prerequisite: MAT 772

WEL 112 - Welding Blueprint Reading/ Advanced 2

This course presents the use of blueprints for transfer of ideas and information. It covers how to read blueprints with special emphasis on welding blueprints, including lines, views, material descriptions, welding joints, pipe symbols and inspection and testing. This course emphasizes the application of concepts. Prerequisite: WEL 110

WEL 120 - Oxy Fuel Welding and Cutting 2

In this course students will learn the fundamentals of oxy/fuel welding including the safe operation, proper setup, and welding and metal cutting skills. Topics include fusion welding and brazing on light gauge metals, as well as cutting on heavy and light gauge metals.

WEL 147 - ARC Welding Introduction (SMAW) 3

This is the first of two courses designed for students to prepare for the AWS Certification. A combined lecture and lab course, students study safety, heat settings, polarity, and the proper selection of electrodes in the arc welding process. Topics include welding on carbon steel plate, use of visual inspection and destructive testing according to the AWS D 1.1 code.

WEL 148 - ARC Welding Intermediate (SMAW) 3

This is the second of two courses designed for students to prepare for the AWS certification. A combined lecture and lab course, students study safety, heat settings, polarity, penetration welding, horizontal and vertical welding, and the proper selection of electrodes in the arc welding process. Topics include welding on carbon steel plate, use of visual inspection and destructive testing according to the AWS D 1.1 code. Prerequisite: WEL 147

WEL 164 - Arc Welding II (SMAW) 4

This course combines lecture and lab activities to present welding codes, distortion, and welding inspection. Students are exposed to welding with a variety of welding electrodes, providing lab experiences in full penetration, horizontal, vertical, and overhead position welds. Prerequisite: WEL 148

WEL 191 - Gas Tungsten Arc Welding 3

This course combines lecture and lab activities to present Tungsten Inert Gas (TIG) welding process. Students study equipment use, welding procedures, position welding, welding of common metals and safety precautions. Topics include welding in all positions on ferrous and nonferrous metals. Prerequisite: WEL 120

WEL 208 - Introduction to Fabrication 2

This course combines lecture and lab activities to develop individualized skills needed in a manufacturing atmosphere such as tool usage, layout methods and material estimation. Students are provided an opportunity for plate welding certification. Prerequisite: Assessment and advising. Prerequisite: MAT 772

WEL 208 - Introduction to Fabrication 2

This course combines lecture and lab activities to develop individualized skills needed in a manufacturing atmosphere such as tool usage, layout methods and material estimation. Students are provided an opportunity for plate welding certification. Prerequisite: Assessment and advising. Prerequisite: WEL 425, WEL 110

WEL 292 - Pipe Welding/SMAW - Uphill 4

This course introduces students to the knowledge and skills needed for pipe welding in the 2G, 5G, & 6G positions using the SMAW process. It is a combined lecture and lab course. Prerequisite: WEL 164

WEL 294 - Pipe Welding GTAW/SAW 4

This course prepares students for entry-level positions using pipe welding in the 2G, 5G, & 6G positions using GTAW and SAW processes. This is a combined lecture and lab course. Prerequisite: WEL 191

WEL 331 - Welding Fundamentals 2

This course is designed for the student who needs basic welding skills. The four welding processes covered are: Shielded Metal Arc Welding (SAW or stick), Oxy-Acetylene Welding, Gas Metal Arc Welding (MIG), and Gas Tungsten Arc Welding (TIG). Topics include: safety, setup of equipment, electrode selection, metal transfer, shielding gases, welding distortion control, and the welding of ferrous and nonferrous metals. Lab experience will provide for skill development in these areas.

WEL 420 - Intermediate Pulse Arc GMAW Welding 4

This course combines lecture and lab activities to present the Gas Metal Arc welding (MIG) process used extensively by industry, with a focus on pulse metal transfer. It emphasizes hands-on applications, metal transfer concepts, GMAW equipment, welding procedures, and out of position welding with an emphasis on aluminum and mild steel, as well as safety. Prerequisite: WEL 424 -

WEL 421 - Flux Core Arc Welding (FCAW) 4

This course combines lecture and lab activities to introduce the Flux Cored Arc Welding (FCAW) process used extensively by industry. Students learn through hands-on applications and will be introduced to the theory of metal transfer, FCAW equipment, welding procedures, out of position welding, and safety. Prerequisite: WEL 422

WEL 422 - GMAW for Production 4

This course combines lecture and lab activities to present the Gas Metal Arc welding (MIG) process used extensively by industry. A continuation of Intro to GMAW, WEL 423, students learn out of position welds using hands-on applications, metal transfer concepts, GMAW equipment maintenance, welding procedures, out of position welding, and safety. Prerequisite: WEL 423

WEL 423 - Intro to GMAW 2

This course combines lecture and lab activities to present the Gas Metal Arc Welding (MIG) process used extensively by industry. It emphasizes hands-on applications, metal transfer concepts, GMAW equipment, and safety.

WEL 424 - Intro to Pulse Arc GMAW Welding 3

This course combines lecture and lab activities to present the Gas Metal Arc Welding (MIG) process used extensively by industry with a focus on pulse metal transfer. This course emphasizes hands-on applications, GMAW pulse arc transfer concepts, GMAW pulse arc equipment, welding procedures, out of position welding, with an emphasis on stainless and mild steels and safety. Prerequisite: WEL 422

WEL 425 - Measuring, Layout, and Applied Weld Symbols 1

This course combines lecture and lab activities to present basic measuring and layout tools used extensively by industry, as well as application of basic symbols. It emphasizes hands-on applications, accurate measurements techniques and proper use of tools and interpretation of basic weld symbols.

WEL 700 - Robotic Welding 4

This course introduces students to welding robots and the application of robotics in the welding industry. Topics include the safe use of robotic welders in industry, robot programming fundamentals, interfacing of the welding power source to the robot and basic weldment fixturing. Students will operate an industrial robotic welding system, using computer and teach pendant modes. Prerequisite: WEL 422

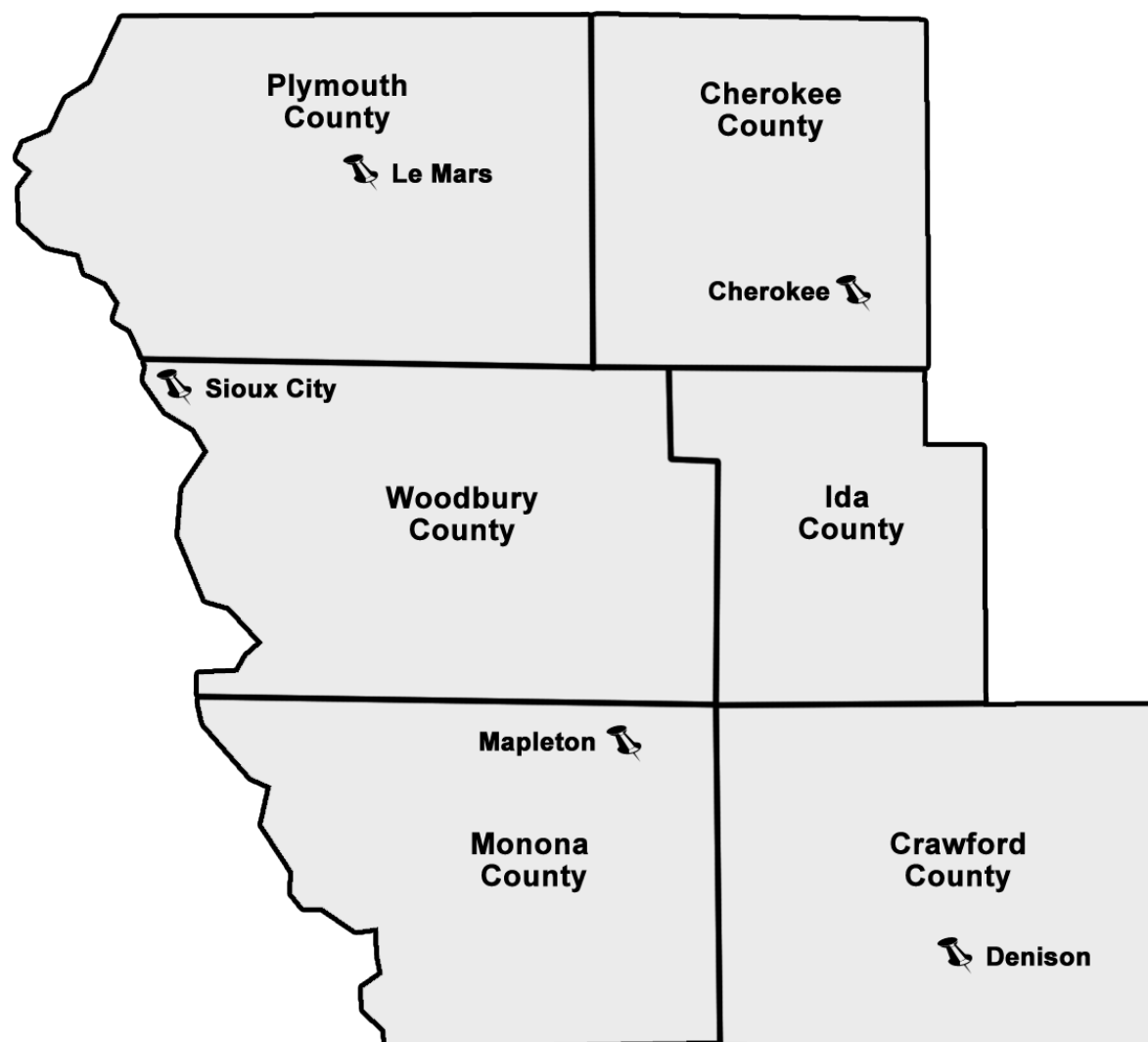
WEL 917 - Experimental Course 1-4

This pilot course is under the supervision of a faculty member and approved by the division chair. This course may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

WEL 949 - Special Topics 1-4

This course offers a specialized study or project under the supervision of a faculty member and approved by the division chair. It may not duplicate any course already in the catalog. Students earn credit based upon the agreed upon credit and contact hours. Instructor permission required.

Merged Area XII



Western Iowa Tech Community College Campuses

Sioux City Campus

4647 Stone Avenue
P.O. Box 5199
Sioux City, IA
51102-5199
(712) 274-6400

Beltway Center

3415 Highway 75 North
Sioux City, IA
51105
(712) 274-6449

Cherokee Campus

200 Victory Drive
Cherokee, IA
51012-0845
(712) 225-0238

Denison Campus

11 North 35th Street
Denison, IA
51442-7564
(712) 263-3419

Le Mars Center

25 5th Avenue NW
Le Mars, IA
51031-0043
(712) 546-7338

Mapleton Center

38491 Hwy. 175 N
Mapleton, IA
51034-7006
(712) 882-2401

Board and President



Dr. Terry A. Murrell
President



Dr. Robert Rasmus
Board President
District III



Russell Wray
Board Vice President
District VIII



Neal Adler
District I



Curt Johnson
District II



William Lyle
District IV



Tricia Sutherland
District V



Jeremy Ogle
District VI



Derrick Franck
District IX

Not Pictured
Lillyan Rodriguez
District VII

Faculty and Administration

Corey Adair
Trainer/Coordinator.

Corporate College

Dr. Juline Albert **Administration**
Vice President of Learning. AA, Western Iowa Tech Community College; BA, Morningside College; MA, University of South Dakota; PhD, University of Nebraska.

Peter Albright **Computer Networking**
Instructor. CCNA, MCTS and A+ Certification. AAS, Western Iowa Tech Community College, Industry Experience, 10 years.

Agatha Ampaire **Admissions**
Career Navigator. MS, Iowa State University. PhD, South Dakota State. ME, South Dakota State.

Julie Anderson **Student Services**
Educational Coordinator, BA, Briar Cliff University.

Heather Badar **Nursing**
Instructor. BSN, Morningside College; MSN, Nebraska Methodist College. Industry Experience, 6 years.

Barbara Baker **ABE**
Specialist. BA, University of South Dakota.

Craig Barnes **Video Game Design**
Instructor. AAS, Western Iowa Tech Community College; MS, Bellevue University. Industry Experience, 4 years.

Claire Beekman **ABE**
Specialist. BA, South Dakota State University.

Tawnya Beermann **Enrollment Services**
Associate Dean of Students, BS, MA, University of South Dakota.

Jamie Bell **Instruction**
Graphic Design. AAS, Western Iowa Tech Community College. Industry Experience, 15 years.

William Bellows **ABE**
Specialist. BS, Bellevue University.

Jacob Bennett **Corporate College**
Trainer/Coordinator. AAS, Western Iowa Tech Community College.

Tina Benton **Recruitment**
Career and Industry Specialist. BS, Wayne State College.

Kendra Bergenske **Instruction**
Director, Arts and Sciences. BS, MA, University of South Dakota.

Aaron Boisen **Residence Life**
Housing Supervisor. AAS, Western Iowa Tech Community College.

Anthony Bos **Corporate College**
Transportation Specialist.

Kristy Bowman **Admissions**
Career Navigator. AAS, Western Iowa Tech Community College; BS, MS, Bellevue University.

Christina Brandon **Recruitment**
Associate Dean. BS, MA, University of South Dakota.

Cash Bratetic **Nursing**
Instructor. BSN, St. Luke College.

James Braunschweig **College Development**
Executive Director. BA, Morningside College.

Dr. Rhonda Briggs **Psychology**
Instructor. BS, University of Iowa; MA, EdD, University of South Dakota.

Lana Brown **Digital Media Publishing**
Instructor. AAS, Western Iowa Tech Community College. BS, Skidmore College at Saratoga Springs, New York. Industry Experience, 8 years.

Michael D. Brown **Student Activities**
Coordinator. BS, Iowa State University; MS, Drake University.

Steve Brown **Information Technology**
Director of Information Technology Support Services. AAS, Western Iowa Tech Community College.

Dr. Lisa Bryan **Institutional Research**
Research/Data Specialist. MA, PhD, Kent State University.

Rosanna Burright **International Education Institute**
Specialist. BS, Gama Filho University. MS, Southern New Hampshire University.

Michael Cagley **Transitional Education**
Instructional Specialist. MA, Vanderbilt University.

Lily Castro **TRiO Student Support Services/ABE**
Director, AAS, Western Iowa Tech Community College; BA, Bellevue University; MA, Briar Cliff University.

Nicholas Christiansen **Information Technology**
Database Administrator. BA, Briar Cliff University.

Dori Claycamp **Educational Talent Search - Cherokee**
Educational Coordinator. AA, Iowa Western Community College; BS, University of Iowa.

Colleen Clifford **Admissions**
Campus Services Coordinator/Admissions Representative. BA, Chadron State College.

Adrienne Collins **ABE - Denison**
Assistant HiSET Examiner. BA, Hastings College.

Jennifer Conley **Admissions**
Career Navigator. BA, University of Iowa. MA, University of South Dakota.

Alexx Conyers **Information Technology**
Network Specialist. AAS, Western Iowa Tech Community College. BS, Bellevue University.

Cammy Cother **EMS**
Specialist. AAS, Western Iowa Tech Community College.

LaDonna Crilly **EMS**
Program Coordinator, Emergency Medical Services. AAS, Western Iowa Tech Community College; BA, Briar Cliff University.

Sima Dabir **Instruction**
Director, Arts and Sciences. BS, University of Wyoming; MED, South Dakota State University.

William Darwin, Jr. **Vocal Music**
Instructor. BA, Briar Cliff University; MM, University of South Dakota. Industry Experience, 4 years.

Adams Davidson **International Education Institute**
International Data Specialist. BS, Wayne State College.

Nancy Davis **ABE**
Specialist. BA, Morningside College.

Fran DeJong **Admissions**
Admissions Representative. BS, Iowa State University.

Victor Diaz **Upward Bound**
Educational Coordinator. BA, University of Iowa.

Ashley Diediker **Business Operations**
Assistant Controller. BS, Briar Cliff University.

Galen Dirks **Electrician**
Instructor. Industry Experience, 10 years.

Donald Dorn **Police Science**
Instructor. AAS, Western Iowa Tech Community College; BS, MS, Bellevue University. Industry Experience, 10 years.

Eddie Dunn **Distance Learning**
Director. BA, University of South Dakota; MS, Southwest Minnesota State University.

Sharon Dykshoorn **Library Services**
Manager. AA, Northeast Tech; BA, Wayne State College; MS, Emporia State University.

Joshua Elgert **Plumbing**
Instructor. AAS, Western Iowa Tech Community College. Industry Experience, 10 years.

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|--|--|---|---|
| Roxanne Ellis Education Coordinator. AAS, Mid-State Technical College; BS, University of Wisconsin-Stout. | Talent Search | Corliss A. Hassler Director. BA, MBA, Wayne State College. | College Effectiveness |
| Heather Erickson Instructor. BS, Bellevue University. | Veterinary Assistant | Jolleen Heater Specialist. MA, Minnesota State University. | ABE - Cherokee |
| Jason Erickson Training Developer. | Corporate College | Dr. Frank Heffner Instructor. BS, Morningside College; MA, EdD, University of South Dakota. | Video Game Design |
| Cynthia Fachman Specialist. BA, St. Catherine University, St. Paul, MN. | ABE | John Heiden Instructor. AAS, Western Iowa Tech Community College. Industry Experience, 15 years. | Auto Collision Repair Technology - Denison |
| Curt Fiechtner Supervisor. BS, Northern State University. | Safety and Security | Thomas Helzer Instructor. AAS, Central Nebraska Technical College; Industry Experience, 13 years. | Mechanical Engineering Technology |
| Michelle Fiechtner Disability Services Coordinator. BS, MS, Northern State University. | Enrollment Services | Rebbel Henningfeld Training Developer. BS, Bellevue University. | Corporate College |
| William Fitch Welding Specialist. Diploma, Western Iowa Tech Community College. | Corporate College | Rod Herron Trainer/Coordinator. Jail Certification and Law Enforcement Certification, Grand Island Training Academy; Diploma, PCDI Scranton, PA. | Corporate College |
| Kelli Flack Division Chair. Diploma, ADN, Western Iowa Tech Community College; BSN, Briar Cliff University; MSN, University of Phoenix. | Nursing | Aimee Hoff Student Financial Services Supervisor. BS, Morningside College. | Financial Aid |
| Cynthia Flammang Director. BA, Morningside College. | Project Success | Jennifer Hough Faculty Development Specialist. MA, University of South Dakota. | Transitional Education |
| Melissa Flanigan Instructor. BS, Morningside College. MS, University of South Dakota. | Business and Office Support | Beatrice Houston Director. BA, Briar Cliff University; MA, Morningside College. | Transitional Education |
| Alejandra Flores Educational Coordinator. BA, University of Iowa. MA, Iowa State University. | TRIO - Student Support Services | Amy Hueser Faculty Development Coordinator & Assessment Coordinator. BA, Wayne State College; MA, University of Northern Iowa. | Transitional Education |
| Joseph Funck Assistant Director. AAS, Western Iowa Tech Community College. | Physical Plant | Kyle Hueser Director. BS, Wayne State College. | Physical Plant and College Safety |
| Jessica Garcia Director of Denison Campus and Southern Service Area. MBA, University of Phoenix. | Denison Campus | Jessica Huggenberger Digital Media Coordinator. BA, Briar Cliff University. | Marketing & Publications |
| Steven Garcia Specialist. BS, Morningside College. | Recruitment | Wendy Ivanson Educational Coordinator. BA, Northwestern College, MA, University of South Dakota. | TRIO-Student Support Services - Cherokee |
| James Garvey Instructor. AAS, Iowa Lakes Community College. Industry Experience, 10 years. | Mechanical Engineering | Pamela Ives Admissions Representative. BS, New Mexico State University. | Admissions |
| Michael Gasaway Instructor. AS, Johnson and Wales University. Industry Experience, 10 years. | Culinary Arts | Theresa M. Jackson Instructor. BS, MA, University of South Dakota. | English |
| Janet Gill Dean of Students. BA, Morningside College; MBA, Wayne State College. CFA. | Administration | Brent Jarvis Trainer/Coordinator. AA, Western Iowa Tech Community College. | Corporate College |
| Susan Grau Career Navigator. BS, Bellevue University. | Admissions | Troy A. Jasman Vice President of Finance and Administrative Services and Chief Financial Officer. BS, Morningside College; CPA; MBA, Bellevue University. | Administration |
| Rachelle Green Help Desk Director. BS, Bellevue University. | Information Technology | Jenny Jolin Instructor. AAS, Western Iowa Tech Community College. Industry Experience, 10 years. | Surgical Technology |
| Laura Grell Specialist. BA, Buena Vista University. ME, Pennsylvania State University. | ABE | Michael Jones Instructor. BA, Morningside College. Industry Experience, 10 years. | Audio, Video and Broadcasting |
| Heath Hackett Systems Administrator. BS, Wayne State College. | Information Technology | Angela Kastner Instructor. BSN, South Dakota State University. MSN, Nebraska Methodist College of Nursing. Industry Experience, 10 years. | Nursing - Denison |
| Mara Hall Administrative Program Coordinator-Lifelong Learning. BA, Briar Cliff University. | Instruction | Merlyn Kathol Director. RCW Certification, Northeast Tech Community College; BS, University of South Dakota; MBA, Wayne State College. | Financial Aid |
| Kelly Hannah Instructor. BSN, Briar Cliff University; MS, University of South Dakota; MSN, South Dakota State University. Industry Experience, 20 years. | Nursing | Amber Keinath Instructor. MSN, Independence University. Industry Experience, 10 years. | Nursing - Denison |
| Tim Hardy Instructor. Diploma, Western Iowa Tech Community College. Industry Experience, 10 years. | Auto Collision Repair Technology | Sara Klatt Director, Cherokee and Denison. BA, Upper Iowa University. MA, University of South Dakota. | TRiO-Student Support Services - Denison |
| Dr. Diane Hargens Dean. AA, Western Iowa Tech Community College; BA, Buena Vista University; MBA, Bellevue University; Ph.D, Iowa State University. | Corporate College & Branch Campuses | Lora Knaack Instructor. MSN, Briar Cliff University. Industry Experience, 8 years. | Nursing - Cherokee |
| | | Lisa Knecht Instructor. BS, MA, University of South Dakota. | Mathematics |

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|--|--|---|---|
| Bill Koontz Instructor. AA, Western Iowa Tech Community College; BA, MA, Bellevue University. | Industrial Electrician | Darin Moeller Executive Dean. AA, Iowa-Lakes Community College; BA, University of Northern Iowa; MED, Iowa State University. | Instruction |
| Duane Kraayenbrink Job Specialist. BA, Dordt College. MS, University of South Dakota. | Job Training Partners | Carmen Monk Instructor. BS, Wayne State; AAMA; Industry Experience, 15 years. | Medical Assistant |
| John Kraemer Instructor. AAS., Northeast Technical Community College. Industry Experience, 17 years. | Automotive Technology | Dr. Jill Moravek Instructor. BA, Morningside College; MS, PhD, Iowa State University. | Sociology |
| Matthew Laposky Systems Administrator. AAS, Western Iowa Tech Community College. | Information Technology | Sandra Mueller Instructor. BS, Wayne State College; MS, University of South Dakota. Industry Experience, 10 years. | Management Specialist |
| Helen M. Lewis Instructor. BA, Wilkes College; MA, University of Maryland. | English | Carol Muhs Career Navigator/Job Specialist. AA, Clinton Community College; BS, MS, Bellevue University. | Admissions/Job Training Partners |
| Paul Lindley Transportation Specialist. | Corporate College | Mark Munger Radio Station Manager. MA, Southwest Texas State University. | KWIT-KOJI Siouland Public Media |
| Mike Logan Dean. BA, Briar Cliff University; MS, Bellevue University. | Information Technology | Kimberly Murphy Instructor. BS, University of South Dakota. Industry Experience, 8 years. | Dental Assisting |
| Mary Madsen Specialist. BS, Iowa State University. | ABE | Dr. Terry Murrell President. BS, University of Nebraska-Kearney; MPA, University of Louisville; PhD, University of Nebraska-Lincoln. | Administration |
| Chris Mansfield Instructional Program Coordinator. AAS, Western Iowa Tech Community College. Industry Experience, 10 years. | Audio, Video and Broadcasting | Erin Neldeberg Instructor. BSN, MSN, Indiana Wesleyan University; Industry Experience, 6 years. | Nursing |
| Martha Martin Specialist. BA, Asbury College. | ABE | Renee Nemitz Instructor. CST, RN, AAS, Western Iowa Tech Community College. Industry Experience, 7 years. | Surgical Technician |
| Michael May Trainer/Coordinator. BA, University of Nebraska. | Corporate College | Katherine Newell Assistant Director. BA, Briar Cliff University. | Financial Aid |
| Antoinette McAleer Specialist. BA, Buena Vista University. | TRIO-Student Support Services - Denison | Trang Nguyen Educational Coordinator. BS, Hodges University. | TRIO-Student Support Services |
| Brett McCarthy Division Chair. BS, Johnson and Wales University, MS, Murray State University. | Culinary Arts | Michael Northrup Instructor. BA, Peru State College; MA, University of South Dakota. | Photography |
| Jennifer McCune Instructor: AA, Western Iowa Tech Community College; BSBA, University of Nebraska at Omaha; MBA, University of South Dakota; CPA; Industry Experience, 10 years. | Accounting Specialist | Lauryn Norton Instructor. BSN, University of Phoenix. | Nursing |
| David McDonald Instructor. AAS, Western Iowa Tech Community College. Industry Experience, 13 years. | Electronic Engineering Technology | Martha Nuno Specialist. BA, Briar Cliff University. | ABE |
| Susan McDonald Instructor. BS, MA, University of South Dakota. | Biology | Angela O'Dell Specialist. | Student Services |
| Teresa McElroy Administrative Program Coordinator. BA, Briar Cliff University. MSW, University of Omaha. | Enrollment Services | Brett Oetken Instructor. MS, Iowa State University. | Agriculture |
| Nancy McMahon Career Navigator. AAS, Western Iowa Tech Community College; BS, Bellevue University. | Admissions | Wendy Ohl Webmaster. AAS, Western Iowa Tech Community College. | Marketing & Publications |
| Sarah McSweeney Graphic Designer. BA, Wartburg College. | Marketing & Publications | Holly Olson Director. MS, University of Nebraska at Omaha. | Educational Talent Search & Upward Bound |
| Heather Mehlhaff Instructor. MPT, University of Nebraska - Omaha. | Physical Therapist Assistant | Dr. Frank O'Neill Instructor. AA, Western Iowa Tech Community College; BS, Dr. of Chiropractic; Northwestern Health Sciences University, Minnesota. | Sports Medicine |
| Michael Meister Special Projects Director. BA, Iowa State University. | College Effectiveness | Belia Padilla Irby Career and Industry Recruitment Specialist. AA, Western Iowa Tech Community College. | Recruitment |
| Elba Mercado Specialist. BPA, Universidad de Veracruz. BPE, Universidad Pedagógica Nacional. | ABE | Jason Palsma Assistant Director. AAS, Western Iowa Tech Community College; BS, Bellevue University. | Financial Aid |
| Linda Mercer Instructor. BS, Northwestern College; MPT, University of Iowa. | Physical Therapist Assistant | Manuelito "Tito" Parker Career Navigator. | Gateway to College |
| Karilee Meyer Educational Coordinator. BS, University of North Florida; MA, Drake University. | Educational Talent Search - Denison | Kerry Patchin Administrative Program Coordinator. AAS, St. Luke's College. | Allied Health |
| Martin Miglionico Specialist. MA, University of Northern Iowa. | Library | John Patterson Network Specialist. | Information Technology |
| Joni Miller Instructor. CDA, RDA, EFDA, BS; Diploma, Iowa Western Community College; BS, Bellevue University; Industry Experience, 25 years. | Dental Assisting | Teri Peterson Associate Dean of Health Sciences. AAS, ADN Western Iowa Tech Community College; BSN, University of Iowa; MSN, Aspen University. | Health Sciences |

Kathy Pierce **Dental Assisting**
Instructor. CDA, RDA, EFDA, BS, Diploma, Western Iowa Tech Community College; BS, Bellevue University. Industry Experience, 25 years.

Jackie Plendl **Human Resources**
Dean of Human Resources. BS, Morningside College; PHR, MA, Briar Cliff University.

Charles Polk **Social Sciences/Humanities**
Instructor. MA, Bethel College.

Gary Powell **Police Science**
Instructor. AAS, Western Iowa Tech Community College; BS, Bellevue University. Industry Experience, 12 years.

Todd Rausch **Small Business Development Center**
Director. BA, Buena Vista University. MBA, University of Phoenix.

Ethel Recinos **Institutional Research**
Grants coordinator. BA, University of Iowa.

Ben Ricklefs **Auto Collision Repair Technology**
Instructor. Diploma, AAS, Western Iowa Tech Community College. Industry Experience, 9 years.

Andrea Rohlena **Marketing & Publications**
Director. MA, University of South Dakota.

Michael Rohlena **Instruction**
Associate Dean of Instruction for Career and Technical Education. BA, Carroll College. MFA, University of South Dakota.

Dr. Gregory Romig **Biology**
Instructor. BS, University of Pittsburgh at Johnstown; MS, University of Maine; DA, University of North Dakota.

Dr. Renee Romig **Biology**
Instructor. BS, Buena Vista University; PhD, University of Nebraska Medical Center.

Lu Anne Ruba **Bookstore**
Manager. Diploma, Western Iowa Tech Community College.

Shane Sampson **Automotive Technology**
Instructor. Diploma, Wyoming Tech. Industry Experience, 9 years.

Martha Sandberg **ABE - Denison**
Specialist. BA, Buena Vista University.

Dr. Katherine Sanders **Transitional Education**
Reading/Writing Instructional Specialist. MA, EdD, University of South Dakota.

Mark Schmedinghoff **Band Instrument Repair**
Instructor. BM, University of North Texas. Industry Experience, 10 years.

Dr. Fred Scoville **Institutional Research**
Data and Assessment Analyst. BS, Warren National University; BS, University of Nebraska; MS, Bellevue University. DBA, Columbia Southern University.

Raymond Sencenbaugh **Nursing**
Instructor. BSN, University of Iowa. Industry Experience, 9 years.

Chris Sewalson **Corporate College**
Training Developer. AAS, Western Iowa Tech Community College.

Elizabeth Sheka **Experiential Learning**
Executive Director. MA, University of Northern Iowa.

Sandra Silbernagel **Computer Networking**
Instructor. AA, Western Iowa Tech Community College. Industry Experience, 10 years.

Brian D. Smith **Business Operations**
Controller. BA, University of Northern Iowa. CPA.

Matthew Smith **Information Technology**
Network Engineer. AAS Western Iowa Tech Community College.

Steve Smith **KWIT-KOJI Siouxland Public Media**
Operations Manager. BS, University of South Dakota.

Ryan Sporrer **Information Systems Security**
Instructor. Diploma, AAS, Western Iowa Tech Community College; BS, Bellevue University; MS, Dakota State University. Industry Experience, 10 years.

Karl Stodden **Welding**
Instructor. AAS Western Iowa Tech Community College; BS, Bellevue University. Industry Experience, 10 years.

Tim Stoneking **ABE - Cherokee**
Assistant HiSET Examiner. BS, MA, Morningside College.

Kevin Stover **Air Conditioning, Heating, and Refrigeration - Denison**
Instructor. AAS, Iowa Western Community College. Industry Experience, 10 years.

Greg Strong **Career and Technical Education**
Division Chair. BS, University of South Dakota; BA, Wayne State College.

Dr. Darla Struck **Cherokee Campus**
Director of Cherokee Campus and Northern Service Area. BA, Dordt College; MS, Ph.D, Iowa State University.

Terry Sudrila **Paramedic**
Instructor. Western Iowa Tech Community College; BS, MA, University of South Dakota.

Laura Tabbert **College Now**
Specialist. BS, Iowa State University.

Brandy TenHulzen **Alumni**
Coordinator. BS, University of South Dakota.

Jessica Thompson **Nursing**
Instructor. Diploma, St. Luke's School of Nursing; BSN, Briar Cliff University. MSN, Nebraska Methodist College; Industry Experience, 7 years.

Tina Torticill **Nursing**
Instructor. BSN. MSN, Western Governors University.

Ashley Totten **Nursing**
Instructor. BSN, St. Lukes College.

Richard Turner **KWIT-KOJI Siouxland Public Media**
Radio Station Engineer.

Alana Tweet **Job Training Partners**
Program Coordinator. Diploma and AAS, Western Iowa Tech Community College; BS, Bellevue University.

Rodney Tyo **Instruction - Denison**
Program Coordinator. AAS, Ivy Tech Community College.

Lora VanderZwaag **Admissions**
Registrar. BA, Northwestern College; MS, University of South Dakota.

Sandy Velasquez **Denison Campus**
Campus Services Coordinator. BS, Iowa State University.

Hector Villa **ABE**
Specialist. JD, University of Guadalajara.

Dr. Erin Volk **Institutional Research**
Director of Institutional Research and Resource Development. BS, PhD, State University of New York at Albany.

Lori Vonheeder **Bookstore**
Supervisor. BS, Nebraska Wesleyan University.

Misty Wankum **Recruitment**
Specialist. BS, Bellevue University.

Steve Warnstadt **Administration**
Government Relations and Special Projects Coordinator. BA, Drake University. MA, Temple University.

Jennifer Weber **Early Childhood Education**
Associate Chair of Instruction. BA, Briar Cliff University; MAEd, University of Phoenix.

Steele Welcher **Residence Life**
Director. BA, Morningside College; JD, University of South Dakota Law School.

Roger Wenzel **Air Conditioning, Heating and Refrigeration**
Instructor. AAS, Western Iowa Tech Community College; BS, Bellevue University.

Bob Wilcke **Carpentry**
Instructor. AA, Western Iowa Tech Community College. Industry Experience, 21 years.

Lynnel Wilcke **Web Design**
 Instructor. AAS, Western Iowa Tech Community College; BS, Bellevue University.

Jullina Williams **Pharmacy Technician**
 Instructor. Pharmacy Technician, Denison Job Corp. CPhT.

Carmen Wilson **Corporate College**
 Division Chair - Corporate Training and Consulting. BS, South Dakota State University. MA, Iowa State University.

Brenda Wimmer **Instruction - Denison**
 Program Coordinator. BS, Morningside College.

Colt Witt **Instruction**
 Cyber Security/Digital Crime Instructor. AAS, Western Iowa Tech Community College. Industry Experience, 5 years.

Kevin Woockman **Welding**
 Instructor. Diploma, Northeast Community College. Industry Experience, 32 years.

Pamela Woolridge **ELL/ABE**
 Director of ELL and ABE. BS, University of South Dakota; MA, Morningside College.

Stephanie Wright **ABE - Denison**
 Specialist. BS, Iowa State University.

Beth Wulf **English - Denison**
 Instructor. BA, Briar Cliff University; MA, University of South Dakota.

Dr. Terry Yi **International Education Institute**
 Dean. BS, Excelsior College, DC Life Chiropractic College of the West.

James Zuercher **International Education Institute**
 Coordinator. BS, University of South Dakota; MA, University of South Dakota.

Support Staff

Anderson, Jeannie
Angerman, Debra
Barnes, Kelli
Bates, Rebecca
Bezoni, Pam
Bolles, Leslie
Bradley, Tyler
Bremer, Sheila

Brogan, Jill
Buckstead, Laura
Burroughs, David
Chinn, Sara
Clark, Lori
Craig, Michael
Criddle, Kevin
DeRocher, Debra
DeRocher, Tessa
Engel, Trev
Farley, Angela
Ferris, Rick
Furness, Nancy
Gaines, Chasity
Garcia, Ruben
Gibbs, Michael
Gondek, Russell
Gonzalez, Wendy
Griffith, Scott
Gutierrez, Jodi
Gutierrez, Sandra
Hageman, Megan
Hammers, Shirley
Hartnett, Mary
Harris, Jennifer
Herrmann, Kevin
Herron, Derek
Hilts, Teresa
Hoffman, Jerry
Holbrook, Jennifer
Horlyk, Earl
Howland, Steve
Jaacks, Jered
Janett, David
Jensen, Lindsey
Jolin, Lori

Kayl, Scott
Knight, Lori
Koehlmoos, Robert
Konz, Lynn

Konz, Morgan
Lammers, Carrie
Larson, Donna
Lewis, Penny

Lias, Stephanie
Limoges, Pamela

Linares, Rosie
Lozano, Sandra
Mack, Dorris
Markworth, Sarah

Secretary - Cherokee
Accounting Specialist
Bookstore Clerk
Secretary - College Now
Secretary - Cherokee
Accounting Clerk
Security Officer
KWIT-KOJI Reporter & Special Projects
Producer
Secretary - Corporate College
Accounting Specialist
Lead Maintenance Engineer
Administrative Assistant - Testing Center
Secretary - Physical Plant
Security Officer
Lead Security Officer
Administrative Assistant-Instruction
Accounting Clerk
Groundskeeper
Accounting Clerk
KWIT-KOJI Announcer
Bookstore Clerk
Bookstore Clerk
Security Officer
Maintenance Engineer
Accounting Specialist
Administrative Assistant - Recruitment
Maintenance Engineer
Secretary - Information Technologies
Security Officer
Accounting Specialist
Payroll Specialist
KWIT-KOJI Announcer and News Editor
Secretary - Cherokee
Custodian - Cherokee
Security Officer
Secretary - Institutional Research
Painter
Accounting Specialist
KWIT-KOJI Announcer
Custodian - Mapleton
Microcomputer Technician
Custodian - Denison
Accounting Clerk
Secretary - Career and Technical
Education
Custodian
Administrative Assistant - JTP
Custodian - Cherokee
Administrative Assistant -
Distance Learning
Bookstore Clerk
Administrative Assistant-Testing Center
Secretary
Administrative Assistant -
Enrollment Services
Student Accounts Specialist
Administrative Assistant -
Student Housing
Human Resources Specialist
Help Desk Technician
Registration Clerk
Secretary - TRIO Student Support
Services/ABE

Meza, Vicky
Miller, Tina
Mordhorst, Robin

Nelson, Katie
Nelson, Nicole
Oleson, Carolyn
Owens, Sue Ann
Petty, Theresa
Pfausch, Kathy
Quiñonez, Isaac
Roach, Russell
Ruba, Ashley
Satter, Richard
Saucedo, Ruth

Sauer, Cherilyn
Santi, Linda
Schorg, Mary Beth
Scott, Josie
Shermer, Samantha
Silbernagel, Allen
Smith, Kurt
Smith, William
Smutzler, Denna
Stark, Stefanie
Steinhauer, Mary
Steinhoff, Whitney
Still, Echo
Swick, Dalton
Tierney, Sandi
Tracey, Roger
Varvais, James
Vasquez, Monica
Walker, Janell
Wallace, Michelle
Wimmer, Jonathan
Wright, Brenda

Accounting Specialist
Registration Clerk - Denison
Secretary -
Student Support Services - Denison
Security Officer
Administrative Assistant - Testing Center
Administrative Assistant - Testing Center
Library Technician
Assistant to the President
KWIT-KOJI Announcer
KWIT-KOJI Announcer
Print Shop Operator
Help Desk Technician
Security Officer
Administrative Assistant -
Transitional Education
Secretary - Arts and Sciences
KWIT-KOJI Announcer
Grants/Contract Monitor
Secretary - Admissions
Instructional Assistant - Project Success
Maintenance Engineer
Microcomputer Technician
Custodian - Denison
Human Resources Specialist
Groundskeeper
Secretary - Nursing and Allied Health
Accounting Specialist
Administrative Assistant - Admissions
Maintenance Engineer
Accounting Specialist
Groundskeeper
Help Desk Technician
Custodian - Denison
Instructional Assistant - Project Success
Registration Clerk
Custodian
Administrative Assistant - Instruction
& Board Secretary

Advisory Committees

Accounting

| | |
|-----------------------|-------------------------------------|
| Jo Madson..... | Aalfs Manufacturing |
| Angela LeClair | Century21 Pro Link |
| Peggy Rebstock | Jebro/WITCC |
| Tim Terveer | Kramer & Associates |
| Randy Kramer | Kramer & Associates |
| Twyla Rosenbaum | Morningside College |
| Treasa Bremmer | Seaboard Triumph Foods |
| Erica Carter | Western Iowa Tech Community College |
| Troy Jasman | Western Iowa Tech Community College |

Administrative Assistant – Medical/Medical Assistant

| | |
|-----------------------|-------------------------------------|
| Carol Freeman..... | CNOS |
| Mary Olhausen | CNOS |
| Beth Wede..... | Dr. Dean and Associate |
| Erica Simpson | Family Healthcare |
| Renee Reeves | Family Healthcare |
| Missy Kolar..... | Family Healthcare |
| Roxanne Swanson | Jackson Recovery Centers |
| Holly Rivera | Jones Eye Clinic |
| Sarah Schmidt..... | June E Nylen Cancer Center |
| Amy McGill | Mercy Health Ponca Clinic |
| Kay Abbe..... | MW Pain Clinic |
| Mike Jelken | Prairie Pediatrics |
| Mitzi Kirwan | Retired |
| Troy Hedlund | Sioux City Fire Department |
| Debbie Hudson | Siouxland Community Health Center |
| Suzanne Schmitt | Unity Point - CVA |
| Melonie Loutsch | Unity Point Health System |
| Karen Iseminger | UnityPoint Clinic |
| Jeanne Kneifl | UnityPoint Health-Cardiovascular |
| Rita Collins | Western Iowa Tech Community College |
| Macie Rubida | Western Iowa Tech Community College |
| Reann Smith | Western Iowa Tech Community College |

Administrative Office Management

| | |
|--------------------------|---------------------------------|
| Kim McCormick..... | Action Moving |
| Julie Treinen..... | Echo Electric |
| Nancy Watson | Ho-Chunk, Inc./WITCC |
| Amy Coghlan | Northwest Area Education Agency |
| Dar Raye Hunwardsen..... | Seaboard Triumph Foods |
| Maggie Loutsch..... | Tyson Foods, Inc. |
| Kristi Lehman | Wells' Enterprise, Inc |

Advanced Emergency Medical Technician

| | |
|--------------------------|--|
| Karla Copple..... | Burgess Health Center |
| Steve Mercer | IA Dept. of Public Hlth EMS Bureau |
| Ed Sohm..... | Ida County EMA |
| John Jorgensen..... | Iowa Donor Network |
| Mary Teresa Muckey | Mercy Medical Center |
| Patrick Prorok..... | Monona Co. EMS |
| Mark Nickles..... | North Sioux City EMS |
| Mary Chwirka | Sioux City Fire |
| James Haden | Sioux City Fire |
| Kevin Handke | Unity Point Health |
| Dr. Rick Colwell | Unity Point Health St. Luke's |
| Dr. Jeffrey O'Tool | Unity Point Health St. Luke's |
| Alan Faith..... | Unity Point St. Luke's Ed |
| Gary Brown | Woodbury County Trauma & Disaster Services |

Agribusiness Technology

| | |
|-------------------------|------------------------------------|
| Amanda Breitbarth | Central Valley Ag |
| Krista Jochum | Farm Credit Service of America |
| Tyler Reimers..... | Farm Service Cooperative |
| Angela Jackson | IDAS |
| Jim Anderson | NA |
| Stone Conley..... | Office of Senator Charles Grassley |
| Scott Thoms..... | Plymouth Dairy Farms |
| Corey Wagner..... | Premium Iowa Pork |

Air Conditioning, Heating, and Refrigeration

| | |
|-----------------------|--|
| Jim Toben..... | C W Suter Services |
| Dennis Dufault | C W Suter Services |
| Don Rogers | C W Suter Services |
| Alex Quintanilla..... | C W Suter Services |
| Jerry Mcknight..... | Charleston Inc. |
| Rick Mercer | Dennis Supply Co. |
| Rich DeRocher | DeRocher Services |
| Keith Munter | Dunwell LLC |
| Rick Farrell..... | Farrell's Heating & Air Conditioning |
| Greg Anderson | GMA, Inc. dba Anderson Heating and Cooling |
| Wes Hunold | Interstate Mechanical Corp |
| John Lounsbury..... | Johnstone Supply |
| Steve Kistner | Kalin's Indoor Comfort |
| Darwin Olson | McCormick Distributing Company |
| Dave Peterson | Peterson Air Conditioning & Heating |
| Peter Sieben | Pinnacle Heating & Cooling |
| Matt Jaminet | Pinnacle Heating & Cooling |

Audio Engineering

| | |
|-------------------------|-------------------------------------|
| Randy Chapman..... | KES, LLC |
| Tony Michaels..... | Powell Broadcasting |
| Rev. Russ Senstad | Redeemer Lutheran Church |
| Mike Jones | Western Iowa Tech Community College |
| Tucker Long..... | Western Iowa Tech Community College |
| Jerry Forbes | WITCC/Jerry's Electronics |
| Ron Sui..... | |

Auto Collision Repair Technology

| | |
|------------------------|-------------------------------------|
| Joe Russell | Arnold Motor Supply |
| Bill Harris | C & J Body Shop |
| Aaron Petersen..... | Davies Body Shop |
| Barry Kounkel..... | Division Street Paint & Body |
| Chad Waples | Dreamworks Collision Center |
| Don Leedom..... | Knoepfler Chevrolet |
| Cindy Koster..... | Peterbilt of Sioux City |
| George Tsiobanos | Sioux Body Shop |
| Jason Rush..... | Sioux City Truck & Trailer |
| Bob Beazley | Sioux Valley Automotive |
| Mike Duarte | Sturdevant's Refinish Supply Center |
| Troy Launsby | Troy's Auto World |

Automotive Technology

| | |
|-------------------|-----------------------|
| Tim Engle..... | A1 Auto Service |
| Rick Courey | Alignment Specialists |
| Mike Dickson..... | Alignment Specialists |
| Jay Tompkins..... | Billion GMC Cadillac |
| Jeremy Bates..... | Budget Motors |
| Randy Briggs..... | Carquest |

| | |
|-----------------------|---------------------------|
| Doyle Hoxsie | Certified Auto Repair |
| Stuart Eickholt | Certified Auto Repair |
| Justin Schlake | Certified Auto Repair |
| Kurt Blankenburg..... | Knoepfler Chevrolet |
| Paul Fischer..... | Le Mars Community Schools |
| Chad Golladay..... | Total Motors |

Band Instrument Repair

| | |
|--------------------------|-----------------------|
| Joseph Butkevicius | KHS America |
| Bill Matthews | NAPBIRT |
| Eric Haitz | Omaha Public Schools |
| Whitney Turner | Ray's Mid-Bell Music |
| Allison Scull | Swicegood Music of LA |

Bookkeeping and Office Support

| | |
|--------------------------|---------------------------------|
| Kim McCormick..... | Action Moving |
| Julie Treinen..... | Echo Electric |
| Nancy Watson | Ho-Chunck/WITCC |
| Amy Coghlan | Northeast Area Education Agency |
| Dar Raye Hunwardsen..... | Seaboard Triumph Foods |
| Maggie Loutsch..... | Tyson Foods |
| Kristi Lehman | Wells Enterprises, Inc |

Broadcasting and Multimedia Journalism

| | |
|----------------------|--------------------|
| John Curry..... | KCAU TV |
| Dan Delgado..... | KCAU TV |
| Andy Bottger | KCAU TV |
| Diana Castillo | KMEG 14/FOX 44 |
| Keith Bliven | KTIV |
| Bridget Breen | KTIV |
| Mary Hartnett | KWIT |
| Bruce Miller | Sioux City Journal |

Business Administration

| | |
|--------------------------|---------------------------------|
| Kim McCormick..... | Action Moving |
| Julie Treinen..... | Echo Electric |
| Nancy Watson | Ho-Chunk/WITCC |
| Amy Coghlan | Northwest Area Education Agency |
| Dar Raye Hunwardsen..... | Seaboard Triumph Foods |
| Maggie Loutsch..... | Tyson Foods Inc. |
| Kristi Lehman | Wells' Enterprises Inc. |

Business Management

| | |
|----------------------|----------------------------|
| Kim Welch | Eddie Bauer |
| Chris Ferry | IBC Insurance, LLC |
| Liz Determan | Northwest AEA |
| Tracy Erlandson..... | Rush Werks/WITCC |
| Myrah Favors..... | WITCC/State Farm Insurance |

Cherokee Campus

| | |
|-----------------------|--|
| Bill Anderson ... | Cherokee Area Economic Development Corporation |
| Brad Beck..... | Beck Engineering |
| Ryan Fish..... | Corteva |
| Curt Johnson | Cherokee State Bank |
| Gary Jordan..... | Cherokee Regional Medical Center |
| Brenda Perrin | Screenbuilders |
| Eric Sonksen | VT Industries |
| Lisa Stowater..... | Hy-Vee Distribution |
| Steve Thomas | RJ Thomas Manufacturing |
| Chris Tofteberg | Cherokee Mental Health Institute |

Coaching

| | |
|----------------------|-------------------------------------|
| Kevin Nygaard | Bandits |
| Anthony Peyton | Floyd Valley Health |
| Tom Betz | Western Iowa Tech Community College |
| Frank O'Neill..... | Western Iowa Tech Community College |

Construction

| | |
|------------------------|-----------------------------------|
| Willie Delfs | Able Homebuilders |
| Duane VanderPlas | Builders First Choice |
| Darrell Bullock | City of Sioux City |
| Doug Johnson | Doug Johnson Fine Homes |
| Terri Schelm..... | Homebuilders of Greater Siouxland |
| John Gunia | John Gunia Construction |
| Evan Palsma..... | L & L Builders Co. |
| Jim Mauer..... | L & L Builders Co. |
| Mark Kuchel | Mark Kuchel Construction |
| Cody Leners | NA |
| Nick Korleski | NA |
| Rich Callahan | Rass Remodeling |
| Ron Amick | Ron Amick Construction |
| Jeff MacFarlane..... | Trinity Building Specialties |
| Mike Clausen..... | WJ Midwest Company |

Culinary

| | |
|-----------------------|-----------------------------------|
| Stephanie Coenen..... | Healthcare Services Group |
| Torrey Brown | Minerva's |
| Jzar Templin | Sioux City Hard Rock |
| Alyssa Zellmer | Small Business Bakery Delivery Co |

Cyber Security and Digital Crime

| | |
|---------------------------|------------------------------|
| Alan Armstrong..... | Computer Service Innovations |
| Kyle Cronin | Dakota State University |
| Gail Curry | F & M Bank |
| Kevin Ehlers..... | Great West Casualty |
| Marty Van Der Sloot | Interstates |
| Anthony Schuiteman | Riverside Technologies, Inc |
| Adam Youngberg..... | Thompson Innovation |
| Charity Sharpe..... | Unity Point |
| Jeff Crawford..... | Wells' Dairy |
| Dwayne Wilmot | |

Dental Assisting

| | |
|---|-------------------------------------|
| Shamayne Frank, D.D.S | NA |
| Tim DeStigter, D.D.S. | NA |
| Jim Grabouski, D.D.S..... | NA |
| Jennifer Hadley-Kupfer, R.D.A. | NA |
| Richard Hettinger, D.D.S. | NA |
| Daisy Joaquin-Caro, C.D.A., R.D.A. | NA |
| Charles (Chip) Kiple, D.D.S. | NA |
| Karl Koelling, D.D.S..... | NA |
| Kelly Petzenhauser, C.D.A., R.D.A., E.F.D.A | NA |
| Elsa Vogt,C.D.A., R.D.A., E.F.D.A | NA |
| Kim Cochran..... | NA |
| Adrienne Valentine, C.D.A., R.D.A., EFDA..... | Sergeant Bluff Dental |
| Anne Johnson | Student |
| Ivy Blenderman..... | Student |
| Sara DeForrest | Student |
| Jackie Krueger | Western Iowa Tech Community College |
| Alisha Greenfield, CDA RDA..... | Western Iowa Tech Community College |

Digital Marketing

| | |
|-----------------------|------------------------------|
| Jeff Gordon..... | Antidote 71 |
| Justin Henriksen..... | Bozell |
| James Krueger..... | Click Rain |
| Rebecca Kempers..... | RA Kempers Photography/WITCC |
| Steve Gordon Jr..... | RDQLUS Creative |
| Pete Laskie..... | Reviaval Animal Health |
| Dan Coulander..... | Revival Animal Health |
| Jackie McManigal..... | Tyson |
| Mac McCallister..... | Wells Blue Bunny |
| Keith Jackson..... | Wilson Trailer |

Early Childhood Education

| | |
|-------------------------|--|
| Jenna Andrews..... | Beyond the Bell |
| Jessa Grosenheider..... | Buena Vista University |
| Rachael Ostermyer..... | Community Action Agency of Siouxland |
| Erika Fluentes..... | Crittenton Center/Stella Sanford Child Dev Ctr |
| Jocce Kelly..... | Iowa AEYC |
| Bethany Marcoc..... | Marcoc Polo's Playhouse |
| Jane Heider..... | Mary Elizabeth Child Care & Preschool |
| Monique Ortiz..... | Mid-Sioux Opportunity, Inc |
| Stacy Eldridge..... | Mosaic Business Services |
| Heidi Douma..... | Northwestern College |
| Kim Burrack..... | Sioux City Schools |
| Lisa Nelson..... | Siouxland Family Center |
| JoAnn Gieselmann..... | Siouxland Human Investment Partnership |
| Kerri Hall..... | Siouxland Human Investment Partnership |

Education

| | |
|--|--|
| Jenna Andrews..... | Beyond the Bell |
| Jamie Mullen..... | Buena Vista University |
| Rachael Ostermyer..... | CommunityAction Agency of Siouxland |
| Erika FluentesCrittenton Center/Stella Sandford Child Development Center | |
| Jocce Kelly..... | Iowa AEYC |
| Bethany Marcoc..... | Maroc Polo's Playhouse |
| Jane Heider..... | Mary Elizabeth Child Care & Preschool |
| Monique Ortiz..... | Mid-Sioux Opportunities, Inc |
| Stacy Eldridge..... | Mosaic Business Services |
| Heidi Douma..... | Northwestern College |
| Kim Burrack..... | Sioux City Community School District |
| JoAnn Gieselmann..... | Siouxland Human Investment Partnership |
| Kerri Hall..... | Siouxland Human Investment Partnership |

Electrician

| | |
|-----------------------|------------------------------|
| Jason Bowman..... | IBEW Local Union 231 |
| Tom Hast..... | McCellan Electric |
| Jeff Eichmann..... | Metro Electric of Sioux City |
| Brian Henschen..... | Mid States Electric |
| Dave Mitchell..... | Mitchell Electric |
| Alan Nielsen..... | Nielsen Electric |
| Marvin Pottebaum..... | Thompson Electric Co. |
| Dustin Small..... | Thompson Electric Co. |
| Ryan Henschen..... | Western Iowa Power Co-Op |

Electromechanical Technician

| | |
|----------------------|----------------------------|
| Bharat Pavuluru..... | Besser |
| Ryan Lias..... | Echo Automation & Controls |
| Troy Skokan..... | Echo Electric Supply |
| Evan LaFrance..... | Empirical Foods |
| Brian Goeden..... | Empirical Foods |
| Troy Sather..... | Fanuc Robotics |

| | |
|-------------------------|-----------------------------------|
| Jason Anson..... | Interstates Control Systems, Inc. |
| Kyle Blankenburg..... | Rock Tenn |
| Chris Rosener..... | Rocklin Manufacturing Co. |
| Austin Van Den Top..... | Stateline Electric |
| Russ Spearman..... | Stateline Electric |
| Jason Glover..... | Thompson Automation |
| Richard Criss..... | Thompson Innovation |
| Mark Hatterman..... | Thompson Teledata |
| Alfredo Velasquez..... | Tyson Foods |
| Craig Gehring..... | Van Meter Supply |
| Jeff Meinen..... | Van Meter Supply |
| Matt Dolphin..... | Wells Dairy |

Emergency Medical Responder

| | |
|-------------------------|--|
| Karla Copple..... | Burgess Health Center |
| Steve Mercer..... | IA Dept of Public Hlth/EMS Bureau |
| Ed Sohm..... | Ida County EMA |
| John Jorgensen..... | Iowa Donor Network |
| Mary Teresa Muckey..... | Mercy Medical Center |
| Patrick Prorok..... | Monona County EMS |
| Mark Nickles..... | North Sioux City EMS |
| Mary Chwirka..... | Sioux City Fire |
| James Haden..... | Sioux City Fire |
| Kevin Handke..... | Unity Point Health |
| Dr. Rick Colwell..... | Unity Point St. Luke's |
| Alan Faith..... | Unity Point St. Luke's Ed |
| Dr. Jeffrey O'Tool..... | UnityPoint Health |
| Gary Brown..... | Woodbury County Trauma & Disaster Services |

Emergency Medical Services - Paramedic

| | |
|-------------------------|--------------------------------------|
| Karla Copple..... | Burgess Health Center |
| Steve Mercer..... | IA Dept. of Public Hlth/EMS Bureau |
| Ed Sohm..... | Ida County EMA |
| John Jorgensen..... | Iowa Donor Network |
| Mary Teresa Muckey..... | Mercy Medical Center |
| Patrick Prorok..... | Monona County EMS |
| Mark Nickles..... | North Sioux City EMS |
| Mary Chwirka..... | Sioux City Fire |
| James Haden..... | Sioux City Fire |
| Kevin Handke..... | Unity Point Health |
| Alan Faith..... | Unity Point St. Luke's Ed |
| Dr. Rick Colwell..... | UnityPoint Health |
| Dr. Jeffrey O'Tool..... | UnityPoint Health |
| Gary Brown..... | Woodbury County Emergency Management |

Emergency Medical Technician

| | |
|-------------------------|--------------------------------------|
| Karla Copple..... | Burgess Health Center |
| Steve Mercer..... | IA Dept. of Public Hlth/EMS Bureau |
| Ed Sohm..... | Ida County EMA |
| John Jorgensen..... | Iowa Donor Network |
| Mary Teresa Muckey..... | Mercy Medical Center |
| Patrick Prorok..... | Monona County EMS |
| Mark Nickles..... | North Sioux City EMS |
| Mary Chwirka..... | Sioux City Fire |
| James Haden..... | Sioux City Fire |
| Dr. Rick Colwell..... | UnityPoint |
| Dr. Jeffrey O'Tool..... | UnityPoint |
| Kevin Handke..... | UnityPoint Health |
| Alan Faith..... | UnityPoint St. Luke's Ed |
| Gary Brown..... | Woodbury County Emergency Management |

Entrepreneurship

| | |
|------------------|--------------------|
| Kim Welch..... | Eddie Bauer |
| Chris Ferry..... | IBC Insurance, LLC |

Liz Determan Northwest AEA
 Tracy Erlandson Rush Werks/WITCC
 Myrah Favors State Farm Insurance/WITCC

Fire Fighter/Paramedic

Russ Grossman Fire Service Training Bureau
 Anthony Gaul Sergeant Bluff Fire Department
 Rich Andersen Sioux City Fire Department
 Tom Jochum Sioux City Fire Department
 Phil Marchand Sioux City Fire Department
 Tom Everett Sioux City Fire Dept
 Dave Hutton Woodbury County Fire Association

Graphic Design

Jeff Gordon Anitdote 71
 Justin Henriksen Bozell
 James Krueger Click Rain
 Rebecca Kempers RA Kempers Photography/WITCC
 Steve Gordon Jr. RDQLUS Creative
 Pete Laskie Revival Animal Health
 Dan Coulander Revival Animal Health
 Jackie McManigal Tyson
 Mac McCallister Wells' Blue Bunny
 Keith Jackson Wilson Trailer

Hospitality Management

Mike Adams Hard Rock Hotel & Casino
 Mike Rashid Minerva's
 Mark Baltushis SCCW LLC/WITCC
 Paul Seaman Sproutstream

Human Resources Management

Chris Namanny Elite Staffing
 Lindsey Korarna Great West Realty
 Mark McCarty Great West Realty
 Hanna Reinders Palmer Candy Company

Manufacturing

Mike Hittle Gomaco
 Mark Sloan IDFI
 Rod Ludwig Midwest Industries
 Tom Richards NA
 Wes Peterson Prince Manufacturing Corp.
 Laura Mesz Sioux City Community Schools
 Michael Potash Sioux City Compressed Steel Co.
 Chuck Swenson Wells' Enterprises, Inc.
 John Sogge Wilson Trailer Co.

Marketplace Design

Jeff Gordon Antidote 71
 James Krueger Clickrain, Inc
 Sam Fluery Columbia College
 Rebecca Kempers RA Kempers/WITCC
 Steve Gordon Jr. RDQLUS Creative
 Pete Laskie Revival Animal Health
 Dan Coulander Revival Animal Health
 Jackie McManigal Tyson Fresh Meats, Inc.
 Mac McCallister Wells Blue Bunny
 Keith Jackson Wilson Trailer

Mechanical Engineering Technology

Mike Hittle Gomaco
 Mark Sloan IDFI
 Rod Ludwig Midwest Industries
 Tom Richards NA
 Wes Petersen Prince Manufacturing Corp.
 Laura Mesz Sioux City Community Schools
 Michael Potash Sioux City Compressed Steel Co.
 Chuck Swenson Wells' Enterprises, Inc
 Tim Mahal Wilson Trailer Co.

Networking Administration and Security

Ryan Daniels Iowa Department of Corrections
 Justin Huffman Long Lines
 Larry Larsen Long Lines
 Gwyn Dean Metropolitan Community College
 Justin Vore Rembrandt Foods
 Anthony Schuilteman RTI
 Mary Hunt Sioux City Community Schools
 Joshua Albright Unity Point
 Matt Smith Western Iowa Tech Community College

Nursing

Angie Byers Accura Healthcare of Cherokee
 Tami Arnold Accura Healthcare of Sioux City
 Tory Pangburn Akron Care Center
 Chris Hansen Alcester Care & Rehab Center
 Cindy Sage Avera Sacred Heart Majestic Bluff
 Lynn Kuper Bethesda Nursing Home
 Amy Dickes Beverly Homes of Hartington
 Patty Sandman Burgess Health Center
 Jessica Davis Burgess Health Center
 Michelle King Canton Good Samaritan Center
 Tanya Brogren Careage Hills Care Center
 Amy Phipps Careage Hills Care Center
 Dawn Young Careage Hills Care Center
 Angela Frederick Cherokee Regional Medical Center
 Connie Mohn Cherokee Regional Medical Center
 Lisa Huebner Cherokee Villa
 Joan Hansen Community Action Agency of Siouxland Head Start
 Denise Petty Correctionville Nursing & Rehab Center
 Melissa Wabash Countryside Retirement Home
 Gina Myers Dunes Surgical Hospital
 Trish Brambila Elms Health Care Center
 Trudi Corey Elmwood Care Center
 Kari Smith Embassy
 Lorrie Mortensen Floyd Valley Healthcare
 Kerry Patchin Good Samaritan Center/Brentwood
 Martha Toben Good Samaritan Society-LeMars
 Ronda Martin Good Samaritan/Holstein
 Jennifer Kuiken Happy Siesta
 Heather Marks Heartland Care
 Sherri Brown Heritage of Emerson
 Kathy Keifer Hillcrest Care Center
 Melissa Johnson Hillcrest Care Center
 Holly Choquette Holy Spirit
 Karen Matthey Hospice of Siouxland
 Ashley McCabe Kingsley Nursing & Rehab
 Anita Lenzen Matney's Colonial Manor
 Teresa Muckey Mercy Medical Center
 Tracy Larson Mercy Medical Center
 Donielle Peck Mercy Medical Center
 Lori Bourassa Mercy Medical Center
 Lisa Brun Mercy Medical Center
 April Leigh Mercy Medical Center

| | |
|------------------------|--|
| Kristin Sharp..... | Mercy Medical Center |
| Sue Froid..... | Mercy Medical Center |
| Jacob Trierweiler..... | Mercy Medical Center |
| Kristen Ball..... | Mercy Medical Center |
| Ashley Hoppe..... | Mercy Medical Center |
| Abbie Fahrenholz..... | Mercy Medical Center |
| Kent Ernst..... | Mercy Medical Center |
| Annette Horan..... | Mercy Medical Center |
| Sue Bartholomaus..... | Mercy Medical Center |
| Judy Turner..... | Northwest Area Education Agency |
| Kayla Miller..... | Pender Care Center |
| Stephanie Amick..... | Pioneer Valley Living & Rehabilitation |
| Lori Jensen..... | Pleasant View |
| Ashley Schrooten..... | Plymouth Manor Care Center |
| Jenne Goetzinger..... | Prairie Estates |
| Tammy Cronk..... | Primghar Rehab & Care Center |
| Amy Pinkelman..... | Regency Square Care Center |
| Gayle Matzke..... | Sanford Care Center |
| Mary Dermitt..... | Sioux City Community Schools |
| Linda Drey..... | Siouxland District Health Dept. |
| Mona Scaletta..... | Siouxland District Health Dept. |
| Heather Logue..... | Sunrise Manor |
| Chelly Strahmann..... | Sunset Knoll |
| Laura Vanderveen..... | Sutherland Care Center |
| Joelle Hight..... | Touchstone |
| Wendy Lindley..... | UnityPoint-St. Luke's |
| Sheryl Steuks..... | UnityPoint-St. Luke's |
| Taffy Zoelle..... | UnityPoint-St. Luke's |
| Tara Hasler..... | Wakefield Health Care |
| Angie Campbell..... | Westwood Nursing & Rehabilitation |

Paralegal/Legal Assistant

| | |
|-----------------------|---------------------------------------|
| Kelli Jones..... | Goosmann Law Firm |
| Monica Colella..... | Goosmann Law Firm |
| Gretchen Cooper..... | Law Office of Gretchen A Cooper, PLLC |
| Michele Lewon..... | Lewon Law/WITCC |
| Marchelle Denker..... | Public Defenders Office/WITCC |
| Steve Andreasen..... | State of Iowa |
| Steele Welcher..... | Western Iowa Tech Community College |
| Elizabeth Row..... | Western Iowa Tech Community College |
| Patrick Jennings..... | Woodbury County District Attorney |
| Laury Lau..... | |

Pharmacy Technician

| | |
|-----------------------|--------------------------------|
| Mardell Stuerman..... | Hy-Vee Pharmacy |
| Grant Houselog..... | Iowa Poison Control |
| Brett Bieber..... | Mercy-Sioux City |
| Barry Krusemark..... | Redler's Long Term Care |
| Mary Dermitt..... | SCCSD |
| Mike Padomek..... | UnityPoint St. Luke's Pharmacy |
| Sara Wiedenfeld..... | University of Iowa |
| Kim Stroeh..... | ValuMed Pharmacy |
| Shilo Herrmann..... | ValuMed Pharmacy |
| LeAnna Herrmann..... | ValuMed Pharmacy |

Physical Therapist Assistant

| | |
|---------------------------|-----------------------------------|
| Michelle Grady..... | Aegis Holy Spirit |
| Robin Anderson..... | ATI PT |
| Julie Meseck..... | Crawford County Memorial Hospital |
| Mona Hanson..... | Mercy Medical Center |
| Kevin Poss..... | PT Specialists |
| Marie Nielsen..... | Sioux City Physical Therapy |
| Jody Pickering..... | Summit Nursing Home |
| Amanda Heilman..... | Western Iowa Tech |
| Dr. Greg Romig..... | WITCC |
| Barbara-Anne Huculak..... | WITCC |

Plumbing Systems

| | |
|----------------------|-----------------------------|
| Nathaniel Foulk..... | Foulk Brothers |
| Scott Petty..... | Langel's Plumbing & Heating |
| Bret Peterson..... | Plumbing & Construction |
| Josh Elgert..... | Tri State Plumbing |
| Mark Elgert..... | Tri State Plumbing |

Police Science Technology

| | |
|------------------------|----------------------------------|
| Corey Utech..... | Hawarden Iowa Police Department |
| Troy Nelson..... | Iowa Department of Public Safety |
| Chad Peters..... | Iowa State Patrol |
| Kevin Vande Vegte..... | LeMars Police Department |
| Tina Cleveland..... | Nebraska State Police |
| Doug Weber..... | Osceola County |
| Mike Van Otterloo..... | Plymouth County Sheriff |
| Rex Mueller..... | Sioux City Police Department |
| Marti Reilly..... | Sioux City Police Dept |
| Mark Prosser..... | Storm Lake Police Dept |
| Charles McCormick..... | U.S. Marshals Service |
| Stuart Dekkenga..... | |

Practical Nursing

| | |
|--------------------------|---|
| Cassie Vonnahme..... | Blackhawk Life Care Center |
| Theresa Anderson..... | Children's Imagination Station |
| Kim Fineran - DON..... | Crawford County Home Health, Hospice, & Public Health |
| Erin Muck..... | Crawford County Memorial Hospital |
| Dana Neeman..... | Crawford County Memorial Hospital |
| Kadee Sybesma - DON..... | Denison Care Center |
| Nou Yang..... | Denison Job Corps |
| Neva Summerfield..... | Dunlap Nursing & Rehab |
| Arlatta Bartelson..... | Elm Crest Retirement Center |
| Doreen Adams..... | Eventide Lutheran Home |
| Jo Hayes..... | Horn Memorial Hospital |
| Ruth Hoffman..... | Little Flower Haven Nursing & Rehab |
| Dawn Berrier..... | Manilla Manor |
| Michelle Starman..... | Manning Child Care Center |
| Rhonda - DON..... | Manning Plaza |
| Michelle Andersen..... | Manning Regional Healthcare Center |
| Sarah Kelly..... | Maple Heights Nursing Home |
| Director of Nursing..... | Morningside Care Center |
| Char Gardner - DON..... | Odebolt Nursing & Rehab |
| Meg Kohles..... | Rose Vista |
| Kim Clark - DON..... | Shady Oaks |
| Peg Buman..... | St. Anthony Hospital |
| Karen Timm..... | St. Anthony Hospital |
| Katie Towers..... | St. Anthony Hospital |
| Rachel - DON..... | St. Anthony Nursing Home |
| Billie Byerly..... | Thomas Rest Haven |
| Kathy - DON..... | Twilight Acres |
| Jennifer Hedberg..... | Willowdale |

Professional Photography

| | |
|-----------------------|--------------------------------|
| Michael Crowley..... | Briar Cliff University |
| Chris Becker..... | Christopher's Photography |
| Greg Kamin..... | Gamut One Studios |
| Jeff Schmieg..... | Gamut One Studios |
| Dewey Koshenina..... | Gamut One Studios |
| George Lindblade..... | GR Lindblade & CO. Productions |
| Ashley Sitzmann..... | Lasting Image |
| Meghan Martin..... | Metro Electric |
| Dolie Thompson..... | Morningside College |
| Amanda Corbin..... | NA |
| Michelle Haukap..... | NA |

| | |
|-------------------------|----------------------------|
| Thomas Magelsen | NA |
| Amanda Moody | NA |
| Savannah Ricehill | NA |
| Chris Weil | NA |
| T.J. Nelson | Sooland Bobcat |
| John Banasiak | University of South Dakota |
| Cory Knedler | University of South Dakota |
| John Banasiak | University of South Dakota |

Robotics and Automation

| | |
|--------------------------|----------------------------------|
| Bharat Pavuluru | Besser |
| Ryan Lias | Echo Automation & Controls |
| Troy Skokan | Echo Electric Supply |
| Evan LaFrance | Empirical Foods |
| Brian Goeden | Empirical Foods |
| Troy Sather | Fanuc Robotics |
| Jason Anson | Interstates Control Systems Inc. |
| Kyle Blankenburg | Rock Tenn |
| Chris Rosener | Rocklin Manufacturing Co. |
| Austin Van Den Top | Stateline Electric |
| Russ Spearman | Stateline Electric |
| Jason Glover | Thompson Automation |
| Richard Criss | Thompson Innovation |
| Mark Hatterman | Thompson Teledata |
| Alfredo Velasquez | Tyson Foods |
| Craig Gehring | Van Meter Supply |
| Jeff Meinen | Van Meter Supply |
| Matthew Dolphin | Wells' Dairy |

Surgical Technology

| | |
|----------------------------------|------------------------------------|
| Sue Masuen | Floyd Valley Hospital |
| April Leigh | Mercy Medical Center |
| Bridget Davis, B.S.N. | Mercy Medical Center |
| Sally Moritz, C.S.T. | Mercy Medical Center |
| Susanne Rosenbaum, C.S.T. | Mercy Medical Center |
| Dawn Bonham | Mercy Medical Center |
| Sam Riordan | Mercy Medical Center |
| Dr. Volstedt | Midlands Clinic |
| Joni Betsworth, S.T., R.N. | Siouxland Surgery Center |
| Gina Myers, R.N., O.R.S. | Siouxland Surgery Center |
| Denise Stansbury | Siouxland Surgery Center |
| Julie Backman | Siouxland Surgery Center |
| Terry Farewell | St. Luke's Regional Medical Center |
| Amy Munchrath, R.N., O.R.S. | St. Luke's Regional Medical Center |
| Holly Trudell | Student |
| Sheryl Ford | Student |
| Steven Church | Unity Point St Luke's |

Truck Driving

| | |
|------------------------|---------------------------------|
| Daniel Trudell | Durham School Services |
| Ron Wyatt | Magnum Trucking (LTD) |
| Carissa Ferguson | May Trucking Company |
| Bryan Schafer | Schneider |
| Mike Bertrand | Standard Ready Mix Concrete Co. |

Veterinary Assistant

| | |
|--------------------------|-------------------------------|
| Dr. Chad Anema | Dunes Animal Hospital |
| Kerry Johnson | Family Pet Hospital |
| Dr. Tammy Loberg | Hometown Animal Hospital |
| Mimi Munoz | Hometown Animal Hospital |
| Dr. Zack Westhoff | Le Mars Veterinary Clinic |
| Dr. Nicole Brette | Siouxland Equine |
| Dr. Brooke Gilbert | South Sioux Animal Hospital |
| Dr. John Hall | Twin Valley Veterinary Clinic |

Video Game Design

| | |
|---------------------------|--|
| Fred Gorham | Freelance Artist & HDR, Inc |
| Jeannie Novak | Novy Unlimited/Cengage Learning |
| Ben Vu | SkyVu Entertainment Mobile Games |
| Patrick Cavanaugh | The Peter Kiewit Institute |
| Brenda Garro-Romero | University of California, Santa Cruz Loot Drop w/John Romero |
| Eric Diemer | Wells' Blue Bunny |

Welding Technology

| | |
|--------------------------|---------------------------------|
| Cyndi Harris | A-Ox Welding Supply |
| Jason Gross | A-Ox Welding Supply |
| Dave Furlong | For-Most Inc. |
| Bill Fuller | Iron Workers Local 121 |
| Scott Williams | Iron Workers Local 121 |
| Casey Jones | J & J Fittings |
| Dan Brinkman | Masaba, Inc. |
| Dave Mc Arthur | Mc Arthur Sheet Metal Works Co. |
| Jeff Ogren | Midwest Industries, Inc. |
| Devlun Whiteing | Midwest Industries, Inc. |
| Tom Hudson | Northern Natural Gas Company |
| John Ward | Praxair Distributions, Inc. |
| Gary Johnson | Sabre Communications |
| Jon Simonsen | Simonson Ind. Inc. |
| Jeff Harms | Siouxland Trailer Sales |
| Gary March | Siouxland Trailer Sales |
| David McCorkindale | Summit Steel |

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