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Continuing Education
300 South 18th Street
Estherville, Iowa 51334
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Farm Laboratory
4145 360th Street
Emmetsburg, Iowa 50536
(712) 852-3027

Administrative Offices
19 South Seventh Street
Estherville, Iowa 51334
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Emmetsburg Campus
3200 College Drive
Emmetsburg, Iowa 50536
(712) 852-3554 1-800-242-5108
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Estherville Campus
300 South 18th Street
Estherville, Iowa 51334
(712) 362-2604 1-800-242-5106
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Spencer Campus
Gateway North Center
1900 Grand Avenue, Suite 8
Spencer, Iowa 51301
(712) 262-7141 1-877-807-9585
FAX (712) 262-4047

Spirit Lake Campus
800 21st Street
Spirit Lake, Iowa 51360
(712) 336-3439 1-877-807-9584
FAX (712) 336-1357

It is the policy of Iowa Lakes Community College not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

Inquiries regarding compliance with Title IX, Title VI, Title VII or 504 may be directed to Kathy Muller, Affirmative Action Officer, Iowa Lakes Community College, 19 South 7th Street, Estherville, Iowa (712)362-0433; to the Director of the Civil Rights Commission, Des Moines, Iowa; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. A formal discrimination complaint process is published in the Student Handbook, Faculty Handbook, and the Board Policies and Administrative Procedures of the College.

All provisions herein contained are subject to change without notice and do not constitute a contract or offer to contract with any person.
The College

The Mission

Iowa Lakes Community College is a public, comprehensive educational institution accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools. The college was established in 1967 under provision of Chapters 260C and 260D, Code of Iowa. “To provide opportunities for quality lifelong learning and promote economic development for [the] communities” of northwest Iowa is the mission of Iowa Lakes Community College. Over 73,000 people reside in this predominately rural five-county district encompassing approximately 2,900 square miles. Through its five campuses and an interactive distance learning system, Iowa Lakes currently enrolls about 2,900 full- and part-time students. The college offers liberal arts, career option and vocational-technical courses leading toward associate degrees, diplomas and certificates. It is committed to continuous quality improvement while serving the changing needs of its constituents.

Iowa Lakes Community College is noted for its innovative and visionary programming. In 1982, it was the second community college in the state to build an Instructional Television Fixed System (ITFS) providing interactive television access to five college sites and 14 secondary schools. In 1993, Iowa Lakes became the first community college to complete a hook-up with the Iowa Communications Network (ICN), a fiber optic interactive video system linking all community colleges and the regents’ universities in the state. This system now links other colleges, public schools, hospitals and government agencies throughout Iowa as well.

In 1985, Iowa Lakes became the first Iowa community college to mandate entrance assessment of all new students. The goal of this assessment program is to help all students be successful in college by ensuring development of minimum competencies in mathematics, writing and reading prior to graduation from Iowa Lakes.

The college offers a variety of outreach services to area communities including a full schedule of continuing education courses, college preparatory courses, support programming, business/industry training and retraining programs, and facilitation of economic development.

Finally, Iowa Lakes collaborates with three four-year institutions offering baccalaureate degree programs to area citizens who are unable to relocate due to job or family commitments.

Some selected goals are:

OPPORTUNITIES

Extend opportunities for personal and professional growth that are responsive to the dynamic needs of the individual and society.

• Guarantee access to postsecondary education opportunities through an “open door” policy.

• Ensure all constituents have the opportunity and the support necessary to take advantage of the postsecondary education programs and services offered by the college.

• Provide appropriate personnel services.

LIFELONG LEARNING

Provide learner centered activities that empower individuals to reach their potential and fulfill their personal and career goals.

• Enable students to complete the first two years of college work, including general education and pre-professional education and upon completion to achieve successful transfer to four-year colleges and universities.

• Enable students to complete vocational and technical programs designed to prepare them for employment in occupations in a global society.

• Provide opportunities for individuals to continue learning throughout their lifetime.

• Provide programs for high school completion and development of the academic foundation necessary for success in college.

• Enable eligible secondary students to participate in college courses for credit while still in high school.

• Provide vocational and technical training for persons not enrolled in high school and who have not completed high school.

ECONOMIC DEVELOPMENT

Support partnerships among business, community and labor groups that strengthen the economic health and quality of life for area residents.

• Deliver programs for in-service training and retraining for workers to help employers maintain a competitive work force.

• Provide economic development assistance to area businesses, industries, cities and counties in cooperation with federal, state and local agencies.

COMMUNITIES

Promote collaborations with communities that support access to college programs and services with sensitivity to diversity and equal opportunities for all.

• Promote among students an awareness of their responsibilities as citizens in our contemporary and dynamic society.

• Extend the scope of college resources through active partnerships with agencies in the service area.

History

Iowa Lakes Community College was officially organized in 1967 when the first board of directors met to begin planning for the organization and development of the college. Legislation passed by the Iowa legislature established Merged Area III as a part of a statewide plan. This area included all or parts of the counties of Clay, Dickinson, Emmet, Kossuth and Palo Alto and encompassed, at the time, 26 community school districts and two parochial school systems.
The College

In 1968 the board approved the merger of the Estherville Junior College and its facilities into the new district. The college had been operated by the Estherville public schools since its founding in 1924.

The Emmetsburg Community College was merged in 1970 to accomplish the goal of operating two major campuses in the area. The college had been operated since 1930 by the Emmetsburg public schools.

The two largest campuses are located at Emmetsburg and Estherville. Campuses are also located in Algona, Spencer and Spirit Lake.

The Estherville Campus is located in the eastern part of Estherville at 300 South 18th Street. Facilities constructed since 1972 serve liberal arts, career option, vocational and technical programs and an alternative high school.

Vocational, technical, career option, and liberal arts programs and an alternative high school are offered at the Emmetsburg Campus in the northwest part of Emmetsburg at 3200 College Drive.

A facility in Algona was purchased in late 1986 and has been developed into a college campus with facilities for liberal arts courses, community and education services, a success center, library and an alternative high school. The Algona Campus is located just north of the city at 2111 U.S. Highway 169.

The Spencer Campus, located at the Gateway North Center at 1900 Grand Avenue, includes facilities for liberal arts, technical, vocational courses, a computer lab, community services, education services, alternative high school, a success center, library and the area small business development center. An alternative high school is located nearby.

The Spirit Lake Campus opened in 1984. In late 1995 the campus moved into new facilities located at 2008 Hill Avenue. The new building houses evening and weekend college, liberal arts courses, a computer lab, community services, education services, success center, alternative high school and library.

An instructional television system began offering courses to the area in 1983. Beginning with two channels, six sites and four courses, the system now has four channels, televises 35 to 40 live college courses per semester to a potential 12 receiver sites. All courses necessary for a two-year Associate in Arts degree are offered on the system as well as numerous “one shot” programs and live teleconferences.

The college is also a participant in the Iowa Communications Network which allows sharing classes with other colleges in the state via a state-of-the-art fiberoptic system. A classroom at each campus is equipped for two-way television and audio.

In addition, Iowa Lakes Community College is a member of the Iowa Community College Online Consortium providing extended online learning opportunities to our local service area and beyond through the world wide web.

The continuing education department uses classroom facilities at college-owned sites and in Area III school districts to deliver instruction and services to local residents.

Governance and Administration

The college is governed by a seven-member board of directors elected by the residents of Merged Area III. Administrative offices are located at 19 South Seventh Street in Estherville, which houses most members of the President’s Council, central administrative staff and the college administrative computer center.

In addition to the college president, the President’s Council consists of a vice president of administration, chief academic officer, executive deans of the Emmetsburg and Estherville campuses, campus directors, executive director of continuing education/economic development, executive director of planning and development, executive director of finance, executive director of institutional advancement, executive director of plant services and the executive director of marketing.

The President’s Council, along with supervisory personnel from the Administrative Team, manages the operation of the college district.

Accreditation

Iowa Lakes Community College is accredited by the Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, 30 North LaSalle St, Suite 2400, Chicago, Illinois, phone 800-621-7440; the Iowa Department of Education and the State Board of Regents. The college is an institutional member of the American Association of Community Colleges. Programs are approved for veteran’s education and by the U. S. Justice Department, the Federal Aviation Administration and the Iowa Board of Nursing.

STUDENT SERVICES

Admission

Iowa Lakes Community College maintains an open-door policy of admission for students who have the ability, character and preparation to benefit from the educational programs offered at the college. Application forms may be obtained from high school counselors or from the admission offices of Iowa Lakes Community College at 3200 College Drive, Emmetsburg, IA 50536 or 300 South 18th Street, Estherville, IA 51334. Telephone requests may be directed to the Emmetsburg campus, 1 866 IALAKES (866/425-2537). Online applications can be made at www.iowalakes.edu.

Admission Policies-Credit Programs

Iowa Lakes Community College maintains an open-door policy of admission for students who have the ability, character and preparation to benefit from the educational programs offered at the college. Application forms may be obtained from high school counselors or from the admission offices of Iowa Lakes Community College at 3200 College Drive, Emmetsburg, IA 50536 or 300 South 18th Street, Estherville, IA 51334. Telephone requests may be directed to the Emmetsburg campus, 1 866 IALAKES (866/425-2537). Online applications can be made at www.iowalakes.edu.

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Iowa Lakes admits students to the arts and science, career option, vocational and technical programs who generally have either a high school diploma or its equivalent as determined by the General Education Development (GED) testing program. Individuals who have not completed one or the other may be admitted on an individual basis to various programs offered by the college. The college also offers programs to assist with high school completion or the GED tests.

Admission to the college does not ensure admission to all programs offered at Iowa Lakes. The college reserves the right to guide the placement of students on the basis of counseling, examinations, pre-enrollment interviews and past academic achievement, as well as available space in programs.
All students applying for admission to credit programs at the college must submit a completed Iowa Lakes application form, a transcript of high school work or GED certification and official transcripts sent directly from each postsecondary institution of higher education attended. Participation in the American College Test (ACT) program and submission of scores is recommended. Nursing applicants must submit ACT program scores, three references and meet with nursing faculty for an interview. Some programs require medical examinations, assessment before admission and/or advance fee deposits.

Applicants will be notified of their admission to the college by the dean of enrollment management.

Readmission

Students who have formerly attended Iowa Lakes Community College and who wish to return after an absence of a term (other than the summer session) should apply for readmission at the admission office of the campus they plan to enter. Students readmitted after an absence will be required to fulfill current graduation requirements.

Transfer Students

Transfer students must complete all admission requirements including submission of official transcripts directly from every postsecondary school or college attended whether or not credit was earned.

International Students

A student from another country must complete a special application form which is available from the admission office. Official transcripts of all secondary school and higher education records must be sent directly to the admission office. Notarized translations must be included for non-English language records. Transcripts must include specific dates of school attendance, courses taken during each year of attendance, grades and the grading scale used. The college may use the services of a service bureau to help in evaluating transcripts from other countries; charges are paid by the applicant. Students whose native language is not English must submit evidence of their English proficiency by a score of 500 or above on the Test of English as a Foreign Language (TOEFL) in its paper form. A score of 173 or more is required on the computer version of the TOEFL.

International students must submit evidence of financial ability to meet college and living expenses during the first year of attendance. A financial status questionnaire, available from the admission office, must be completed before an immigration I-20 form will be issued. Visa regulations of the U.S. Department of Immigration and Naturalization must be followed.

Applicants will be notified of their admission to the college by the dean of enrollment management.

Residency Requirements

Students enrolling at Iowa Lakes Community College are classified as residents or non-residents for admission, tuition and fee purposes. Each student must declare residency correctly under applicable rules and laws of the state of Iowa as well as the policies of the college board of trustees.

Students who have been classified as non-residents for this purpose and who believe they should be eligible for resident tuition, may apply for reconsideration of their cases. The director of records and registration may require written documents, affidavits and other evidence considered necessary to establish the residency of the student. This may include rent receipts, voter registration information, driver's license, motor vehicle registration, or other materials. Residence for college enrollment and fee purposes may be different from residence for other purposes. The burden of establishing exemption from non-resident status is with the student.

A decision by the director of records and registration which the student feels is incorrect may be appealed to the Academic Review Committee, which acts as the appeals body for residency questions.

Refugees are accepted into this country by the U.S. government and into the state with the recommendation of the governor. They are placed into a community with the full intention of establishing residency and with no intention of returning to their native country. They are charged resident tuition.

Further information on residency classification is available from the records and registration office.

ADVANCE REGISTRATION AND ORIENTATION

Advance Registration

Registration for new freshmen takes place at Iowa Lakes during the summer. Iowa Lakes recognizes that the hectic fall registration procedure can be an unsettling, bewildering experience for a new student. The college has established an early registration date when family and friends may accompany the student. Processes of advising and registration are accomplished in a convenient manner.

New Student Orientation

At the advance registration and orientation sessions, each student is assigned an academic advisor. Many students come to Iowa Lakes with a particular program of study in mind; these students are assigned advisors in those programs. Other students are undecided about their future. In such cases, students are encouraged to access the Career Resource Centers located in Estherville and Emmetsburg. Career interest assessment, career resource libraries and individual appointments with advisors/counselors may help clarify academic and career goals.

Orientation continues during the first day of the term. Payment of tuition and fees is the final step in registration. The orientation process continues through the term and ends with scheduling, registration and payment of tuition and fees for the next term. All new freshmen who register as full-time day students must register for Orientation to College (if offered).
ACADEMIC SUPPORT PROGRAMS

Once the first term begins, students quickly discover the extent of the commitment to their growth at Iowa Lakes Community College. The faculty is committed to advising and assisting students and a number of support programs serve specific academic needs.

Advisors

Advisors guide students in their programs and in achieving educational goals. Students are encouraged to visit advisors frequently. Regular meetings are scheduled to assist in the academic planning process.

Libraries

The mission of the campus libraries is to support the educational programs of the college. The libraries are comprehensive centers designed to meet the diverse needs of students, faculty, staff and area residents.

Developmental Studies

As an open door institution, Iowa Lakes Community College recognizes that some students may need assistance in basic skills areas. New students are assessed in English, reading and mathematics. Students who have been underprepared or who have been out of school for several years may need to review and sharpen basic skills prior to entering required college courses.

Developmental studies classes are designed to allow students to succeed in the programs they choose. These courses, however, do add an extra load to student requirements and may extend the program of study and/or require attendance at summer sessions. Questions concerning developmental studies should be discussed with advisors, Success Center instructors or deans.

ASPIRES

A federally funded student support service program is available at Iowa Lakes. This program targets first generation, income eligible and disabled students. Services focus on increasing student success in college, including tutoring, college visits for transfer students, counseling and academic advising, plus general support.

Tutoring

Peer tutoring is available to all students on request through the Success Centers.

Writing Lab

The college has established writing laboratories at Iowa Lakes sites to help students with writing and English skills. These labs were established with a federal Title III grant.

All of these programs are designed to supplement classroom work and attendance and to help students to succeed.

STUDENT ASSISTANCE SERVICES

College Counseling Services

Through Student Services the college provides support and assistance. Access to professionally trained specialists for academic, career and social counseling is provided in addition to educational guidance. Career guidance and appropriate testing are also available. Concerns may be discussed in confidence as the need arises.

Student Handbook

The student handbook helps students to become informed about the programs and services available at the college. A calendar and more detailed information about student life and college procedures are provided in a handy guide which is usually distributed during the orientation period at the beginning of the term.

Veterans’ Services

Services to veterans of the U. S. armed services are provided through the financial aid office. Qualified veterans are eligible to receive educational benefits in approved programs in all areas.

Students with Disabilities

Accommodations are provided based on student need. Services such as tutoring, counseling, note taking, readers and special equipment can be provided. All services are based on requests for services and appropriate documentation provided by the student. For more information, contact the Success Center counselor.

Rehabilitation Services

An office of the state Department of Vocational Rehabilitation Service is available on campus in Emmetsburg and Estherville to assist clients of the program.

Student Housing

At Emmetsburg residence halls and apartments are available at the south end of the campus. On the Estherville campus apartments and residence hall facilities are available adjacent to the student center or near the campus. Inquiries may be directed to the campus housing office.

Private off-campus apartments, rooms and rental homes are available in Estherville and Emmetsburg for single and married students.

Student Centers

The student centers at Emmetsburg and Estherville are the social, cultural and recreational hubs of the college. A cyber café, meeting rooms, television and game areas are provided. Student lounge areas are available at Algona, Spencer and Spirit Lake.

The student centers offer a wide variety of food services ranging from cafe service and cafeteria meals to catered meals for dinners. Breakfast, noon and evening meals are served Monday through Friday. A food service advisory board makes recommendations to the food service staff.

Campus Housing and Food Service Refunds

Students living in campus housing units who withdraw from school, who are asked to withdraw from college, or who move out of student housing for any reason still contractually owe rent for the remainder of the term unless they find a replacement approved by the college. The room deposit will be refunded or applied toward unpaid rent if there are no damages and the proper forms are completed.
During regular terms, three meals per day are served by the college food service at Emmetsburg and Estherville. Weekend meals are available on request. Meal cards may be purchased by those students without a meal contract who do not wish to carry cash. Cash is always accepted.

Refunds for contract meal programs will be calculated on a per diem basis. Only students who officially drop the meal plan at the business office will be eligible for a refund. Refunds will be prorated from the first and 15th of each month of the regular school year except the month of May. Individuals with questions should contact the food service.

These procedures may be appealed if extenuating circumstances occur; see the student handbook or the housing director for more information. Refund monies may be used to repay financial aid advanced for educational expenses before any money is refunded to the student.

**College Stores**

Textbooks, sundries, emblematic clothing, glassware, gifts and school supplies for the college student are available at the college bookstores in Emmetsburg and Estherville. A textbook buy-back service is included.

**Parking**

Since Iowa Lakes is essentially a commuter college, large parking lots are available. Parking for the handicapped is provided. Parking signs and regulations are enforced and tickets are issued for parking violations. Vehicles parked in restricted areas or in other than designated stalls may be towed at the owner's/driver's expense.

**Accident Insurance**

Health and accident insurance is available to students at a reasonable cost. Coverage may either be limited to school hours or provided on a full-time basis. Students are encouraged to obtain this protection unless they have adequate protection through other insurance coverage. Application forms are available in the business offices.

**Placement**

Instructors/coordinators of programs assist graduates in finding full-time jobs on completion of their programs. The financial aid office coordinates information concerning part time jobs on campus for qualified students while they are attending Iowa Lakes.

**Follow-up**

The college conducts follow-up studies of graduates in order to ensure that instructional programs and courses are relevant to student needs and that students are adequately prepared for further educational study or entry into the world of work.

**FINANCIAL AID**

The purpose of financial aid is to assist students with the cost of education. All financial aid is awarded through the financial aid office. Students interested in financial aid must complete all admission requirements and complete the Free Application for Federal Student Aid (FAFSA).

FAFSA application forms are available from the college financial aid office, high school counselors, and online. Students are encouraged to file before April 1 of each year.

**Pell Grant**

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are only awarded to undergraduate students who have not earned a bachelor’s or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

**Federal Supplemental Educational Opportunity Grant (FSEOG)**

A FSEOG is for undergraduates with exceptional need, that is, students with the lowest Expected Family Contributions (EFC), and gives priority to students who receive Federal Pell Grants. FSEOG does not have to be paid back.

**Federal Loans**

A Subsidized Loan is awarded on the basis of financial need. If you qualify for a subsidized loan, the federal government pays interest on the loan (“subsidizes” the loan) until you begin repayment and during the authorized periods of deferment thereafter.

An Unsubsidized Loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you will be charged interest from the time the loan is disbursed until it is paid in full. You can choose to pay the interest or allow it to accumulate. If you allow the interest to accumulate it will be capitalized, that is the interest will add to the principal amount of your loan and will increase the amount you have to repay. If you pay the interest as it accumulates, you will repay less in the long run.

The Partnership Loan Program is an education funding opportunity that is a partnership between students, participating schools, and the Iowa Student Loan Liquidity Corporation (ISLLC). The Partnership Loan Program was designed to provide loans to students and families who do not qualify for adequate amounts of state and federal student aid. Loan funds must be used for educational expenses (tuition, room, board, computer) as determined by the school. This program was initiated by ISLLC in conjunction with the Iowa College Students Commission. The loans are disbursed and serviced by ISLLC.

**Parents Loan for Undergraduate Students (PLUS)**

Parents may borrow for dependent undergraduate, graduate or professional students up to a maximum which equals the cost of the student’s program each year.

**Work-Study**

The work-study program provides jobs for students with financial need to earn money to help pay education expenses. The program encourages community service work related to your course of study.

**State of Iowa Scholarships**

Iowa Lakes participates in the State of Iowa scholarship program, available to Iowa residents only. A Student Aid Report (SAR) from the FAFSA is required. Students should also complete an Iowa Lakes scholarship application to apply for other sources of aid.
Iowa Vocational-Technical Tuition Grant (IVTG)

Need-based grants are available to Iowa resident full-time vocational, technical and career option students at the area community colleges.

Other Financial Aid

Assistance to students needing help in financing education is also provided through veterans’ services, vocational rehabilitation, Job Service, Work Force Investment, and the Iowa National Guard.

Scholarships

A number of scholarships are available at Iowa Lakes Community College. An application and information concerning eligibility are available from the institutional advancement office or the financial aid office. Financial need may be a qualification for some scholarships. Other scholarships are available to students through local civic and community organizations.

Satisfactory Progress Procedure

Once a student establishes eligibility to participate in the federal, state and Iowa Lakes financial aid programs and is awarded funds from these programs, the student agrees to make satisfactory progress toward the completion of the designated program of study. The college is directed by federal and state governments to establish an institutional policy which will monitor academic progress. Information on the Iowa Lakes policy is available from the financial aid office at the Emmetsburg campus.

PRESIDENTIAL SCHOLAR HONORS PROGRAM

Freshman applicants to Iowa Lakes recognized as honor students in high school and second year college students who have a cumulative average of 3.50 or above are invited to be members of the Presidential Scholars Program. Membership guarantees financial assistance through scholarships ranging from $100 awards to full tuition reimbursement. Members of the program gather periodically during the year to plan and take part in cultural, intellectual and aesthetic activities; are invited to become members of the Upper Midwest Honors Council; and are also advised to register for honors courses which will be identified as such on their transcripts. Students completing six honors courses over the two years will also be recognized as Presidential Scholars at commencement exercises. Some restrictions apply in this program.

STUDENT LIFE

The Iowa Lakes Community College experience is not by any means restricted to the classroom. Students participate in many co-curricular activities that are very much a part of their learning and growth. Since many of these activities, such as athletics and music, have headquarters at the Estherville campus, transportation is provided from the Emmetsburg campus when needed.

Athletics

The athletics program at Iowa Lakes Community College is an integral part of the total educational program. The program promotes physical growth and fitness, provides organized intercollegiate sports competition for student participation and community involvement, and allows a competitive feeling of achievement through sports participation. Intercollegiate athletics operate through the Estherville campus for students at any campus.

Intramural athletics provide organized competition, individual tournaments and outdoor recreation for all students. Opportunities for fun, enjoyment and fellowship through participation in sports activities are sponsored at both Emmetsburg and Estherville.

Communication

Students majoring in mass communications — writing, editing, photography, layout — are responsible for the “Spindrift,” the college newspaper. All students are invited to participate. An annual publication, “Prairie Smoke,” features student poetry, short stories, essays, art and photography. All students are invited to submit work to “Prairie Smoke.”

Students interested in speech and debate find opportunities for competition with other colleges. Broadcasting students air a daily news broadcast and a radio music show over a local cable television channel.

Music

The college offers both vocal and instrumental music organizations in which students may participate. Among these are the concert band, stage band, concert choir and swing choir. The college also sponsors invitational swing choir and jazz band clinics which feature nationally known clinicians.

Student Organizations

The college encourages students to be active in college clubs and organizations. More than 30 student organizations reflect the wide range of student interest in pre-professional, social and special interest groups. A full listing of organizations appears in the student handbook.

Student Government

The Student Senate is the governing body for students at the college. Through its work, students are provided an opportunity to participate in the operation of the college. The senate’s objectives are to provide comprehensive activity programs for the student body, to address issues brought before it by the students represented, to encourage interaction between students at the various campuses, to provide leadership in issues of citizenship and student rights, and to administer the student activity fee (with the consent of the board of trustees of the college).

STUDENT RIGHTS AND RESPONSIBILITIES

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should expect to exercise their freedom with responsibility. Those rights and
responsibilities are published in the Student Handbook along with due process procedures for disciplinary actions.

**Drug Prevention Program**

Iowa Lakes complies with the Drug Free Schools and Communities Act of 1989 (PL 101-226) and provides a drug free institution that prohibits employees and students from unlawfully manufacturing, distributing, dispensing, possessing or using a controlled substance on its property or during any of its activities. Details on standards of conduct, legal sanctions, health risks and referral agencies are published in the Student Handbook or are available from campus business offices.

**Crime Prevention on Campus and Completion/Graduation Rates:**

The Student Right to Know and Campus Security Act of 1990 (PL 101-542), require colleges to collect, publish and distribute certain information concerning policies and procedures, including statistics relating to campus security and criminal actions on campus. This information is provided to all current students and employees in the Student Handbook and to applicants for admission or employment on request.

Additionally, the law (as amended by PL 102-26) requires colleges to report their completion/graduation rates on an annual basis, as well as specific information concerning athletes. This information is also published in the Student Handbook.

**Institutional Record of Student Complaints**

To comply with federal regulations, the college maintains records of the written and signed formal complaints filed with the offices of the Vice President for Administration, the Executive Deans or the Campus Directors. These records will be maintained in the office of the Vice President for Administration.

**Americans with Disabilities Act—Policy of Nondiscrimination**

It is Iowa Lakes Community College policy not to discriminate against qualified individuals with disabilities and to provide reasonable accommodation(s), as required by law, to otherwise qualified applicants for admission or to students with disabilities in all education programs, activities, services and practices, including application procedures, admission, course selection, the awarding of degrees, discipline and dismissal. Educational opportunities will not be denied to an otherwise qualified applicant or student because of the need to make reasonable accommodation(s) or modification(s) for the physical and mental impairment(s) of any such individual.

Students needing reasonable accommodation(s) and/or modification(s) should contact Linda Helmers by phone at (712)852-5216 or (712)362-8364 or via e-mail at lhelmers@iowalakes.edu.

It is the policy of Iowa Lakes Community College not to discriminate on the basis of sex, race, national origin, creed, age, marital status or disability in its education programs, activities or employment policies, as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act (ADA) of 1990.

Inquiries regarding compliance with Title IX, Title VI, Title VII or Section 504 may be directed to Kathy Muller, Human Resources, Iowa Lakes Community College, 19 S. Seventh Street, Estherville, IA 51334, telephone (712)362-0433; to the Director of the Iowa Civil Rights Commission, Des Moines; or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. [10/02]
STUDENT RESPONSIBILITY FOR CATALOG INFORMATION

Each student is responsible for information appearing in this catalog, in the Student Handbook and in each term’s class schedule. Failure to read the regulations and other information will not be considered an excuse for non-compliance.

The college reserves the right to change policies or to revise curricula as necessary due to unanticipated circumstances. Program or course availability may be affected by enrollments, funding, or instructor availability.

If a student feels that extenuating circumstances might justify the waiver of a particular college policy, procedure or regulation, a petition may be filed according to established procedures. Contact the director of records and registration for information.

DEGREES, DIPLOMAS AND CERTIFICATES

Iowa Lakes Community College awards degrees, diplomas and certificates to those individuals who successfully complete programs in arts and science, career option, technical, vocational or adult education areas. The following degrees are awarded for college credit two-year programs: Associate in Arts, Associate in Science and Associate in Applied Science. Diplomas are awarded for college credit vocational programs of less than two years duration.

To be eligible for a degree or diploma in a credit program, a student must complete the last 15 credits in courses taken at Iowa Lakes before graduation.

Certificates are awarded for completion of certain course sequences and some community and continuing education courses and programs.

The General Education Core

General education is intended to provide 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 complex and changing world.

General education is not exclusively related to a student’s technical, vocational or professional field but is a part of a degree or diploma that prepares all students to meet personal, social and lifelong learning needs.

At Iowa Lakes Community College, general education encompasses curricular patterns and/or cognitive experiences appropriate to the length and content of the prescribed program. The general education requirements include college-level experiences which develop student capabilities in, and understanding of, (a) oral and written communication; (b) critical thinking; (c) numerical data; (d) scientific inquiry; (e) ethical, global, historical and social issues; and (f) appreciation for the fine arts.

The general education component at Iowa Lakes is developed at the institutional level through the faculty governance structure, using criteria appropriate to the institution’s mission, state guidelines and requirements of applicable accrediting bodies.

Iowa Lakes Community College will continually clarify, articulate, publicize and assess its general education program.

The general education requirement varies in accordance with the specific degree or diploma program in which the student enrolls.

Associate in Arts degree requirements

The Associate in Arts degree is designed to provide the first two years of a typical college or university bachelor’s degree program in liberal arts, general education, or pre-professional studies. Completion of the degree will satisfy all of the general requirements at several area colleges and universities and many of the requirements at other schools.

To earn the Associate in Arts degree, a student must:

- Earn a minimum of 64 semester credits, of which not more than 16 may be vocational or technical credits used as general electives and which may not be developmental education credits.
- Earn a minimum cumulative grade point average (GPA) of 2.00 or higher, using Iowa Lakes grade points earned divided by Iowa Lakes credits attempted for a standard letter grade, as defined elsewhere in this catalog.
- Complete the following general requirements, totaling 40 or more semester credits:

  Communications (10 credits):
  CM101A Successful Learning ........................................... 1 cr.
  EN113A English Composition I ...................................... 3
  EN123A English Composition II ...................................... 3
  SP103A Fundamentals of Speech Communication ................ 3

  Science (8 or more credits from):
  SC105A Anatomy and Physiology .................................... 3
  SC114/115A Biological Science Survey ............................. 3,4
  SC121A Prairie Heritage Workshop .................................. 1
  SC124/125A Physical Science ......................................... 3,4
  SC133A Environmental Ecology ..................................... 3
  SC134/135A Earth Science ........................................... 3,4
  SC140A Meteorology .................................................. 4
  SC172/173+177A Introduction to Chemistry I ................... 3,4
  SC175/176+177A Introduction to Chemistry II ................... 3,4
  SC196A General Chemistry I ......................................... 3,4
  SC199A General Chemistry II ....................................... 3,4
  SC184A General Physics I ........................................... 4
  SC185A General Physics II .......................................... 4
  SC221A Zoology ........................................................ 4
  SC220A Biology ........................................................ 4
  SC240A Human Anatomy and Physiology ......................... 4
  SC248A Microbiology ................................................ 4
  SC265A Field Biology ................................................ 4
  SC270A Human Physiology ........................................... 4
Academic Policies & Procedures

Mathematics (5 or more credits from):
- MA103A Mathematics for General Education .......................3
- MA112A College Algebra ............................................3
- MA293/294A Statistics ..............................................3
- MA115A College Mathematics ....................................5
- MA125A Analytic Geometry and Calculus .........................5
- MA153A Finite Mathematics ......................................3

Social Science (9 credits from two or more areas):
- I SS146A Western Civilization* ..................................3
- SS147A Western Civilization* .....................................3
- SS563A Classical Heritage* .......................................3
- II SS156A American History ......................................3
- SS157A American History .........................................3
- III PY113A General Psychology ..................................3
- PY123A Psychology of Adjustment .................................3
- PY213A Social Psychology .........................................3
- PY223A Developmental Psychology ...............................3
- IV PY243A Abnormal Psychology ................................3
- V BS113A Macroeconomics ........................................3
- BS123A Microeconomics ...........................................3
- VI SS113A Introduction to Sociology ..............................3
- SS123A Social Problems ...........................................3
- VII SS143A American Government ................................3
- SS153A State and Local Government ................................3
- VIII SS103A Introduction to Political Science ....................3
- SS163A World Regional Geography ................................3
- SS223A Marriage and Family ......................................3
- SS256A History of Iowa ............................................3
- SS273A Minority Culture ...........................................3
- SS277A Cultural Anthropology ....................................3
- SS580A Global Perspective* ......................................3
- BC101A Mass Media and Society* ................................3

Humanities (9 credits from two or more areas):
- IED203A Children’s Literature .....................................3
- EN110A Introduction to Literature ................................3
- EN133A American Poets and Poetry ...............................3
- EN213A American Literature .......................................3
- EN223A American Literature .......................................3
- EN233A Introduction to Short Story ................................3
- EN253A World Literature ...........................................3
- EN273A World Literature ...........................................3
- SP113/114 Introduction to Theatre ................................2-3
- II MU103A Music Appreciation .................................3
- MU103A World of Music ...........................................3
- MU213A Jazz History and Appreciation ..........................3

Electives to bring total to 64 semester credits
- * Can be used toward either social science area requirement or humanities area requirement, but credits cannot be used in both areas.

The Collegiate Assessment of Academic Proficiency (CAAP) will be used to assess the writing and mathematics skills of all students enrolled in the Associate in Arts curriculum. The assessment will be administered when the earned and currently enrolled credit of the student totals 60 or more semester credits. Completion of the assessment is a requirement for graduation. The student will not be charged the cost of assessment.

Associate in Science degree requirements

An Associate in Science degree with a designated specialty is awarded to a student who successfully completes a career option program. In addition to the course requirements in the specialty area, the following general requirements must be fulfilled:

- Earn a minimum of 68 semester credits, of which not more than 16 credits may be vocational or technical credits used as general electives and which may not be developmental studies credits.
- Earn a cumulative grade point average of 2.00 or higher.
- Complete the requirements of the career option specialty.
- Complete the following 25 semester credits of general education requirements:

Communications (6 credits):
- EN113A English Composition I ..................................3 cr.
- SP103A Fundamentals of Speech Communication ...............3

Science (4 credits)
(Select from AA degree science courses) ..........................4

Mathematics (3 credits)
(Select from AA degree math courses) .............................3

Social Science (6 credits from two areas):
(Select from AA degree social sciences) ..........................3-3
Humanities (3 credits): 
(Select from AA degree humanities courses) 3

Business (3 credits): 
(Any business course [course number ending with ‘A’] or any introductory computer or computer programming course [course number ending with ‘A’]) 3

Associate in Applied Science degree requirements

The Associate in Applied Science degree is awarded to students who complete two-year technology curricula. Each program has specific course requirements; all programs require a 2.00 or better GPA for graduation. Some arts and science courses may apply to AAS degree requirements in specific programs. Credits earned toward an Associate in Applied Science degree may be transferable to some baccalaureate degree granting institutions, but only at the option of those institutions.

Minimum program requirements total at least 70 semester credits and general requirements include a writing course and an oral communications course or a course combining both; a mathematics course and a related or applied science course; a social science course such as applied psychology or sociology or human relations; a related business or computer applications course.

Diploma requirements

Diplomas are issued to students who complete full-time vocational curricula of at least one academic year but less than two years in length. Specific course requirements must be met and a 2.00 or better GPA is required.

Minimum requirements total at least 34 semester credits and general requirements include a minimum of one writing course and an oral communications course or a course combining both; an applied mathematics or applied science course; and a human relations course.

Certificate requirements

Students enrolled in adult vocational or adult general education courses receive certificates signifying satisfactory completion of the program of instruction. Students must attend at least 70 percent of the class sessions and complete the course work according to the instructor’s standards.

Alternative high school and adult high school diploma requirements

Diplomas are issued to those students who complete 36 or more high school semester units including the required basic distribution and elective courses.

The basic distribution of courses required is as follows:
- 8 semester units of communications (may include speech)
- 4 semester units of mathematics
- 4 semester units of science
- 1 semester unit of government
- 2 semester units of American history
- 3 additional semester units of social studies

Additional elective courses are taken to meet the minimum of 36 semester units. Alternative high schools may have additional local requirements.

Adult high school diplomas are issued to graduates who are at least 18 years of age and whose high school class has graduated. Younger students may be admitted only under exceptional circumstances.

Credit may have been previously earned toward requirements and electives by attendance at any accredited high school, approved trade or business school, or college. At least one unit must be completed at Iowa Lakes.

Iowa high school equivalency certificate requirements

The Iowa Department of Education will issue a high school equivalency certificate to a student who earns a standard score of 35 or above on each of the five tests in the GED (General Educational Development) test battery and an average standard score of 45 or above. The student must not be currently enrolled in high school, must be at least 18 years of age and the high school class must have graduated.

Further information, including exceptions, is available from the chief examiner for GED tests at Iowa Lakes, available through the Success Centers. Information on alternative high school programs is available from the coordinators at Emmetsburg, Estherville, Algona, Spencer and Spirit Lake.

ACADEMIC INFORMATION

The Academic Year

The academic year for college transfer and career option consists of two semesters, beginning in August or September and in January, plus a summer session. The academic year for vocational and technical students normally consists of two semesters plus a summer term.

Continuing education programs are organized and scheduled to meet the needs and convenience of those requesting the programs.

Unit of Credit

The unit of college credit is the semester hour. A semester hour of credit is normally given for a minimum of approximately one hour per week of lecture per semester, two hours per week of laboratory work per semester, or the equivalent.

A high school semester unit of credit is awarded based on the student’s ability related to achievement. It normally requires about 60 hours of study. (A semester unit equals approximately half a Carnegie unit.)

A Continuing Education Unit (CEU), offered in some continuing education courses, is based on “the contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction.” Ten contact hours equal one CEU.
Classification of Credit Students

Students are classified in one of several ways:

Freshman: a student who has completed fewer than 30 semester credits.

Sophomore: a student who has completed 30 or more semester credits.

Full-time: a student carrying 12 or more credits of college work in a regular term.

Part-time: a student carrying 11 or fewer credits of college work in a regular term.

Grading System

Grades are based on students’ levels of achievement in those courses in which they enroll. The following scale is used at Iowa Lakes:

Grades for courses with attempted credits which count toward the grade point average:

- A 4 honor points
- B 3
- C 2
- D 1
- F 0

Grades for courses with no attempted credits which do not count toward the grade point average:

- P pass
- Q not passing
- T credit for testing
- L credit for experiential learning

Other grade symbols which earn no credits or honor points:

- I incomplete
- W withdrawn
- K administratively withdrawn (appears as W on transcript)
- N audit
- NR grade not reported by instructor

Grades may be accessed online via online services at www.iowalakes.edu or will be sent each term via a student request. Grade descriptions:

- A excellent
- B above average
- C average
- D below average.
- F fail: counts as attempted credit, no honor points.
- I incomplete: assigned in cases where the student has not completed some portion of assigned course work during a regular term for extenuating circumstances such as illness, family emergency, etc. A change of grade will be accepted up to the end of the next term following the term in which the grade is issued.

W withdrawn: course formally dropped after the end of the first week of a term.

K administratively withdrawn: same as W but for administrative reasons rather than student initiative.

N audit: course taken for personal interest only; does not earn credits or grade. Must be elected during the first two weeks of a term.

P pass: course has been elected to be taken on a pass/no credit basis during the first two weeks in a term. Only one course may be so elected each term, except that all courses designated as developmental may be elected as pass/no credit. In addition, some courses are offered only on a pass/no credit basis. No more than one-fourth of the total credits required for graduation may be earned with P grades. A course which is being repeated may not be elected on a pass/no credit basis. Does not count as attempted credit.

Q not passing: a failing grade which earns no credit; can be issued only when a course is taken on a pass/no credit basis. Does not count as attempted credit.

T credit granted for testing. Does not count as attempted credit.

L credit granted by virtue of prior education or occupational experience. Does not count as attempted credit.

PROCEDURES FOR ACADEMIC CLASSES

Registration

Registration consists of program planning, scheduling of classes through consultation with an advisor, and paying tuition and fees to the college. New students who are enrolling for the first time in the fall are invited to attend an orientation-registration program in the summer. Pre-registration is scheduled prior to the beginning of each term. Regular registration dates and the last date to register are published each term. A current permanent mailing address must be on file as part of registration and must be kept up to date. Information sent to the address on file will be considered to be proper notification to the student. Registration for courses may also be completed online. A student must first meet with an advisor to receive advisor clearance before using online registration.

Students may enroll after the first week of classes and before the end of the second week in a term with the permission of the appropriate dean and the director of records and registration. Students may register for independent learning courses in the Success Center at any time.

Change of registration

A “change of registration” form must be completed and submitted to the business office to make any change in registration. Courses may be added during the first two weeks of a session; after the first week, the instructor and director of records and registration must approve. Courses may be dropped at any time prior to the last four weeks of a course in a regular length term; after the first week of the term, a ‘W’ grade is recorded for any course a student drops. Dates are pro-rated for shorter terms.
Academic Policies & Procedures

Withdrawing from all classes

A student may withdraw from all classes (drop out of school) at any time during the term. A “Withdrawal from College” form and an exit interview are normally completed. A refund of tuition may be made for withdrawals early in the term, according to a schedule published elsewhere in this catalog. After the first week of classes, a “W” grade will be assigned for each course.

Refund of tuition

In the event that a student officially withdraws from the college, a refund of tuition will be made according to the following schedule for full semester credit classes:

- During the first week of the term: canceled, 100 percent
- During the second week (complete drops only): 60 percent
- During the third week (complete drops only): 40 percent
- After the end of the third week, no refund

Refunds are calculated on total tuition paid; fees are not refunded. Refunds on courses shorter than a standard term in length or on non-standard calendars may be pro-rated. Refund procedures, percentages and amounts may differ for first-time college students receiving federal financial aid.

The U.S. Department of Education has instituted a refund procedure for all Title IV financial aid recipients. Under this procedure, the institution is required to refund tuition, fees and other expenses to the lending agency or grant program on a pro-rata basis.

Campus housing and food service refund procedures are listed elsewhere in this catalog.

Credit assignment in emergency situations

Upon request of the student and after the two-thirds point of a term, the student may be given grades and credit for all courses in progress at the time of a personal emergency such as serious personal or family illness or injury requiring the student to discontinue studies, a death in the immediate family, or other circumstances that preclude a student finishing the term. The instructor of each course and a dean must approve the grade and credit.

Options in credit and grading

A change from credit to audit or audit to credit status may be made during the first two weeks of a term if the permission of the director of records and registration is granted. A change from traditional to pass/no credit (P/Q) grading may also be made during the first two weeks of a term if the instructor and director of records and registration approve. Some restrictions apply; see the section on “grading system.” A shorter option period applies for shorter terms.

Repeating courses

A student may repeat a course previously taken at Iowa Lakes. A form must be completed to notify the college of the repeated course. With the approval of the director of records and registration, only the last credits attempted and grade points earned in the repeated course will be used in calculating the cumulative grade point average. Earlier grades will remain on the record. An institution to which a student later transfers may apply its own policies to repeated courses. Dropping a course which is being repeated and receiving a grade of ‘W’ does not constitute repeating a course.

New Start

Iowa Lakes Community College offers a “New Start” program for students who either change programs of study after receiving unsatisfactory grades in a previous program at Iowa Lakes Community College or who re-enroll at the college in the same program after an absence of at least two years.

A “New Start” means that all academic work completed prior to the designated “New Start” term will appear on the academic record but will not be considered in computing the cumulative grade point average. Passing grades of “C” or better earned prior to the “New Start” may be used in meeting graduation requirements, but will not be calculated in the grade point average.

A “New Start” application must be filed in the Records Office before or during the first term of enrollment in the new program, or during the first term of enrollment after the required absence. The “New Start” is a one time only option, and once granted, the “New Start” may not be rescinded.

Credit load

Individuals pursuing 12 or more credits in a term are considered to be full-time students. A student will normally need to carry a greater number of credits in order to graduate in the normal period of time for a program. The maximum number of credits in which a student may enroll is determined by previous academic performance and program requirements. See the section of the catalog concerning academic probation and progress.

Class attendance, assignments and examinations

Students are expected to attend all class meetings for the courses in which they have enrolled. Any absence results in the loss of instruction and interferes with the learning process. Absence shall not lessen the student’s responsibility for meeting the requirements of any course and does not exclude a student from the responsibility for completion of work missed. The specific absence and make-up policies of each instructor are contained in course orientation information and/or the course syllabus. Students are encouraged to be aware of the amount of class time missed when considering participation in college activities.

Each instructor determines whether or not a final examination will be given in a particular course. If an exam is scheduled, students must be present as scheduled. In cases of illness or emergency during examination times, a student may be excused and the test rescheduled by the instructor. Where such illness or emergency extends beyond the end of the term, the procedure for incomplete work should be followed.

Tuition and fees

A schedule of tuition and fees is adopted by the board of directors. Current costs are available from the admission offices at the Emmetsburg and Estherville campuses. Tuition and fees are due at the beginning of each term.
If a student is unable to pay tuition and fee charges in full, a deferred payment plan is available for an extra charge. Copies of the tuition and fee payment procedure are available from campus business offices or in the student handbook. VISA, MasterCard and Discover are currently accepted for payment of tuition, fees, books and other charges.

All funds owed the college must be paid prior to graduation.

**Minnesota reciprocity**

A reciprocity agreement exists between Minnesota and Iowa Lakes Community College. Under this agreement persons who qualify as residents of Minnesota for the purpose of higher education may be eligible to attend Iowa Lakes and receive waiver of non-resident tuition. Conversely, persons who qualify as residents of the Iowa Lakes Community College district, Merged Area III, may be eligible to attend Minnesota West Community College campuses at Worthington, Jackson and Pipestone and receive waiver of non-resident tuition.

**TRANSFER OF CREDIT AND OTHER MEANS OF OBTAINING CREDIT**

Iowa Lakes will accept credit from other institutions of higher education and will grant credit for other forms.

Traditional forms of instruction may transfer if they qualify under the policies and procedures for granting such credit at the receiving institution.

**Inter-institutional transfer of credit**

Iowa Lakes will accept credit transferred from other regionally accredited institutions of higher education provided that an official transcript is received directly from the institution, the grades are satisfactory, and that the courses apply toward the student's field of study. A grade of 'C' or better, or its equivalent, is considered to be satisfactory.

Credit from non-regionally accredited institutions may be transferable to Iowa Lakes based on accreditation by a specialized or professional accrediting organization; comparability of the nature, content and level of the credit offered, as determined by Iowa Lakes administration and faculty; and the appropriateness and applicability of the credit earned to the student's current program of study.

Credit may be granted for military experience in the following instances:

- two credits in physical education for a year or more of active duty.
- credit for DANTES or USAFI courses with acceptable scores or grades.
- service school courses
- military specialties (MOS, NER, etc.)

A recommendation of the American Council on Education is also considered.

**Credit for military service**

Credit may be granted for military experience in the following instances:

- service school courses
- credit for DANTES or USAFI courses with acceptable scores or grades.
- two credits in physical education for a year or more of active duty.
- military specialties (MOS, NER, etc.)

A recommendation of the American Council on Education is one of the methods used in determining possible credit for military experience. Applicability to the student's program of study is also considered.

Credit for extra-institutional and experiential learning

Iowa Lakes may grant credit for formally structured courses offered by non-collegiate sponsors such as businesses, corporations, governmental agencies, unions and professional groups. College credit recommendations published by the National Program on Non-collegiate Sponsored Instruction (through the Regents of the State University of New York) and The National Guide to Educational Credit for Training Programs (through the American Council on Education) are used as guidelines for the awarding of credit.

Credit may be granted to an Iowa Lakes student for learning gained through work experience or personal study, if the student can document that this learning meets the competencies of the course for which credit is requested. Credit may be awarded only for a course listed in the current college catalog.

- The student, upon recommendation of the instructor and advisor, presents a written proposal to an instructor responsible for teaching the course in question, requesting credit for that course. Supporting materials must accompany that request, including a complete description of the prior learning, supervisory verification if available and a description of the competencies achieved.
- If the instructor evaluates the proposal as having merit, the instructor will present the proposal to an Executive Dean or the dean's designee for permission for the student to contract for the course credit.
- The student and instructor will develop a performance contract to document competency in the course objectives, define a time line for completion and the student will pay the appropriate charges.
- Instructor verification that the student is to receive credit for the course is submitted to the director of records and registration and a grade of ‘L’ is recorded on the academic record.

**Credit by examination**

Credit may be earned by examination at Iowa Lakes through the following methods:

- the College Level Examination Program (CLEP) for general and certain subject examinations.
- the ACT PEP examinations
- selected DANTES examinations
- “challenge” examinations for specific Iowa Lakes courses which are developed and graded by the appropriate academic department.

Certainly requirements must be met and Iowa Lakes specifies acceptable scores for each examination. For further information, contact the testing personnel at one of the Iowa Lakes Success Centers.

**Other information**

A minimum of 12 semester credits must be earned in residence before military experience credit or credit by examination will be posted on the permanent record. A maximum of 30 semester credits may be accepted for military experience, experiential
learning, and credit by examination. Some forms of earning credit may incur Iowa Lakes fees and charges for test administration, evaluation, and/or posting. Some standardized tests require payment of examination fees as well.

GRADUATION

Commencement ceremonies are held at the end of the spring and summer terms. A student who plans to graduate at the end of a term must apply by completing a special form at the records and registration office no later than the published deadline date which appears in the class schedule.

Academic honors

The deans’ honors list is published each term which includes names of those full-time students (12 or more graded credits) who have earned a grade point average of 3.25 to 3.99. Students with a 4.00 grade point average are placed on the college president’s honors list. The lists are released to area news media.

Candidates for graduation who have earned a cumulative grade point average of 3.25 or higher are honored at the commencement ceremony by identifying their honors in the printed program. Three classes of recognition are indicated:

- Cum laude 3.25 - 3.49
- Magna cum laude 3.50 - 3.74
- Summa cum laude 3.75 - 4.00

Graduation honors are also posted on the academic record based on the final cumulative GPA.

ACADEMIC STANDARDS

Academic probation

Iowa Lakes Community College provides assistance to help students succeed academically. The purpose of academic probation at Iowa Lakes is to indicate the need for special or individualized help for the student who has academic difficulty. The college is concerned when a student has problems, and faculty and staff are available to provide assistance. Academic probation is somewhat different from financial aid probation, which is covered elsewhere in college publications.

Student status

A status of probation means that the student and advisor must meet to determine what course of action will lead to success during the next enrollment. Strict probation means that the student may continue enrollment only with a written contract for performance; failure to meet the terms of the contract results in immediate suspension from classes. Participation in a Success Group (or an alternative assignment approved by the Success Group facilitator) is usually required of students on strict probation except during the summer term. Suspension means that a student is prohibited from attending classes and is dropped from all courses. A suspension is for a semester; a second suspension is for a year. A semester is counted if the student is enrolled for six or more credits.

After the first semester in college, a new freshman will be placed on probation if the GPA is less than 1.50. The student will be placed on strict probation if the GPA is less than 0.80. After more than one semester in college, a student will be placed on probation if the cumulative GPA is less than 2.00. A student with more than one semester in college will be placed on strict probation if the cumulative GPA remains less than 2.00 or if the term GPA is less than 1.00 and the cumulative GPA drops below 2.00.

A student on strict probation will be suspended if the term GPA is less than 2.00. A student on probation or strict probation may continue enrollment if the term GPA is 2.00 or better even if the cumulative GPA does not reach 2.00.

A student who earns a cumulative GPA of 2.00 or better will be returned to academic good standing

The Academic Review Committee will review records of students on continued probation and may revise their status based on further information such as absences, excessive number of ‘I’, ‘Q’ or ‘W’ grades, etc. Transfer students will be placed on probation if a similar record at Iowa Lakes would result a probationary status.

Credit loads

A liberal arts student may register for up to 19 credits if the previous term’s gpa was 2.50 or better; up to 21 credits if the last term’s gpa was 3.50 or better. If the gpa was less than a 2.50 the previous term, the student will be restricted to 18 credits or less. A liberal arts student on strict probation will be restricted to 12-14 credits. Students in vocational or technical programs may take the amount of credit required for the program each term.

A student may appeal the credit load restriction by preparing a written petition stating the reasons for the proposed exception, securing the signed consent of the faculty advisor and presenting the the petition to the director of records and registration at least three days before the last day to add a course in a term.

THE APPEAL PROCESS

Appeals of academic actions:

A. A student may appeal an academic action to the Academic Review Committee by making a written statement to the committee and delivering it to the director of records and registration. The student may request written involvement by faculty members or advisors in support of the case.

B. If the committee’s decision is adverse, a further appeal may then be made in person before the committee. The student may have others appear in support of the petition.

C. The final decision of the committee may be appealed to the appropriate campus dean or campus director or, if the dean or director’s decision is negative, to the college president.

Appeals of grades in courses:

A. A student who wishes to appeal a grade should:

   A. Discuss the grade with the instructor concerned.
   B. If agreement is not reached, discuss the case with the dean or director of the campus offering the course.
C. If agreement is still not reached, make a written appeal to the Academic Review Committee.

COURSE LOADS

Developmental studies courses, if required, add an extra load to student requirements and may extend the program of study and/or require attendance at summer sessions.

PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 requires that institutions will maintain the confidentiality of student education records.

Academic records will not be released to another person or organization except with the written permission of the student (or parents, if the student is a minor). Exceptions are staff members of Iowa Lakes with a need to know, officials of other institutions where the student seeks to enroll, accrediting agencies carrying out the accreditation function, a judicial order, agencies from which the student has received financial aid and their agents, or to persons in an emergency in order to protect the health and safety of students or other persons.

Directory information

Iowa Lakes considers the following to be directory information and will release it unless the student requests the college not do so by the end of the second week of classes each term: name, addresses, telephone numbers, e-mail address, date and place of birth, major field of study, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, academic honors awarded, and the most recent previous educational agency or institution attended.

Any request to limit directory information must be made to the director of records and registration. The college will not notify a student of requests for directory information if the student has requested withholding it; Iowa Lakes will not be responsible if disclosure would have been to the student’s benefit. Students not currently enrolled may not restrict directory information. Directory information is released only on an individual basis; lists of students are not available. A request to withhold any item of directory information will normally result in the college withholding all information.

Students’ right to review

Students have the right to inspect and review information contained in their education records. A student must make a written request to the director of records and registration listing the item or items of interest. The college will respond to the request within 45 days. Further information about the content of the educational record and the right to challenge portions which the student feels are incorrect is available in the records and registration offices at Emmetsburg or Estherville.

Requests for transcripts

A transcript of credit courses taken at Iowa Lakes Community College is issued to a third party only on written request by the student. Forms for this purpose are available in the records and registration offices at the Emmetsburg and Estherville campuses; a signed letter is also satisfactory. Transcripts are not released if the student has an overdue financial obligation to the college.

Transcripts are available from the Emmetsburg or Estherville campus last attended by the student; other campus records are generally kept at Emmetsburg.

Transcripts are issued free of charge for normal service. Requests for immediate service or fax will incur a $10 upfront charge.

TRANSFER TO OTHER INSTITUTIONS

Students who plan to transfer to another institution after the completion of their study at Iowa Lakes should plan early to meet the requirements of the institution to which they plan to transfer. Iowa Lakes advisors and counselors will help students meet their educational goals. Students are also urged to work closely with the school to which they will transfer to be sure that courses will transfer and that requirements will be met. An official transcript of Iowa Lakes work should be sent to the transfer institution when the school asks for it.

Students who plan to complete the AA degree and transfer to a four-year college should be aware that many schools have increased the level of mathematics competency required for graduation to the level of college algebra or higher. This requirement also applies to community college graduates with the AA degree, even though the AA degree may meet the four-year college general requirements. In addition, some schools are now requiring a foreign language and some require that science courses include laboratory work. Students who take college-level work as high school students and who use the credit toward high school graduation requirements should be aware that some colleges will not also allow that credit to count toward a college degree.

CONTINUING EDUCATION

Iowa Lakes Community College is aware that education is a lifelong activity and provides preparatory, upgrading and enriching continuing education courses for those residents who want, need and can benefit from such training. The division has organized a comprehensive schedule which provides area residents with the opportunity to participate in programs and activities which meet their needs. Working directly with communities and local schools, the division provides short courses, programs, seminars and community service activities in a timely manner.

ADULT BASIC EDUCATION

This program provides adults with a ‘second chance’ to learn and/or brush up on basic skills such as reading, writing, computation, and balancing a checking account. Classes are offered at various locations throughout the areas served by the college.
ALTERNATIVE HIGH SCHOOLS

An alternative high school is an excellent chance for young adults between the ages of 16 and 21 to earn a high school diploma. Students are offered flexibility in a non-traditional setting, but enrollment is limited. When requirements have been completed, students are awarded a high school diploma. There is no cost to students and classes are located at Algona, Emmetsburg, Estherville, Spencer and Spirit Lake.

VOCATIONAL SUPPLEMENTAL COURSES

Courses in this category are designed to increase the skills and understandings needed by adult workers who are already employed but want to upgrade or update their occupational competencies. The target population for these courses is the working adult.

Needs are identified by several methods. Individuals or groups may request a specific course which they need. Agencies, organizations, businesses and industries may make requests. Advisory committees also propose courses and programs, such as those for nursing or building maintenance supervisors. Licensing boards also assist in identifying needs.

VOCATIONAL SHORT TERM PREPARATORY PROGRAMS

Certified Nurse Assistant (75 hours): This course prepares students to work in a long-term care facility and includes basic nursing skills, information on the aging process, necessary attitudes and understandings of the duties of such a job. Fulfills the requirements for certification as a Nurse Aide I. This course is available for college credit as HO102A.

Nurse Aide Level II: This 60 hour program assists in developing skills and attitudes necessary to be an effective nurse aide/orderly in a hospital environment. Classroom and clinical experience are combined. People who have completed the geriatric aide course may apply those hours toward this course. This course is available for college credit as HO103A.

Geriatric Nurse Aide: This 75 hour program provides students the basic skills, attitudes and understandings necessary to perform effectively in a nursing home setting.

EMT-B Emergency Medical Technician Basic: The total course consists of classroom and in-hospital observation and training, examinations and a recommendation of completing five emergency ambulance runs. The course develops student skills in the recognition of symptoms of illnesses, injuries and proper procedures for emergency care. This follows the national Department of Transportation curriculum. It may be taken for academic college credit as HO105A.

EMT-I Emergency Medical Technician Intermediate: This is the first classification for advanced emergency medical technician certification. At this level, the student gains a more in-depth knowledge of certain body systems and assessments. Two skills are added, intravenous therapy and advanced airway devices. EMT-Basic certification is required for enrollment. College credit is available as HO211A and HO213A.

Homemaker Home Health Aide: This 80 hour program provides orientation and training for responsible, mature persons who will be employed in homes where illness, disability, or other crises threaten normal family living. Aides may do or assist with such things as personal care, bathing, shampoos, simple exercises, encouraging disabled or aged persons to help themselves, planning and/or preparing meals, shopping, doing light housework, and running errands.

Activity Directors Orientation Program: This 42 hour program assists in developing the skills needed to be able to reach every segment of the nursing home population and to conduct a comprehensive activity program.

COMMUNITY SERVICE AND SERVICE LEARNING

A community service program is designed to promote agricultural, business, industrial, recreational, cultural and social development. This includes providing leadership in solving community problems, serving new constituents, and making college facilities available.

Service learning at Iowa Lakes is a method of teaching and learning which engages students in solving problems and addressing local needs within the college or the community as part of their comprehensive educational program. Service learning combines academic curriculum with service in a college or community service project.

Iowa Lakes Community College is also involved in community service projects such as the Retired Senior and Volunteer Program (RSVP), the Small Business Development Center, the Displaced Homemaker program, and health related programs.

ENGLISH AS A SECOND LANGUAGE

Designed to teach English to those people for whom it is not the primary language, this program has assisted migrant and refugee peoples who have moved into the area. Emphasis is on English for daily living and on-the-job language requirements.

EXTENDED LEARNING

Public Television Courses

Each semester the college offers a variety of video-based courses from Public Television. The courses are available on video cassettes or through Iowa Public Television broadcasts. Students register for the courses at Iowa Lakes, watch the video programs at home and complete assigned work. Iowa Lakes provides a qualified instructor to facilitate completion of the course by the student, communicating by mail, in local conferences, by telephone, and by e-mail. Students typically are required to meet at a campus facility at least twice during the term, although some courses may require additional meetings. Testing is available at Iowa Lakes Success Centers.

University of Iowa RN-BSN Satellite Program

The University of Iowa College of Nursing offers an opportunity for registered nurses to complete the Bachelor of Science in Nursing (BSN) degree at Emmetsburg or Spencer. To apply for admission to the UI College of Nursing, a student must be licensed as a registered nurse and must have completed all prerequisites to the nursing major with a minimum GPA of 2.50.
Classes are offered by UI at Iowa Lakes through a variety of methods including videotape presentations, teleconference, guided correspondence study, and regular classroom and clinical instruction. A nursing faculty member from UI is on site at Iowa Lakes and is responsible for facilitating courses and providing guidance and advisement to enrolled and prospective students.

Interested students may request a no-charge evaluation of their previous school transcripts and receive a curriculum pattern and suggested plan of study based on their individual needs. Students who are currently in an Associate Degree Nursing program are encouraged to seek advisement early if they are interested in applying for this program.

The UI Faculty Facilitator can be contacted through Iowa Lakes in Emmetsburg.

**Postsecondary Enrollment Options Act**

Iowa Lakes Community College welcomes and encourages qualified high school students to enroll in college-level classes and looks forward to serving their needs. To facilitate the Postsecondary Enrollment Options Act, Iowa Lakes has established the following guidelines (which may be in addition to the requirements imposed by the act itself).

Students must complete and submit the following before the term in which they plan to enroll:

- a. college application for admission
- b. submit an official high school transcript
- c. ASSET or COMPASS scores
- d. “Notice of student registration” form
- e. college registration form

Students enrolling for the second and subsequent terms at Iowa Lakes need only complete the “Notice of student registration” form and college registration form.

ASSET or COMPASS must be passed at an acceptable level or students will not be allowed to take college classes. Students receiving low scores are encouraged to return to their local high school to upgrade their skills. If no means are available at the high school level to upgrade basic skills the student may enroll in Iowa Lakes developmental classes, but not regular college classes, until the required developmental courses have been completed satisfactorily.

Students must register in person each term at the Iowa Lakes campus they plan to attend at Emmetsburg, Estherville, Algona, Spencer or Spirit Lake.

Under the Postsecondary Enrollment Options Act, the local school district may provide up to $250 for the cost of each course including tuition, textbooks, materials, and fees.

The student is responsible for withdrawing officially if enrollment ceases during the term for any reason. Withdrawal and refund policies and procedures are detailed elsewhere in this catalog.

**Third Age College**

The Third Age College is an educational organization that provides an academic setting to enrich the lives of individuals over the age of 55 and interested others. The term “third age” is borrowed from the French and indicates productivity during retirement rather than this “age” becoming the mere closure of life.

Classes meet in Algona, Emmetsburg, Estherville, Spencer and Spirit Lake and focus on academics rather than leisure and pleasure. A variety of topics and subject areas are covered in courses.

In addition, GED classes are offered in a classroom setting for older adults.
COLLEGE TRANSFER

A student completing an Associate in Arts degree will complete 40-43 credits of required subjects and 21-24 credits of electives. These requirements meet some or all of the general education requirements at many four-year colleges. Courses can be selected in major areas to meet pre-professional requirements in the following fields:

Offered at Emmetsburg and Estherville
- Accounting
- Biology
- Business
- Business Administration
- Business Education
- Education
- General Studies
- History
- Horticulture
- Pre-Mortuary Science

Offered only at Estherville
- Accounting
- Biology
- Business Administration
- Business Education
- Education
- General Studies
- History
- Horticulture
- Pre-Mortuary Science

Offered only at Emmetsburg
- Agriculture
- Animal Science

Agriculture Transfer 64 credits

Associate in Arts Degree
Location: Emmetsburg Campus

Program requirements:
- General requirements for AA degree 40-43 credits
- Speciality requirements 14 credits
- AT214A Introduction to Soils 3
- AT115A Animal Science 3

CAREER OPTION PROGRAMS

A number of career option programs are offered by the college. These unique programs allow the student the option of transferring to a four-year institution or going directly into employment. A student who completes the two-year program receives the Associate in Science degree. With the assistance of advisory committees, these programs are designed to ensure that students are adequately prepared to meet practical employment needs. The curriculum is composed of general education courses, specialty courses and related on-the-job training. Programs are available in the following areas.

Administrative Assistant
Aviation/Airport Management
Broadcast Media Specialist
Business Administration and Management
Computer Aided Drafting and Design
Computer Programming
Criminal Justice
Early Childhood Education
Environmental Studies
Geographic Information Systems Technology
Graphic Design Technology
Health Care Administration
Human Services/Disability Studies
Information Technology
Journalism and Photography
Legal Assistant
Recreation Specialist
Sales and Marketing Management
Tourism Management

Administrative Assistant 68 credits

Associate in Science Degree
Location: Emmetsburg and Spencer

Employers hiring administrative assistants or secretaries for management positions often require more than one year of train-
ing. This program adds a second year of general education and business requirements to the Office Specialist or Secretarial Specialist curriculum. Completion of this two-year program allows a graduate to seek work or transfer into a four-year college program.

**Program requirements:**
BA103A Basic Accounting OR
BA114A Principles of Accounting I .......................... 3-4
BE103A/108A Business Professionalism I .................. 0-1
BE104A/109A Business Professionalism II .................. 0-1
BE111A Calculating Machines ............................. 2
BE113A Keyboarding Applications ........................ 3
BE118A Office Procedures .................................. 3
BE119A Word Processing ..................................... 3
BE204A/208A Business Professionalism III ............... 0-1
BE205A/209A Business Professionalism IV ............... 0-1
BE235A Administrative Assistant Practicum ............. 5
BS106A Introduction to Computers/Information Systems .... 3
(can count as general requirement)

**Business electives:** (select 9-12 cr. From the following or from business electives approved by advisor)
BA116A Payroll Accounting .................................. 3
BS105A Web Page Design .................................... 3
BS113A Macroeconomics .................................... 3
BS263A Legal Environment of Business .................... 3
BS293A Management .......................................... 3
CS233A Database Information Systems .................... 3
IT110A Introduction to Computer Hardware/A+ Certification ... 3
IT115A Networking Essentials .............................. 4
IT118A Windows 2000 Professional ........................ 4
Remaining AS general requirements and electives
Total Credits .................................................. 68

**Aviation/Airport Management 68 credits**

**Associate in Science Degree**

**Location: Estherville Campus**

This program offers training in aviation, including two full years of college education which can be transferred to programs at four-year colleges. Students who complete the program will learn Private, Instrument, Commercial, and Certified Flight Instructor certificates from the FAA. Flight training is offered at the Estherville Airport by Iowa Lakes Community College instructors in college-owned aircraft.

**Program requirements:**
AV101A Private Pilot Flight Laboratory I .................. 3
AV102A Private Pilot Ground School ....................... 4
AV103A Commercial Cross-country Flight Lab .............. 3
AV105A Commercial Pilot Ground School .................. 3
AV201A Commercial Instrument Flight Lab ................. 3
AV202A Instrument Pilot Ground School ................... 3

**Take one of the following:**
AV203A Flight Instructor Flight Lab OR
AV204A Flight Instructor Ground School OR
AV206A Multi-engine Rating ............................... 3
AV207A Aviation Practicum OR
AV205A Instrument Instructor .............................. 1

BS106A Intro to Computers/Information Systems .......... 3
(satisfies business/computers requirement)
Take an additional business course ....................... 3
SC140A Meteorology ........................................ 4
(satisfies science requirement)
Remaining AS general requirements and electives
Total Credits .................................................. 68

**Broadcast Media Specialist 68 credits**

**Associate in Science Degree**

**Location: Estherville Campus**

The broadcast media specialist program is designed for those interested in working for radio or television stations, newspapers and advertising publications.

**Program requirements:**
BC101A Mass Media and Society ......................... 3
(satisfies humanities requirement)
BC112A Public Relations and Marketing .................. 3
BC200A Sophomore Portfolio ................................ 0
BC203A Audio Production .................................... 3
BC212/232A Practicum ...................................... 2/5
BC221A Television Studio Production I .................... 3
BC243A Electronic Field Production I ...................... 3
BS143A Sales Principles OR
BS243A Advertising .......................................... 3
(satisfies business/computers requirement)
JR153A Beginning Newswriting .............................. 3
JR213A Media Law and Ethics ............................... 3

**Select two courses from the following:**
BC234A Radio Workshop ..................................... 4
BC243A Electronic Field Production I ...................... 4
BC253A Electronic Field Production II ..................... 3
Remaining AS general requirements and electives
Total credits .................................................. 68
[7-7-03]

**Business Administration and Management 70 credits**

**Associate in Science Degree**

**Location: Estherville Campus and other locations**

This program is designed for students who want comprehensive training in the field of business administration and management and who wish to enter directly into the workplace. Students may select from four concentration areas: Small Business Management, Leadership Management, Banking and Finance and Human Resources. The program will allow students to qualify for entry-level positions in their selected field. The program is built on a solid business core, general education courses, and a concentration specialization. This will facilitate those students who wish to continue their education.

**Program requirements:**

**Business core requirements:**
BA114A Principles of Accounting I ....................... 4
BA124A Principles of Accounting II ...................... 4
### Program Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD114A</td>
<td>Introduction to Drafting and Design</td>
<td>3</td>
</tr>
<tr>
<td>CD120A</td>
<td>Advanced Computer Applications in Business</td>
<td>3</td>
</tr>
<tr>
<td>CD123A</td>
<td>3D Graphics &amp; Animations</td>
<td>3</td>
</tr>
<tr>
<td>AR105A</td>
<td>Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>AR108A</td>
<td>Electronic Publishing</td>
<td>3</td>
</tr>
<tr>
<td>AR117A</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>AR173A</td>
<td>Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>AR263A</td>
<td>Computer Hardware/A+</td>
<td>3</td>
</tr>
<tr>
<td>AR273A</td>
<td>Network Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MA103A</td>
<td>Mathematics for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MA115A</td>
<td>Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>MA294A</td>
<td>Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MA394A</td>
<td>Advanced Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MA395A</td>
<td>Advanced Calculus</td>
<td>4</td>
</tr>
</tbody>
</table>

### Remaining AS General Requirements and Electives

Total credits: 68

### College Transfer & Career Option Programs

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BS111A</td>
<td>Business Seminar I</td>
<td>1</td>
</tr>
<tr>
<td>BS113A</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BS121A</td>
<td>Business Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>BS123A</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BS133A</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>BS203A</td>
<td>Advanced Computer Applications in Business</td>
<td>3</td>
</tr>
<tr>
<td>BS205A</td>
<td>Business Practicum</td>
<td>5</td>
</tr>
<tr>
<td>BS233A</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BS263A</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BS293A</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>BS107A</td>
<td>Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BS117A</td>
<td>Leadership Development</td>
<td>3</td>
</tr>
<tr>
<td>BS118A</td>
<td>Managing Change</td>
<td>1</td>
</tr>
<tr>
<td>BS127A</td>
<td>Managing for Quality</td>
<td>3</td>
</tr>
<tr>
<td>BS137A</td>
<td>Time Management</td>
<td>1</td>
</tr>
<tr>
<td>BS138A</td>
<td>Stress Management</td>
<td>1</td>
</tr>
<tr>
<td>BS173A</td>
<td>Principles of Banking</td>
<td>3</td>
</tr>
<tr>
<td>BS176A</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td>BS216A</td>
<td>Business Finance</td>
<td>3</td>
</tr>
<tr>
<td>BS283A</td>
<td>Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>BS104A</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>BS151A</td>
<td>Introduction to Employee Compensation and Benefits</td>
<td>3</td>
</tr>
<tr>
<td>BS161A</td>
<td>Personnel Management</td>
<td>3</td>
</tr>
<tr>
<td>BS193A</td>
<td>Introduction to Employment Law</td>
<td>3</td>
</tr>
<tr>
<td>MA103A</td>
<td>Mathematics for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MA115A</td>
<td>Finite Math</td>
<td>3</td>
</tr>
<tr>
<td>MA161A</td>
<td>Problem Solving Logic</td>
<td>3</td>
</tr>
<tr>
<td>MA223A</td>
<td>Computer Programming C++</td>
<td>3</td>
</tr>
<tr>
<td>MA233A</td>
<td>Database Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MA238A</td>
<td>Computer Science II</td>
<td>3</td>
</tr>
<tr>
<td>MA273A</td>
<td>Object Oriented Programming/JAVA</td>
<td>3</td>
</tr>
<tr>
<td>CS253A</td>
<td>Computer Science Practicum</td>
<td>5</td>
</tr>
<tr>
<td>MA294A</td>
<td>Statistics</td>
<td>4</td>
</tr>
</tbody>
</table>

### Computer Programming

**Associate in Science Degree**

**Location: Estherville Campus**

The Computer Programming degree allows students to emphasize either business or mathematics-science areas depending on course selection during enrollment at Iowa Lakes. Graduates may seek employment as computer programmers for business, industry, government or scientific applications, or may transfer to a four-year college for further training.

**Program Requirements:**

- **BS106A** Introduction to Computers/Information Systems  3
- **BS111A** Business Seminar I  1
- **BS113A** Macroeconomics  3
- **BS121A** Business Seminar II  1
- **BS123A** Microeconomics  3
- **BS133A** Introduction to Business  3
- **BS203A** Advanced Computer Applications in Business  3
- **BS205A** Business Practicum  5
- **BS233A** Marketing  3
- **BS263A** Legal Environment of Business  3
- **BS293A** Management  3
- **BS104A** Human Relations  3
- **BS151A** Introduction to Employee Compensation and Benefits  3
- **BS161A** Personnel Management  3
- **BS193A** Introduction to Employment Law  3
- **BS107A** Supervision  3
- **BS117A** Leadership Development  3
- **BS118A** Managing Change  1
- **BS127A** Managing for Quality  3
- **BS137A** Time Management  1
- **BS138A** Stress Management  1
- **BS173A** Principles of Banking  3
- **BS176A** Investments  3
- **BS216A** Business Finance  3
- **BS283A** Real Estate  3
- **BS106A** Introduction to Computers/Information Systems OR
- **BS111A** Business Seminar I OR
- **IT115A** Network Essentials  4
- **CS138A** Computer Science I  3
- **CS116A** Problem Solving Logic  3
- **CS223A** Computer Programming C++  3
- **CS233A** Database Information Systems  3
- **CS238A** Computer Science II  3
- **IT110A** Computer Hardware/A+  3
- **CS273A** Object Oriented Programming/JAVA  3
- **CS253A** Computer Science Practicum  5
- **MA294A** Statistics  4
- **MA115A** Finite Math  3

**Select 6 credits from the following:**

- **MA103A** Mathematics for General Education  3
- **BS105A** Web Page Design  3
- **AR117A** Digital Illustration  3
- **AR108A** Electronic Publishing  3
- **AR173A** Adobe Illustrator  3
- **AR163A** Adobe Photoshop  3
- **CD123A** 3D Graphics & Animations  3
- **IT110A** Computer Hardware/A+  3
- **CS273A** Object Oriented Programming/JAVA  3
- **MA115A** Finite Math  3

**Remaining AS General Requirements and Electives**

Total credits: 68
## Criminal Justice 73 credits

### Associate in Science Degree

**Location: Estherville Campus**

The criminal justice field includes several career areas in addition to that of police officer. These include corrections and private security. A full computer forensics option will also be available in the Spring of 2004. Students may enter several employment fields or transfer to a four-year college. The Iowa Lakes program is designed for full-time students or currently employed criminal justice personnel who wish to complete academic training. Field experience is taken in various agencies within the criminal justice system.

### Program requirements:

**Criminal Justice core (all students):**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>CJ101A</td>
<td>Independent Study—Law Enforcement</td>
<td>1</td>
</tr>
<tr>
<td>CJ111A</td>
<td>Firearms Training</td>
<td>1</td>
</tr>
<tr>
<td>JR113A</td>
<td>Introduction to Photography</td>
<td>1</td>
</tr>
<tr>
<td>CJ233A</td>
<td>Criminal Law and Procedure</td>
<td>3</td>
</tr>
<tr>
<td>CJ223A</td>
<td>Drug Use and Abuse</td>
<td>3</td>
</tr>
<tr>
<td>CJ133A</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>CJ263A</td>
<td>Overview of Cyber Crimes</td>
<td>3</td>
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**Select one option:**

**Law Enforcement:**

<table>
<thead>
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<tr>
<td>CJ263A</td>
<td>Overview of Cyber Crimes</td>
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</tbody>
</table>

**Corrections:**

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<th>Credits</th>
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<tbody>
<tr>
<td>CJ101A</td>
<td>Independent Study—Corrections</td>
<td>1</td>
</tr>
<tr>
<td>CJ128A</td>
<td>Criminal Justice Seminar I-Corrections</td>
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<tr>
<td>CJ133A</td>
<td>Introduction to Corrections</td>
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<tr>
<td>CJ220A</td>
<td>Corrections in the Community</td>
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<tr>
<td>CJ228A</td>
<td>Criminal Justice Seminar II-Corrections</td>
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<tr>
<td>CJ232A</td>
<td>Field Experience I-Corrections</td>
<td>3</td>
</tr>
<tr>
<td>CJ252A</td>
<td>Field Experience II-Corrections</td>
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<tr>
<td>FL101A</td>
<td>Survival Spanish for Law Enforcement</td>
<td>2</td>
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<tr>
<td>SS121A</td>
<td>Criminal Justice with the Expert OR</td>
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<td>SS121A</td>
<td>Criminal Justice in the Big City</td>
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<td>HD224A</td>
<td>Counseling Skills</td>
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<tr>
<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
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**Computer Forensics:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>IT110A</td>
<td>Computer Hardware/A+</td>
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<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CJ121A</td>
<td>Seminar I-Law Enforcement</td>
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<tr>
<td>IT115A</td>
<td>Networking Essentials</td>
<td>4</td>
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<tr>
<td>CJ211A</td>
<td>Seminar II-Law Enforcement</td>
<td>1</td>
</tr>
<tr>
<td>CJ202A</td>
<td>Field Experience I-Law Enforcement</td>
<td>2</td>
</tr>
<tr>
<td>CJ203A</td>
<td>Field Experience II-Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>CS138A</td>
<td>Computer Science I</td>
<td>3</td>
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<tr>
<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
<td>3</td>
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<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
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**Forensic Computer Science I**

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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>CS138A</td>
<td>Computer Science I</td>
<td>3</td>
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<tr>
<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
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</tbody>
</table>

**Forensic Computer Science II**

<table>
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<tr>
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<th>Course Title</th>
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<tbody>
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<td>CS138A</td>
<td>Computer Science I</td>
<td>3</td>
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<tr>
<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
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**Internet Crime Investigation**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>CS138A</td>
<td>Computer Science I</td>
<td>3</td>
</tr>
<tr>
<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
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**Remaining AS general requirements and electives**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>C210A</td>
<td>Field Experience II-Law Enforcement</td>
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</tr>
<tr>
<td>CS138A</td>
<td>Computer Science I</td>
<td>3</td>
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<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
<td>3</td>
</tr>
<tr>
<td>CJ101A</td>
<td>Independent Study—Law Enforcement</td>
<td>1</td>
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<tr>
<td>CJ203A</td>
<td>Field Experience II-Law Enforcement</td>
<td>3</td>
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<tr>
<td>CJ203A</td>
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<td>CS138A</td>
<td>Computer Science I</td>
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<tr>
<td>PE123A</td>
<td>Healthy Lifestyles Management</td>
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</tbody>
</table>

Total credits: 73

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## Early Childhood Education 68 credits

### Associate in Science Degree

**Location: Emmetsburg Campus**

Increasing needs for quality child care, as well as for trained child care providers, offer a variety of career opportunities in child care. The associate degree program can be taken in its entirety or can be taken as a continuation of the skills and knowledge gained in the one-year Child Care diploma program. At the end of the program, students can assume positions of responsibility in early childhood education, careers such as nannies, home day care providers, and early childhood assistants in child care centers, preschools, public and private classrooms and recreation centers. They may also transfer to a four-year institution for further education.

To advance in the program course sequence or to graduate, a student may have no grade lower than 'C' in any Child Care (CC) course or ED203A.

### Program requirements:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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<td>CC102A</td>
<td>Child Growth &amp; Development</td>
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<tr>
<td>CC110A</td>
<td>Child Care Professionals I</td>
<td>3</td>
</tr>
<tr>
<td>CC111A</td>
<td>Child Development Study Tour</td>
<td>3</td>
</tr>
<tr>
<td>CC112A</td>
<td>Child Health, Safety &amp; Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>CC114A</td>
<td>Principles of Child Care</td>
<td>3</td>
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<tr>
<td>CC120A</td>
<td>Child Care Professionals II</td>
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<tr>
<td>CC126A</td>
<td>Play &amp; Creative Arts</td>
<td>4</td>
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<td>CC121A</td>
<td>Practicum I</td>
<td>2</td>
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<tr>
<td>CC223A</td>
<td>Admin of Programs for Children</td>
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<tr>
<td>CC128A</td>
<td>Inquiry Activities</td>
<td>3</td>
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<tr>
<td>CC125A</td>
<td>Behavior &amp; Guidance of Children</td>
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<td>CC134A</td>
<td>Curriculum Planning</td>
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<td>ED203A</td>
<td>Children’s Literature</td>
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(can count as general requirement)

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<th>Credits</th>
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<tr>
<td>CC210A</td>
<td>Early Childhood Professionals I</td>
<td>1</td>
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<td>CC211A</td>
<td>Practicum II</td>
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<tr>
<td>CC213A</td>
<td>Contemporary Issues in Child Care</td>
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<td>CC113A</td>
<td>Emergency Care</td>
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<tr>
<td>CC220A</td>
<td>Early Childhood Professionals II</td>
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<td>CC221A</td>
<td>Practicum III</td>
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<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
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(can count as general requirement)

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<td>SS223A</td>
<td>Marriage and the Family</td>
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(can count as general requirement)

### Remaining AS general requirements and electives

Total credits: 68

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[1/28/03]
Environmental Studies 68 credits

Associate in Science Degree
Location: Estherville Campus

This program emphasizes environmental science, biology, chemistry, environmental technology and natural resources management.

Program requirements:
EV114A Environmental Studies I .................................. .4
EV124A Environmental Studies II .................................. .4
EV203A Environmental Seminar I .................................. .1
EV204A Environmental Seminar II .................................. .1
Take one of the following groups of two courses:
EV234A Introduction to Environmental Technology ........... .4 AND
EV244A Environmental Technology Techniques .................. .4
OR
EV254A Introduction to Natural Resources Management ........... .4 AND
EV264A Natural Resources Management Techniques ............. .4
EV274A Environmental Studies Practicum ........................... .4
SC—A Select 12 science credits in addition to 4 credits of general requirement .......................................................... .12

Remaining AS general requirements and electives
Total credits .......................................................... .68

[1/28/03]

Geographic Information Systems Technician 66 credits

Associate in Science Degree
Location: Estherville Campus

Geographic Information Systems (GIS) is an emerging technology that is impacting the way we live and work. GIS can be applied in a wide range of science and industry including the military which uses GPS and remote sensing to precisely locate targets. Farmers use this technology to make decisions to increase their yield potential, and police officers and FBI agents analyze crime data using GIS to visualize geographic patterns that help prevent and solve crimes. Many others, such as civil engineers, geologists, archaeologists and federal, state and local government workers also use GIS. Students graduating from this program have the option of entering the workforce or continuing their education in GIS at a university.

Program requirements:
GT113A Introduction to GIS ........................................... .3
CD114A Technical Drafting & CAD I ................................. .4
GT123A GIS Applications I ........................................... .3
CD124A Technical Drafting & CAD II ............................... .3
GT134A Fundamentals of Surveying - GPS, COGO ................. .4
SS166A Human Geography ................................ .......... .3
GT223A GIS Land Information and Resource Management ....... .3
GT153A Digital Cartography ................................ ........... .3
GT213A GIS Applications II ................................ .......... .3
CS233A Database Information Systems ............................ .3
(can count as general requirement)
GT233A Photogrammetry and Remote Sensing ..................... .3
CS138A Computer Science ................................ ........... .3
MA115A College Mathematics ................................ ....... .5
(can count as general requirement)
MA294A Statistics .................................................. .4
SC118A Ecology and Environmental Concepts ..................... .4
(can count as general requirement)

Remaining AS general requirements and electives
Total credits .......................................................... .68

Graphic Design and Technology 68 credits

Associate in Science Degree
Location: Estherville Campus

This program trains individuals for employment or as free-lance artists in advertising, publishing, and public relations firms. The on-the-job training period and development of a personal portfolio provide an excellent background for employment. General courses transfer to a four-year college.

Program requirements:
BC101A Mass Media & Society ...................................... .3
EN123A English Composition II ..................................... .3
JR113A Introduction to Photography OR
JR123A Digital Photography ......................................... .3
AR103A Art Appreciation ........................................... .3
(can satisfy humanities requirement)
BS105A Web Page Design ........................................... .3
AR106A Electronic Publishing ....................................... .3
(can satisfy computer/business requirement)
AR117A Illustration .................................................. .3
AR119A Drawing I .................................................. .3
AR125A Graphic Design Studio ..................................... .3
AR133A Advertising Layout and Composition ..................... .3
AR163A Adobe Photoshop ........................................... .3
AR173A Adobe Illustrator ........................................... .3
JR213A Media Law and Ethics ....................................... .3
AR233A Design I .................................................. .4
AR106A Web Page Graphics ......................................... .3
AR234A Graphic Design Internship ................................ .4

Remaining AS general requirements and electives
Total Credits .......................................................... .69

Health Care Administration 69 credits

Associate in Science Degree
Location: Spencer Campus (Weekend College)

This career option program is designed to prepare persons for licensure as nursing home administrators in Iowa. It is primarily for adults with previous work experience, ideally in the field of health or business. Concepts and knowledge gained in the program are applied to the specifics of health care administration, including human relations and services, community resources, financial control, physical plant and equipment, federal and state requirements, and other legal considerations.

A baccalaureate degree is now part of the requirements for professional licensure in Iowa. An accelerated program is in place for those who have a baccalaureate degree in other areas.
Program requirements:
BS106A Introduction to Computers/Information Systems ...........3  
(can count as general requirement)
GR111A Communication with the Elderly .............................3
PY113A General Psychology ...........................................3
(can count as general requirement)
HC111A Health Care Practicum I ......................................2
BA114A Principles of Accounting I ....................................4
SS123A Social Problems ................................................3
(can count as general requirement)
HC113A Health Care Administration I .................................3
HC122A Health Care Practicum II ......................................3
HC123A Health Care Administration II .................................3
GR123A Gerontology ......................................................3
HC132A Health Care Practicum III ......................................2
HC133A Health Care Administration III ................................3
HC211A Health Care Accounting .......................................3
HC212A Health Care Practicum IV .....................................2
HC222A Health Care Practicum V ......................................2
HL223A Human Relations .................................................2
HC226A Legal and Political Aspects ....................................3
HC233A Health Care Practicum VI ......................................1
BS293A Management ......................................................3
SC240A Human Anatomy and Physiology ............................4
(can count as general requirement)
EN123A English Composition II ........................................3
HC231A Health Care Administration Seminar .......................1
Remaining AS general requirements and electives
Total credits ...............................................................69

Human Services/Disability Studies

Associate in Science degree
Location: Estherville Campus

This program provides opportunities in the human services, disability services, education-related and medicine-related careers. Students who elect to transfer to pursue a bachelor's degree may transfer to programs in social work, psychology, rehabilitation therapy, education, or medical technical careers. A student who completes the first year of the program with specified courses may be granted a paraeducation diploma.

Program requirements:
PY113A General Psychology ...........................................3  
(can count as general requirement)
HD116A Assessment and Instruction ...................................3
HD123A Behavior Management ........................................3
HD214A Services and Vocational Planning ...........................4
HD224A Counseling Skills .............................................4
HD206A Basic Sign Language .........................................2
HD211A Independent Study ............................................1
Select six credits from:
HD212A HS/DS Internship ..............................................2
AND HD234A HS/DS Practicum ........................................4
OR HD236A HS/DS Practicum ..........................................6
Select nine credits from:
ED126A Exceptional Persons ...........................................3
PY123A Psychology of Adjustment ....................................3
PY223A Developmental Psychology .....................................3
PY243A Abnormal Psychology .........................................3
SS123A Sociology elective ..............................................3
Remaining AS general requirements and electives
Total Credits .............................................................68

Information Technology 69 credits

Associate in Science Degree
Location: Emmetsburg Campus

This program is designed to train entry level network supervisors. Students will be given an opportunity to pass Microsoft Certification Examinations leading to the Microsoft Certified Engineer (MCE) designation. Classroom and laboratory experiences will assist the certification process. Students completing the program can enter the workforce or continue on to a four-year college.

Program requirements:
IT110A Introduction to Computer Hardware/A+ Certification .4
IT115A Networking Essentials ........................................4
IT120A Windows 2000 Server .........................................4
IT118A Windows 2000 Professional ..................................4
IT217A Active Directory .................................................4
IT216A Windows 2000 Networking ...................................4
Certification core electives; select one course:
IT219A Designing Directory Services .................................4
IT221A Designing Security .............................................4
IT212A Designing Network Infrastructure .........................4
Certification electives; choose appropriate seven to certify for tests
IT240A Proxy Server .....................................................4
IT260A Site Server .........................................................4
IT208A Exchange Server ...............................................4
IT227A System Administration for SQL ............................4
IT243A SNA Server .......................................................4
BC105A Web Page Design .............................................3
CS138A Computer Science I – Visual Basic .........................3
CS233A Database Information Systems ............................3
IT139A/IT140A Cooperative Work Experience .................3/5
Remaining AS general requirements and electives
Total credits .............................................................69

Journalism and Photography

Associate in Science Degree
Location: Estherville Campus

This program prepares students for work on daily, weekly, monthly newspapers or other publications. Job tasks include reporting, layout, composition, photography, advertising, and public relations work.

Program requirements:
BC101A Mass Media and Society .....................................3
AR108A Electronic Publishing .........................................3
AR117A Digital Illustration OR
AR163A Adobe Photoshop .............................................3
JR113A Introduction to Photography ..................................3
**College Transfer & Career Option Programs**

**Legal Assistant/Paralegal 68 credits**

*Location: Estherville Campus*

Legal assistants, also known as paralegals, provide invaluable assistance to attorneys. This program trains students to perform law-related duties under the direct supervision of a lawyer, such as doing legal research, drafting legal documents, conducting case investigations, helping to prepare cases for trial and assisting in the litigation process.

**Program requirements:**
- EN123A English Composition II .... 3
- LA113A Business Law .......... 3
- LA114A Introduction to Law and Paralegal .... 3
- LA122A Domestic Relations .... 3
- LA124A Legal Research .... 4
- CJ126A Criminal Law and Procedure ...... 3
- LA213A Torts and Litigation .......... 3
- LA214A Wills, Trusts and Estate Administration .... 3
- LA222A Writing and Drafting .... 2
- LA224A Civil Procedure and Practice .... 4
- LA238A/235A Legal Assistant Practicum ...... 4/6

**Take at least two of the following three courses**
- BA253A Income Tax Accounting ...... 3
- BS283A Real Estate ........ 3
- LA133A American Trial Process .... 3

**Remaining AS general requirements and electives**
Total Credits ........ 68

**Sales and Marketing Management 69 credits**

*Location: Emmetsburg Campus*

This program builds on the background provided by the one-year diploma in the Sales and Marketing program. The second year adds liberal arts courses and additional preparation for job opportunities or continuation at a four-year college.

**Program requirements:**
- BF100/101A DECA Activities* .......... 0-1
- BF102/120A DECA Activities* .......... 0-1
- BS104A Human Relations .......... 3
- BA103A Accounting .......... 3
- BS112A Employment Strategy .... 2
- BS229A Consumer Behavior ........ 3
- BF114A Visual Merchandising .... 4
- BS126A On-the-job Training .... 2
- BS134A Retail Buying .......... 4
- BS143A Sales Principles ........ 3
- BF200/201A DECA Activities* .......... 0-1
- BF202/220A DECA Activities* .......... 0-1
- BS216A Retail Merchandising .... 3
- BS217A Supervision ........ 3
- BS205A Practicum ........ 5
- BS233A Marketing ........ 3
- BS243A Advertising ........ 3
- BS103A Computer Applications in Business OR
- BS106A Introduction to Computers/Information Systems .... 3

**Remaining AS general requirements and electives**
Total Credits ........ 69

* Take at least two DECA Activities for credit

**Recreation Specialist 69 credits**

*Location: Estherville Campus*

This program is for individuals interested in outdoor recreation, community recreation, personal improvement, business, education and leisure, and is designed to prepare persons for leadership and supervision in this ever-growing field. It provides a central core of courses applicable to leisure time activity and also provides course work in specialized areas of recreation.

**Program requirements:**
- RE114A Foundations of Recreation ........ 4
- RE118A Recreational Leadership ........ 4
- RE122A Recreation Fieldwork I ........ 2
- PE203A Personal Health ........ 3
- PE213A First Aid ........ 3
- RE214A Program Planning and Organization .... 4
- PE222A Sports Officiating ........ 2
- RE113A Concepts of Wellness .......... 3
- RE233A Introduction to Outdoor Recreation .... 3
- RE235A/236A Recreation Practicum ...... 5/6

*Choose 4 of 6 P.E. activity courses below*
- PE191A Fundamentals of Weight Training ..... 1
- PE181A Fundamentals of Skiing .......... 1
- PE291A Intermediate Weight Training ..... 1
- PE147A Fundamentals of Tennis .......... 1
- PE127A Fundamentals of Golf .......... 1
- PE292A Advanced Weight Training ..... 1

**Remaining AS general requirements and electives**
Total Credits ........ 69

* Take at least two DECA Activities for credit
Tourism Management 68 credits

Associate in Science Degree
Location: Emmetsburg Campus

The tourism industry is one of the fastest growing industries. The goal of the program is to expose students to the many facets of this very diversified industry. Students participate in required field trips and two international study tours to gain first-hand knowledge of various career opportunities. This program may be started in any term and offers many online class options.

Program requirements:
TR113A Introduction to Tourism .......................3
TR116A Travel Geography ................................3
TR121A Directed Study Tour I ........................1
TR124A Reservations and Ticketing ...................4
TR129A Group Tour Management .....................3
TR133A Trends in Tourism ............................3
TR134A Tourism Marketing ............................3
TR211A Directed Study Tour II ........................1
TR216A Computerized Reservation Systems ..........4
(can count as general requirement)
TR225A Tourism Practicum ............................5

Remaining AS general requirements and electives
Total Credits ...........................................68
Technical Programs

Two-year technical programs are designed to prepare students for successful job entry. The Associate in Applied Science degree is awarded upon completion. Some courses may be transferable to other colleges.

Programs are available in the following areas:
Accounting Specialist
Agribusiness Technology
Agriculture Production Technology
Associate Degree Nursing
Auto Collision and Paint Technology
Automotive Technology
Chiropractic Assistant
Construction Technology
Farm Equipment and Diesel Technology
Hotel and Restaurant Management
Marine and Small Engine Technology
Motorcycle and Small Engine Technology
Medical Assistant
Medical Secretary Specialist

Accounting Specialist

Associate in Applied Science Degree
Location: Estherville Campus and Spencer Campus

This program prepares students for employment as accountants in private industry, public accounting firms and government or non-profit entities. With experience, graduates of this program advance to become accounting supervisors, staff accountants, cost accountants, and partners or owners of private practice. Graduates are knowledgeable in the preparation, examination and interpretation of financial data.

Required Courses

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BA114A</td>
<td>Principles of Accounting I</td>
<td>4</td>
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<tr>
<td>BA116A</td>
<td>Payroll Accounting</td>
<td>3</td>
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<td>BA124A</td>
<td>Principles of Accounting II</td>
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<td>BA253A</td>
<td>Income Tax Accounting</td>
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</tr>
<tr>
<td>BA125A</td>
<td>Computerized Accounting</td>
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<td>BA125C</td>
<td>Accounting Projects II</td>
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<td>BA213A</td>
<td>Intermediate Accounting I</td>
<td>4</td>
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<tr>
<td>BA215C</td>
<td>Accounting Projects III</td>
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<td>BA223A</td>
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<td>BA243A</td>
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<td>BE111A</td>
<td>Calculating Machines</td>
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<td>BE243A</td>
<td>Business Correspondence</td>
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<td>Introduction to Computers/Information Systems</td>
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<td>BS111A</td>
<td>Business Seminar I</td>
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<td>BS113A</td>
<td>Macroeconomics</td>
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<td>BS121A</td>
<td>Business Seminar II</td>
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<td>Microeconomics</td>
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<td>BS293A</td>
<td>Management</td>
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<td>BS294A</td>
<td>Business Statistics</td>
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<td>EN113A</td>
<td>English Composition I</td>
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<td>MA__A</td>
<td>Mathematics (see AA degree)</td>
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<tr>
<td>PY113A</td>
<td>General Psychology</td>
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<td>SC__A</td>
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<td>SP103A</td>
<td>Speech Fundamentals</td>
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<tr>
<td>___A</td>
<td>Humanities (see AA degree listing)</td>
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Choose one option of six credits

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<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BA235A</td>
<td>Accounting Practicum</td>
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<td>BS211A</td>
<td>Business Seminar III</td>
<td>1</td>
</tr>
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<td>OR</td>
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<tr>
<td>BA114C</td>
<td>Accounting Projects I</td>
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<td>BS211A</td>
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<td>EN123A</td>
<td>English Composition II</td>
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Agribusiness Technology

Associate in Applied Science Degree
Location: Emmetsburg Campus

This program emphasizes preparation for off-farm agricultural occupations. Training is conducted in all areas necessary for successful employment in elevators, feed mills, fertilizer plants and outlets, and other agriculture businesses in various capacities from route sales to assistant manager. Men and women who graduate from this curriculum have been in great demand over the years. Supervised employment experience is available in any of over 250 cooperating agribusinesses in northern Iowa, southern Minnesota and eastern South Dakota.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>AB111A</td>
<td>Introduction to Advertising Layout</td>
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<tr>
<td>AB112A</td>
<td>Introduction to Computers</td>
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<tr>
<td>AB117A</td>
<td>Beginning Sales</td>
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<tr>
<td>AB132C</td>
<td>Office Procedures</td>
<td>2</td>
</tr>
<tr>
<td>AB133A</td>
<td>Introduction to Commodity Marketing</td>
<td>3</td>
</tr>
<tr>
<td>AB137C</td>
<td>Field Studies - Agribusiness Technology</td>
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<tr>
<td>AB139A</td>
<td>Advertising</td>
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<tr>
<td>AB218C</td>
<td>Beginning Accounting</td>
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<tr>
<td>AB219A</td>
<td>Advanced Marketing</td>
<td>2</td>
</tr>
<tr>
<td>AB225A</td>
<td>Agriculture Business Law</td>
<td>2</td>
</tr>
<tr>
<td>AB227A</td>
<td>Profitable Business Management</td>
<td>2</td>
</tr>
<tr>
<td>AB228C</td>
<td>Seminar</td>
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<tr>
<td>AB229A</td>
<td>Advanced Sales</td>
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<tr>
<td>AC112A</td>
<td>Agronomy</td>
<td>2</td>
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<tr>
<td>AC113A</td>
<td>Introduction to Soils</td>
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<td>AC122A</td>
<td>Agricultural Chemicals I</td>
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<td>AC123A</td>
<td>Agricultural Chemicals II</td>
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<td>AC132A</td>
<td>Introduction to Fertilizer Technology</td>
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<td>AC136C</td>
<td>Applied Agronomy</td>
<td>1</td>
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<td>AC137A</td>
<td>Plant Physiology</td>
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<tr>
<td>AC141A</td>
<td>Crop Pest Identification</td>
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<tr>
<td>AC212A</td>
<td>Advanced Agronomy</td>
<td>2</td>
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<tr>
<td>AC222A</td>
<td>Advanced Soil Fertility</td>
<td>2</td>
</tr>
<tr>
<td>AE112C</td>
<td>Industrial Technical Welding</td>
<td>2</td>
</tr>
</tbody>
</table>
Agriculture Production Technology

**Associate in Applied Science Degree**

*Location: Emmetsburg Campus*

This curriculum is divided into three phases: classroom activities; laboratory experience on the 400-acre college farm with livestock, crops, and equipment; and supervised employment experience during each planting and harvesting season. Work experience is either done on the student's home farm or on a cooperating farm in the area. Graduates of this program either return to the home farm or work as farm or herd managers. Management decisions are made by students regarding crops, land, and livestock on the college farm. Computers are used extensively as management tools.

**Required Courses**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
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<tr>
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<td>Intro to Cash Grain and Commodity Marketing</td>
<td>3</td>
</tr>
<tr>
<td>AG102A</td>
<td>Agricultural Mathematics</td>
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</tr>
<tr>
<td>AG108C</td>
<td>Communication Skills</td>
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<tr>
<td>AG1112A</td>
<td>Introduction to Human Relations</td>
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<tr>
<td>AG111A</td>
<td>Basic First Aid/Life Support</td>
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<tr>
<td>AG114C</td>
<td>Equipment Maintenance</td>
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<tr>
<td>AG115A</td>
<td>Employment Experience I - Agribusiness</td>
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</tr>
<tr>
<td>AG125A</td>
<td>Employment Experience II - Agribusiness</td>
<td>5</td>
</tr>
<tr>
<td>AG215A</td>
<td>Employment Experience III - Agribusiness</td>
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</tr>
<tr>
<td>AG216C</td>
<td>Oral Communication Skills</td>
<td>2</td>
</tr>
<tr>
<td>AG226C</td>
<td>Agricultural Sociology</td>
<td>2</td>
</tr>
<tr>
<td>AG227A</td>
<td>Employment Experience Observation - Agribusiness</td>
<td>1</td>
</tr>
<tr>
<td>AG228A</td>
<td>Employment Experience IV - Agribusiness</td>
<td>2</td>
</tr>
<tr>
<td>AG229A</td>
<td>Applied Computers in Agriculture</td>
<td>2</td>
</tr>
<tr>
<td>AS122A</td>
<td>Animal Science</td>
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<tr>
<td>AS127A</td>
<td>Animal Nutrition</td>
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<tr>
<td>AS214A</td>
<td>Animal Science</td>
<td>2</td>
</tr>
<tr>
<td>AS217A</td>
<td>Animal Health and the Environment</td>
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<td><strong>Total</strong></td>
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<td>83</td>
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</table>

**Option Requirements and Electives (select 18 credits from the following options requirements and electives listed):**

**Crop Production**

- AE212A Grain Harvesting, Handling, Drying
- AC136A Agronomy Integrated Pest Management
- AC216A Nutrient Management
- AC217A Precision Agriculture

**Swine Production**

- AS114A Intro to Swine Production Management
- AS115A Swine Grows/Finisher Management
- AS117A Swine Breeding Herd Management
- AS215A Swine Confinement Management
- AS221A Advanced Swine Confinement Management
- AS222A Advanced Swine Production

**Beef Production**

- AS121A Intro to Beef Cow Production
- AS131A Advanced Beef Cow Production
- AS142A Grazing Systems & Forage Management
- AS213A Beef Feedlot Production
- AS224A Advanced Beef Production

**Electives**

- AD212A Commodity Marketing II
- AS217A Animal Health and the Environment
- AD222A Farm Machinery Management
- AD226A Commodity Marketing III
- **Total Options and Electives**

**Four of the following must be completed prior to graduation:**

- AS120C Artificial Insemination
- AS251C Farm Enterprise Beef Feedlot
- AS254C Farm Enterprise Swine Technician
- AS255C Farm Enterprise Swine Manager
- AS258C Farm Enterprise Calf
- AS259C Farm Enterprise Forage Management
- AB211C Commodity Marketing Lab
- AG258C Agronomy Lab
- AD221A Farm Machinery Management Lab
- AD131A International Agriculture Study

**Total**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>AG221C</td>
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<td><strong>Total Required Course</strong></td>
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</table>

**Associate Degree Nursing**

**Associate in Applied Science Degree**

*Location: Emmetsburg Campus*

This program prepares men and women for entry-level positions in the field of nursing. Graduates of this program are eligible to write the Registered Nurse licensing examination (NCLEX-RN). This curriculum is fully accredited by the Iowa Board of Nursing and the Iowa Department of Education. The program is offered on a full-time basis. Admission to the program is for the first year (Practical Nursing) only. Admission to the second year of the program is through a separate application process requiring completion of the first year of a Practical Nursing curriculum.

A student who has not taken at least a semester course in chemistry in high school or a semester course in college (such as...
SC174A Introduction to Chemistry I, 4 cr.) is required to take SC171A Chemistry for Nursing, 1 cr., before entering the program and SC103A Beginning Chemistry, 3 cr., before beginning the second year.

To enter or progress in the program or to graduate, a student may have no grade lower than ‘C’ in any course required for the program, including prerequisites.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>EN113A English Composition I</td>
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<tr>
<td>HL112A Human Growth and Development OR</td>
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<tr>
<td>PY223A Developmental Psychology</td>
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<tr>
<td>HL118A Normal Nutrition</td>
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<tr>
<td>NU112C Maternal and Newborn Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU129C Adult and Child Health Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU152C Foundations of Nursing</td>
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<tr>
<td>NU154C Foundations of Nursing Skills Lab</td>
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<tr>
<td>NU159C Foundations of Nursing Clinical</td>
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<tr>
<td>NU163C Nursing Care Through the Lifespan Clinical</td>
<td>3</td>
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<tr>
<td>NU213C Adult Health Nursing</td>
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<tr>
<td>NU222C Mental Health Nursing-Clinical</td>
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<tr>
<td>NU227C Nursing Interventions in Maternal and Child Health</td>
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<td>NU228C Mental Health Nursing</td>
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<td>NU266C Comprehensive Nursing</td>
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<tr>
<td>NU267C Nursing Care Through the Lifespan Clinical</td>
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<td>NU262C Nursing Interventions in Maternal and Child Health-Clinical</td>
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<td>NU273C Comprehensive Nursing-Clinical</td>
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<tr>
<td>PY113A General Psychology</td>
<td>3</td>
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<tr>
<td>SC248A Microbiology</td>
<td>4</td>
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<tr>
<td>SC270A Human Physiology</td>
<td>4</td>
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<tr>
<td>SC271A Human Anatomy and Lab</td>
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<tr>
<td>SS113A Introduction to Sociology</td>
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**Automotive Collision and Paint Technology**

**Associate in Applied Science**

*Location: Emmetsburg Campus*

In keeping with the advances in the industry, this program provides the men and women graduates with MIG welding in addition to flame oxygen welding; the latest techniques for repair of front-wheel drive unibody construction vehicles; straightening of sheet metal; custom painting; tinting; and pin striping. Employment opportunities are numerous.

**Required Courses**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>TI103C Welding</td>
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<tr>
<td>BS104A Human Relations</td>
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</tr>
<tr>
<td>BM144C Sheet Metal Repair Theory</td>
<td>2</td>
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<tr>
<td>BM143C Sheet Metal Lab</td>
<td>3</td>
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<tr>
<td>BM147C Non-structural Repair Theory</td>
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<td>BM148C Non-structural Repair Lab</td>
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<tr>
<td>BM145C Estimating Theory</td>
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<td>BM146C Estimating Lab</td>
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<tr>
<td>BM142C Collision Repair Lab I</td>
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<tr>
<td>BM152C Structural Repair Theory</td>
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<tr>
<td>BM153C Structural Repair Lab</td>
<td>3</td>
</tr>
<tr>
<td>BM154C Refinishing I Theory</td>
<td>1</td>
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<tr>
<td>BM155C Refinishing Lab</td>
<td>3</td>
</tr>
<tr>
<td>BM156C Plastic Repairs Lab</td>
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</tr>
<tr>
<td>CM105C Communications Skills</td>
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<tr>
<td>BM150C Cooperative Work Experience</td>
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<tr>
<td>TI102C Applied Mathematics</td>
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<tr>
<td>BM165C Mechanical Repairs Theory</td>
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<td>BM166C Mechanical Repairs Lab</td>
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<td>BM164C Refinishing II Theory</td>
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<td>BM163C Refinishing II Lab</td>
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<tr>
<td>BM162C Collision Repair Lab II</td>
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<td>BA103A Basic Accounting</td>
<td>3</td>
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<tr>
<td>BA114A Principles of Accounting</td>
<td>4</td>
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<tr>
<td>EN113A English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>BS106A Introduction to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BS236A Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>SP103A Fundamentals of Speech</td>
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<tr>
<td>+ Coordinator approved electives</td>
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**Automotive Technology**

**Associate in Applied Science Degree**

*Location: Emmetsburg Campus*

Technological advances in the automotive industry require trained personnel to perform diagnosis and service. Opportunities for men and women who graduate from this program include dealership technicians, service managers, independent technicians, owner/managers, specialized or general technicians, vehicle/equipment sales and machine shop operators.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tr>
<td>AM113C Shop Safety</td>
<td>2</td>
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<tr>
<td>AM114C Shop Practices</td>
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<tr>
<td>AM116C Electrical Systems Theory</td>
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<tr>
<td>AM120C Electrical Systems Lab</td>
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<tr>
<td>TI121C Business Principles</td>
<td>3</td>
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<tr>
<td>TI103C Welding</td>
<td>2</td>
</tr>
<tr>
<td>AM225C Auto Engine Laboratory</td>
<td>5</td>
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<tr>
<td>AM226C Auto Engine Theory</td>
<td>4</td>
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<tr>
<td>AM134C Automotive Brakes Theory</td>
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<td>AM135C Automotive Brakes Laboratory</td>
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</tr>
<tr>
<td>AM115C Heating/Air Conditioning</td>
<td>3</td>
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<tr>
<td>AM220C Suspension Theory</td>
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<td>AM222C Suspension Laboratory</td>
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<td>TI123C Communication Skills</td>
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<tr>
<td>AM124C Fuel Systems</td>
<td>4</td>
</tr>
<tr>
<td>AM125C Ignition Systems</td>
<td>4</td>
</tr>
<tr>
<td>AM126C Computerized Engine Control</td>
<td>4</td>
</tr>
<tr>
<td>AM127C Performance Diagnosis</td>
<td>4</td>
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<tr>
<td>TI124C Applied Math</td>
<td>3</td>
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<td>AM213C Manual Transmissions Theory</td>
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<tr>
<td>AM217C Manual Transmissions Laboratory</td>
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<tr>
<td>AM215C Automatic Transmission Theory</td>
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</tr>
<tr>
<td>AM216C Automatic Transmission Laboratory</td>
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<tr>
<td>BS014A Human Relations</td>
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</table>
Technical Programs

Chiropractic Assistant

Associate in Applied Science Degree

Location: Spencer Campus

This program provides training for the student to become a professional assistant to a Doctor of Chiropractic. Students receive training in chiropractic administrative office procedures, limited radiology, and technical skills. Chiropractic assistants assist in the care and comfort of patients, general office duties and the technical operation of a chiropractic practice.

Required Courses Credits
BA103A Basic Accounting .................................. 3
BA125A Computer Accounting ............................ 2
BE101A Keyboarding OR
BE113A Keyboarding Applications ........................ 2-3
BE102A Medical Terminology ............................ 3
BE128A Career Development ............................. 1
BS106A Introduction to Computers/Information Systems ..... 3
CT143C Chiropractic Assisting I .......................... 3
CT153C Chiropractic Assisting II .......................... 3
CT163C Chiropractic Lab Procedures ........................ 2
CT176C Chiropractic Practicum ........................... 3
EN113A English Composition I ............................ 3
MA103A Mathematics for General Education ................. 3
ME131C Automated Medical Office ......................... 2
ME140C Applied Medical Psychology ....................... 2
ME141C Human Body in Health and Disease I ................ 4
ME143C Human Body in Health and Disease II ................ 4
ME144C Medical Office Management I ...................... 3
ME145C Medical Office Management II ..................... 3
ME147C Medical Transcription ............................ 2
ME149C Medical Legal and Ethical Issues .................... 3
ME213C Limited Radiology I ................................ 3
ME224C Limited Radiology II .............................. 4
PY113A General Psychology ............................... 3
SP103A Speech Fundamentals .............................. 3
SS113A Introduction to Sociology .......................... 3
Humanities elective ........................................ 3
General elective ........................................... 1
Total .................................................. 75-76

Construction Technology

Associate in Applied Science

Location: Emmettsburg Campus

Training in all aspects of the building trades is a feature of this program. Drafting, wiring, welding, plumbing, masonry, concrete work, plastering, roofing, painting and decorating are studied in the classroom and practiced in the laboratory. This five semester program allows students to continue their education at a another institution or enter directly into the workforce.

Required Courses Credits
CA111C Blueprint Reading and Sketching .................... 2
CA112C Foundations and Concrete ......................... 7
CA117C Framing Techniques and Lab I .................... 2
CA118C Framing Techniques and Lab II .................... 6
CA125C Techniques of Exterior Covering .................... 6
CA128C Exterior Finishing Laboratory .................. 3
CA129C Construction Welding OR ....................... 1
CA129C Construction Estimating ......................... 1
CA135C Construction Internship I ......................... 6
CA211C Interior Wall Covering Laboratory ............... 3
CA213C Methods of Interior Finishing .................... 3
EN113A English Composition I OR ....................... 3
CM105C Communications .................................. 2
TI102C Applied Mathematics .............................. 2
BS104A Human Relations ................................. 3
TI141C Basic First Aid and Life Support .................. 1
CA235A Construction Technology Internship II .......... 2
BA103A Basic Accounting OR ............................. 3
BA114A Principles of Accounting ........................ 4
EN113A English Composition I ............................ 3
BS106A Introduction to Computers/Information Systems ..... 3
BS236A Legal Environment of Business .................. 3
SP103A Fundamentals of Speech .......................... 3
+ Coordinator approved electives ........................ 15
Total .................................................. 77-79

Farm Equipment and Diesel Technology

Associate in Applied Science

Location: Emmettsburg Campus

This program offers training in machinery set-up and repair, complete tractor repair, hydraulics, welding and diesel service. Two four-week portions of this program are spent working in a farm equipment dealership. Graduates may gain employment in large dealerships or continue their education.

Required Courses Credits
TI101C Orientation to College .............................. 0
FM111C Agricultural Equipment ........................... 4
FM116C Fundamentals of Engine Overhaul ............... 6
FM121C Air Conditioning and Lab ......................... 4
FM123C Dealership Experience ........................... 2
FM126C Differentials and Final Drives .................... 6
FM127C Transmissions .................................... 7
FM141C Hydraulic Components ........................... 2
FM142C Hydraulic Components Lab ....................... 3
FM153C Fundamentals of Hydraulics ...................... 3
FM154C Fundamentals of Hydraulics Lab .................. 2
TI123C Communications .................................. 3
TI124C Related Math ...................................... 3
FM211C Engines II and Lab ................................ 5
FM213C Dealership Experience ........................... 2
TI121C Business Principles ............................... 3
BS104A Human Relations ................................. 3
BS103A Computer Applications in Business ............. 3
FM143C Fuel Systems Lecture ............................. 2
FM146C Fuel Systems Lab ................................ 3
FM226C Fundamentals of Electricity ...................... 3
FM227C Fundamentals of Electricity Lab .................. 2
FM228C Electrical Components ........................... 2
FM229C Electrical Components Lab ........................ 3
Add Elective Credits to Total .............................. 78
Hotel and Restaurant Management

Associate in Applied Science Degree
Location: Emmetsburg Campus

This program prepares people for careers in the hospitality industry. Graduates qualify for positions that include country club managers, assistant managers, cooks, front office personnel, housekeeping managers, night auditors, banquet and hospitality managers, resort operators, and all levels of food service management in large and small restaurants, motels and cafeterias.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BA103A</td>
<td>Basic Accounting</td>
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<tr>
<td>BS104A</td>
<td>Human Relations</td>
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<tr>
<td>BS106A</td>
<td>Introduction to the Hospitality Field OR</td>
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</tr>
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<td>BS109A</td>
<td>Housekeeping Management</td>
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<tr>
<td>BH119C</td>
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<td>BH122A</td>
<td>Job Seeking Skills II</td>
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<td>BH129C</td>
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<td>BH135A</td>
<td>On-the-job Training</td>
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<td>BH166A</td>
<td>Restaurant Management</td>
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<tr>
<td>BH17A</td>
<td>Applied Food Service Sanitation</td>
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<tr>
<td>BH208A</td>
<td>Modified Diets</td>
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<tr>
<td>BH215A</td>
<td>Purchasing for the Hospitality Industry</td>
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</tr>
<tr>
<td>BH219C</td>
<td>H&amp;R Club Activities III</td>
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<tr>
<td>BH226A</td>
<td>Food and Beverage Management</td>
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<tr>
<td>BH229C</td>
<td>H&amp;R Club Activities IV</td>
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<td>BH233A</td>
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<tr>
<td>BS104A</td>
<td>Human Relations</td>
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<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
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</tr>
<tr>
<td>BS263A</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BS266A</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BS293A</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
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<td>Speech Fundamentals</td>
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<tr>
<td>TOTAL</td>
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</table>

Motorcycle and Small Engine Technology

Associate in Applied Science
Location: Emmetsburg Campus

This is the only Motorcycle Technology program in the state of Iowa. It helps provide a supply of men and women to meet the critical need for competent technicians. Classroom and laboratory instruction is offered on the latest models of major brand motorcycles. The curriculum will change during the lifetime of this catalog.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>SM143C</td>
<td>Small Engines Theory</td>
<td>3</td>
</tr>
<tr>
<td>SM146C</td>
<td>Small Engines Lab</td>
<td>3</td>
</tr>
<tr>
<td>SM153C</td>
<td>Fundamentals of Electricity Theory and Lab</td>
<td>3</td>
</tr>
<tr>
<td>SM152C</td>
<td>Drive System Fundamentals Theory and Lab</td>
<td>2</td>
</tr>
<tr>
<td>TI101C</td>
<td>Basic First Aid/Life Support</td>
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<td>TI114C</td>
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<td>Marine Engines 2/4 Stroke Theory</td>
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</tr>
<tr>
<td>SM165C</td>
<td>Marine Engines 2/4 Stroke Lab</td>
<td>2</td>
</tr>
<tr>
<td>SM166C</td>
<td>Marine Ignition Systems Theory and Lab</td>
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<tr>
<td>TI110C</td>
<td>Welding</td>
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<tr>
<td>CM105C</td>
<td>Communication Skills</td>
<td>2</td>
</tr>
<tr>
<td>SM158C</td>
<td>Snowmobile Systems Theory and Lab</td>
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<tr>
<td>SM126C</td>
<td>Cooperative Work Experience</td>
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<tr>
<td>SM168C</td>
<td>Marine Drive Systems Theory and Lab</td>
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<td>SM173C</td>
<td>Marine Fuel Systems Theory and Lab</td>
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<tr>
<td>SM176C</td>
<td>Lower Units and Stern Drives Theory and Lab</td>
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<td>SM183C</td>
<td>Personal Watercraft Systems Theory and Lab</td>
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<td>SM186C</td>
<td>Marine Electrical Systems Theory and Lab</td>
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<tr>
<td>BA103A</td>
<td>Basic Accounting OR</td>
<td>3</td>
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<tr>
<td>BA114A</td>
<td>Principles of Accounting</td>
<td>4</td>
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<tr>
<td>EN113A</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
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<td>BS238A</td>
<td>Legal Environment of Business</td>
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<td>SP103A</td>
<td>Fundamentals of Speech</td>
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<tr>
<td>TOTAL</td>
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<td>77-78</td>
</tr>
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</table>

Marine and Small Engine Technology

Associate in Applied Science
Location: Emmetsburg Campus

This program prepares men and women for employment in recreation and those industries which rely on small engines to do their work. Employment opportunities include: motorcycle shops, marinas, implement dealerships, golf courses, hardware stores, lawn and garden shops, and any place that sells recreational or lawn and garden equipment.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI101C</td>
<td>Orientation to College</td>
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<tr>
<td>SM143C</td>
<td>Small Engines Theory</td>
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</tr>
<tr>
<td>SM146C</td>
<td>Small Engines Lab</td>
<td>3</td>
</tr>
<tr>
<td>SM153C</td>
<td>Fundamentals of Electricity Theory and Lab</td>
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</tr>
<tr>
<td>SM152C</td>
<td>Drive System Fundamentals Theory and Lab</td>
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<tr>
<td>SM151C</td>
<td>Shop Safety and Procedures</td>
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<td>TI114C</td>
<td>Basic First Aid/Life Support</td>
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<tr>
<td>BS104A</td>
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<td>Marine Engines 2/4 Stroke Theory</td>
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<td>SM165C</td>
<td>Marine Engines 2/4 Stroke Lab</td>
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</tr>
<tr>
<td>SM166C</td>
<td>Marine Ignition Systems Theory and Lab</td>
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</tr>
<tr>
<td>TI110C</td>
<td>Welding</td>
<td>2</td>
</tr>
<tr>
<td>CM105C</td>
<td>Communication Skills</td>
<td>2</td>
</tr>
<tr>
<td>SM158C</td>
<td>Snowmobile Systems Theory and Lab</td>
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<tr>
<td>MM126C</td>
<td>Motorcycle Drive Systems Theory and Lab</td>
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<tr>
<td>MM128C</td>
<td>Motorcycle Engines 2/4 Stroke Lab</td>
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<tr>
<td>MM125C</td>
<td>Motorcycle Ignition Systems Theory and Lab</td>
<td>3</td>
</tr>
<tr>
<td>TI110C</td>
<td>Welding</td>
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</tr>
<tr>
<td>CM105C</td>
<td>Communication Skills</td>
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<tr>
<td>SM158C</td>
<td>Snowmobile Systems Theory and Lab</td>
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</tr>
<tr>
<td>MM126C</td>
<td>Cooperative Work Experience</td>
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</tr>
<tr>
<td>MM124C</td>
<td>Motorcycle Chassis and Suspension Lab</td>
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<td>MM139C</td>
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<td>SM183C</td>
<td>Personal Watercraft Systems Theory and Lab</td>
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<td>MM136C</td>
<td>Motorcycle Drive Systems Theory and Lab</td>
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<td>Motorcycle Elect Systems Theory and Lab</td>
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<tr>
<td>MM226A</td>
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</table>
Medical Assistant

Associate in Applied Science Degree
Location: Spencer Campus

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) on the recommendation of the Committee on Accreditation for Medical Assistant Education of the American Association of Medical Assistant Endowment. Graduates will be eligible to take the National American Association of Medical Assistant Certification Examination. Graduates of the Medical Assistant program are professional, multi-skilled persons dedicated to assisting with patient care in various health care facilities.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BA103A</td>
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<tr>
<td>BA114A</td>
<td>Principles of Accounting</td>
<td>.4</td>
</tr>
<tr>
<td>EN113A</td>
<td>English Composition I</td>
<td>.3</td>
</tr>
<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
<td>.3</td>
</tr>
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<td>BS236A</td>
<td>Legal Environment of Business</td>
<td>.3</td>
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<td>+ Coordinator approved electives</td>
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Medical Secretary Specialist

Associate in Applied Science Degree
Location: Spencer Campus

This program trains students to handle the specialized duties within a modern medical office. The skills involve computers and technology as well as other aspects of the automated medical office. Medical secretaries work within clinics, surgeons' offices, hospital facilities and therapists' offices as well as administrative and other offices within medical centers such as medical records, transcription, admissions, insurance and reception areas. The listed course sequence is for a daytime program.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>BA103A</td>
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<tr>
<td>BA116A</td>
<td>Payroll Accounting</td>
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</tr>
<tr>
<td>BA126A</td>
<td>Computerized Accounting</td>
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</tr>
<tr>
<td>BE113A</td>
<td>Keyboarding OR</td>
<td></td>
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<tr>
<td>BE102A</td>
<td>Medical Terminology</td>
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<tr>
<td>BE128A</td>
<td>Career Development</td>
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<td>.3</td>
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<td>EN113A</td>
<td>English Composition I</td>
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<tr>
<td>MA103A</td>
<td>Mathematics for General Education</td>
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<tr>
<td>ME131C</td>
<td>Automated Medical Office</td>
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<tr>
<td>ME140C</td>
<td>Applied Medical Psychology</td>
<td>.2</td>
</tr>
<tr>
<td>ME141C</td>
<td>Human Body in Health and Disease I</td>
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<tr>
<td>ME143C</td>
<td>Human Body in Health and Disease II</td>
<td>.4</td>
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<tr>
<td>ME144C</td>
<td>Medical Office Management I</td>
<td>.3</td>
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<tr>
<td>ME145C</td>
<td>Medical Office Management II</td>
<td>.3</td>
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<tr>
<td>ME147C</td>
<td>Medical Transcription</td>
<td>.3</td>
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<tr>
<td>ME149C</td>
<td>Medical Legal and Ethical Issues</td>
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<tr>
<td>ME150C</td>
<td>Medical Laboratory Procedures</td>
<td>.4</td>
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<tr>
<td>ME156C</td>
<td>Pharmacology</td>
<td>.3</td>
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<tr>
<td>ME162C</td>
<td>Clinical Assisting I</td>
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<tr>
<td>ME163C</td>
<td>Clinical Assisting II</td>
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<tr>
<td>ME176C</td>
<td>Medical Assistant Practicum</td>
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<tr>
<td>ME213C</td>
<td>Limited Radiology I</td>
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<td>ME224C</td>
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<tr>
<td>PY113A</td>
<td>General Psychology</td>
<td>.3</td>
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<td>SP103A</td>
<td>Speech Fundamentals</td>
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<tr>
<td>SS113A</td>
<td>Introduction to Sociology</td>
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</table>
Vocational Programs

Vocational programs are those which include at least the equivalent of two full-time semesters but are less than two academic years in length. A diploma is awarded upon successful completion.

Programs are available in the following areas:
Accounting
Auto Collision and Paint Technology
Child Care
Construction Technology
Fashion and Sales
Graphic Specialist
Marine and Small Engine Technology
Massage Therapy
Motorcycle and Small Engine Technology
Office Specialist
Parts Sales and Inventory Control
Practical Nursing
Residential Care Administration
Secretarial Specialist
Surgical Technology
Welding

Accounting

Diploma
Location: Estherville Campus

In this program, students are provided entry-level skill necessary for success in an accounting-related field. Included are communication, basic accounting and computer skills as well as knowledge of income tax and payroll accounting. This is the first year of the Associate in Applied Science degree Accounting Specialist program.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA114A</td>
<td>Principles of Accounting I</td>
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<td>BA116A</td>
<td>Payroll Accounting</td>
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<td>BA124A</td>
<td>Principles of Accounting II</td>
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<td>BA126A</td>
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<tr>
<td>BE111A</td>
<td>Calculating Machines</td>
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</tr>
<tr>
<td>BE243A</td>
<td>Business Correspondence</td>
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<td>Introduction to Computers/Information Systems</td>
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<td>BS111A</td>
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<td>BA253A</td>
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<td>MA___A</td>
<td>Mathematics</td>
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Auto Collision and Paint Technology

Diploma
Location: Emmetsburg Campus

In keeping with the advances in the industry, this program provides the men and women graduates with MIG welding in addition to flame oxygen welding; the latest techniques for repair of front-wheel drive unibody construction vehicles; straightening of sheet metal; custom painting; tinting; and pin striping. Employment opportunities are numerous. Students may opt to continue to the Auto Collision and Paint Technology Associate in Applied Science degree program.

Required Courses

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>BM141C</td>
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</tr>
<tr>
<td>T1103C</td>
<td>Welding</td>
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</tr>
<tr>
<td>BS104A</td>
<td>Human Relations</td>
<td>.3</td>
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<tr>
<td>BM144C</td>
<td>Sheet Metal Repair Theory</td>
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<tr>
<td>BM143C</td>
<td>Sheet Metal Lab</td>
<td>.3</td>
</tr>
<tr>
<td>BM147C</td>
<td>Non-structural Repair Theory</td>
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</tr>
<tr>
<td>BM148C</td>
<td>Non-structural Repair Lab</td>
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</tr>
<tr>
<td>BM145C</td>
<td>Estimating Theory</td>
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</tr>
<tr>
<td>BM146C</td>
<td>Estimating Lab</td>
<td>.1</td>
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<tr>
<td>BM142C</td>
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<tr>
<td>BM152C</td>
<td>Structural Repair Lab I</td>
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<tr>
<td>BM154C</td>
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<td>BM155C</td>
<td>Refinishing I Lab</td>
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<td>BM156C</td>
<td>Plastic Repairs Lab</td>
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<tr>
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<td>BM150C</td>
<td>Cooperative Work Experience</td>
<td>.2</td>
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<td>T1102C</td>
<td>Applied Mathematics</td>
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<tr>
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</tr>
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<td>BM166C</td>
<td>Mechanical Repairs Lab</td>
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<tr>
<td>BM164C</td>
<td>Refinishing II Theory</td>
<td>.2</td>
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<td>BM163C</td>
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<td>Total</td>
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</table>

Child Care

Diploma
Location: Emmetsburg Campus

This program offers the student the opportunity to take a variety of coursework as well as be involved in a practicum experience in an early childhood setting. Students will be given a basic understanding of child development, child health, safety and nutrition and will learn a variety of skills including observing, recording and guiding behavior; first aid and CPR; and planning, preparing and presenting developmentally appropriate activities. Students will complete a professional resource file, a personal portfolio and a card file of appropriate children’s activities throughout the program.
To advance in the program or to graduate, a student may have no grade lower than 'C' in any child Care (CC prefix) course or in courses PE213A or ED203A. By completing the program, individuals can take advantage of career opportunities available or apply the coursework to the Early Childhood Education AS degree program. Graduates could be employed as an assistant working with infants, preschoolers and school-age children in a child care center, preschool, Head Start, family day care home, school, recreation center, residential home, or serve as a nanny, paraeducator or classroom aide.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC100A</td>
<td>Orientation to College</td>
<td>0</td>
</tr>
<tr>
<td>BS106A</td>
<td>Introduction to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CC102A</td>
<td>Child Growth and Development</td>
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<tr>
<td>CC110A</td>
<td>Child Care Professionals I</td>
<td>1</td>
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<td>CC111A</td>
<td>Child Development Study Tour</td>
<td>1</td>
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<tr>
<td>CC112A</td>
<td>Child Health, Safety and Nutrition</td>
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<tr>
<td>CC114A</td>
<td>Principles of Child Care</td>
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</tr>
<tr>
<td>CC120A</td>
<td>Child Care Professionals II</td>
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<tr>
<td>CC121A</td>
<td>Practicum I</td>
<td>2</td>
</tr>
<tr>
<td>CC126A</td>
<td>Play and Creative Arts for Children</td>
<td>4</td>
</tr>
<tr>
<td>CC128A</td>
<td>Inquiry Activities</td>
<td>4</td>
</tr>
<tr>
<td>CC125A</td>
<td>Behavior &amp; Guidance of Children</td>
<td>3</td>
</tr>
<tr>
<td>ED203A</td>
<td>Children's Literature</td>
<td>3</td>
</tr>
<tr>
<td>CC113A</td>
<td>Emergency Care</td>
<td>1</td>
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<tr>
<td>SP103A</td>
<td>Speech Fundamentals</td>
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</tbody>
</table>

**Construction Technology**

### Diploma

**Location: Emmetsburg Campus**

Training in all aspects of the building trades is a feature of this program. Drafting, wiring, welding, plumbing, masonry, concrete work, plastering, roofing, painting and decorating are studied in the classroom and practiced in the laboratory. Students may opt to continue to the Construction Technology Associate in Applied Science degree program.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA111C</td>
<td>Blueprint Reading and Sketching</td>
<td>2</td>
</tr>
<tr>
<td>CA112C</td>
<td>Foundations and Concrete</td>
<td>7</td>
</tr>
<tr>
<td>CA117C</td>
<td>Framing Techniques and Lab I</td>
<td>2</td>
</tr>
<tr>
<td>CA118C</td>
<td>Framing Techniques and Lab II</td>
<td>6</td>
</tr>
<tr>
<td>CA125C</td>
<td>Techniques of Exterior Covering</td>
<td>6</td>
</tr>
<tr>
<td>CA128C</td>
<td>Exterior Finishing Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>CA126C</td>
<td>Construction Welding OR</td>
<td>1</td>
</tr>
<tr>
<td>CA129C</td>
<td>Construction Estimating</td>
<td>1</td>
</tr>
<tr>
<td>CA135C</td>
<td>Construction Internship I</td>
<td>6</td>
</tr>
<tr>
<td>CA211C</td>
<td>Interior Wall Covering Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>CA213C</td>
<td>Methods of Interior Finishing</td>
<td>3</td>
</tr>
<tr>
<td>EN113A</td>
<td>English Composition I OR</td>
<td>3</td>
</tr>
<tr>
<td>CM105C</td>
<td>Communications</td>
<td>2</td>
</tr>
<tr>
<td>TI102C</td>
<td>Applied Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>BS104A</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>TI141C</td>
<td>Basic First Aid and Life Support</td>
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<td>Total</td>
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</table>

**Fashion and Sales**

### Diploma

**Location: Emmetsburg Campus**

The Sales and Marketing program provides preparation for entry level positions in the growing fashion trade and in sales and marketing. Graduates of this program find employment in merchandising, sales, buying, marketing, and advertising in specialty stores, boutiques, and department stores. Graduates may also proceed to a second year and complete the requirements for the Associate in Science degree in Sales and Marketing Management.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA103A</td>
<td>Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BF101A</td>
<td>DECA Activities</td>
<td>1</td>
</tr>
<tr>
<td>BF102A</td>
<td>DECA Activities</td>
<td>1</td>
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<tr>
<td>BS112A</td>
<td>Employment Strategy</td>
<td>2</td>
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<tr>
<td>BS114A</td>
<td>Visual Merchandising</td>
<td>4</td>
</tr>
<tr>
<td>BS126A</td>
<td>On-the-job Training</td>
<td>2</td>
</tr>
<tr>
<td>BS217A</td>
<td>Supervision</td>
<td>4</td>
</tr>
<tr>
<td>BS205A</td>
<td>Practicum</td>
<td>5</td>
</tr>
<tr>
<td>BS104A</td>
<td>Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>BS143A</td>
<td>Sales Principles</td>
<td>3</td>
</tr>
<tr>
<td>BS229A</td>
<td>Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BS233A</td>
<td>Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BS243A</td>
<td>Advertising</td>
<td>3</td>
</tr>
<tr>
<td>EN113A</td>
<td>English Composition I OR</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td></td>
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</tr>
</tbody>
</table>

**Graphic Specialist**

### Diploma

**Location: Estherville Campus**

This course of study prepares men and women for entry level positions in the printing trade with jobs such as typesetter, pressworker, paste-up person, binder, negative assembler, and platemaker. The outlook for employment is good with more and more small businesses using their own offset presses. The program includes practical experience in the college print shop. Students may opt to continue to the Graphic Design and Technology Associate in Science degree program.

### Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AR108A</td>
<td>Electronic Publishing</td>
<td>3</td>
</tr>
<tr>
<td>AR133A</td>
<td>Advertising Layout and Composition</td>
<td>3</td>
</tr>
<tr>
<td>AR163A</td>
<td>Adobe Photoshop</td>
<td>3</td>
</tr>
<tr>
<td>AR173A</td>
<td>Adobe Illustrator</td>
<td>3</td>
</tr>
<tr>
<td>AR234A</td>
<td>Graphics Internship</td>
<td>4</td>
</tr>
<tr>
<td>BC101A</td>
<td>Mass Media and Society</td>
<td>3</td>
</tr>
<tr>
<td>BS105A</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>EN113A</td>
<td>English Composition I OR</td>
<td>3</td>
</tr>
<tr>
<td>JR113A</td>
<td>Photography OR</td>
<td>3</td>
</tr>
<tr>
<td>JR123A</td>
<td>Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>AR117A</td>
<td>Digital Illustration</td>
<td>3</td>
</tr>
<tr>
<td>MA___A</td>
<td>Approved mathematics elective</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</tr>
</tbody>
</table>
Marine and Small Engine Technology

Diploma
Location: Emmetsburg Campus

This program prepares men and women for employment in recreation and those industries which rely on small engines to do their work. Employment opportunities include: motorcycle shops, marinas, implement dealerships, golf courses, hardware stores, lawn and garden shops, and any place which sells recreational or lawn and garden equipment. Students may opt to continue to the Marine and Small Engine Technology Associate in Applied Science degree program.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI101C Orientation to College</td>
<td>0.0</td>
</tr>
<tr>
<td>SM143C Small Engines Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>SM146C Small Engines Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM153C Fundamentals of Electricity Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM152C Drive System Fundamentals Theory and Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>SM151C Shop Safety and Procedures</td>
<td>1.0</td>
</tr>
<tr>
<td>TI141C Basic First Aid and Life Support</td>
<td>1.0</td>
</tr>
<tr>
<td>BS104A Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>TI102C Applied Mathematics</td>
<td>2.0</td>
</tr>
<tr>
<td>SM164C Marine Engines 2/4 Stroke Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>SM165C Marine Engines 2/4 Stroke Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>SM166C Marine Ignition Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>TI103C Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>CM105C Communication Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>SM158C Snowmobile Systems Theory and Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>SM126C Cooperative Work Experience</td>
<td>2.0</td>
</tr>
<tr>
<td>SM168C Marine Drive Systems Theory and Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>SM173C Marine Fuel Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM176C Lower Units &amp; Stern Drives Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM183C Personal Watercraft Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM186C Marine Electrical Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>Total</td>
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</tbody>
</table>

Massage Therapy

Diploma
Location:

Emphasis on wellness and preventive health care has created a demand for Licensed Massage Therapists. Graduates of this program will be qualified to take the board examination to obtain licensure to practice in the State of Iowa. Students learn massage basics and an understanding of anatomy, physiology, and kinesiology, as well as skills needed to establish a successful massage therapy business. All courses in the curriculum meet a total of 700 contact hours exceeding the minimum standards set by the Iowa Board of Examiners for Massage Therapy.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS102A Human Relations</td>
<td>2.0</td>
</tr>
<tr>
<td>CM105C Communications Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>MT103C Introduction to Swedish Massage</td>
<td>3.0</td>
</tr>
<tr>
<td>MT104C Human Anatomy and Physiology – MT</td>
<td>4.0</td>
</tr>
<tr>
<td>MT106C Massage Therapist Practical Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>MT112C Ethics and Professionalism</td>
<td>2.0</td>
</tr>
<tr>
<td>MT113C Kinesiology/Anatomy in Clay</td>
<td>3.0</td>
</tr>
<tr>
<td>MT122C Reflexology/Chair Massage</td>
<td>2.0</td>
</tr>
<tr>
<td>MT123C Sports Massage</td>
<td>3.0</td>
</tr>
<tr>
<td>MT131C Intermediate Massage</td>
<td>1.0</td>
</tr>
<tr>
<td>MT132C Introduction to Spa Services</td>
<td>2.0</td>
</tr>
<tr>
<td>MT133C Massage and Abuse/Geriatrics/Pregnancy/Infant</td>
<td>3.0</td>
</tr>
<tr>
<td>MT142C Business Principles – MT</td>
<td>2.0</td>
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<tr>
<td>MT153C Deep Tissue Massage</td>
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<tr>
<td>MT203C Advanced Massage</td>
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<tr>
<td>Total</td>
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</table>

Motorcycle and Small Engine Technology

Diploma
Location: Emmetsburg Campus

This program helps provide a supply of men and women to meet the critical need for competent technicians. Classroom and laboratory instruction is offered on the latest models of major brand motorcycles. Students may opt to continue to the Motorcycle and Small Engine Technology Associate in Applied Science degree program.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>TI101C Orientation to College</td>
<td>0.0</td>
</tr>
<tr>
<td>SM143C Small Engines Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>SM146C Small Engines Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM153C Fundamentals of Electricity Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM152C Drive System Fundamentals Theory and Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>BS104A Human Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>TI102C Applied Mathematics</td>
<td>2.0</td>
</tr>
<tr>
<td>SM151C Shop Safety and Procedures</td>
<td>1.0</td>
</tr>
<tr>
<td>TI141C Basic First Aid and Life Support</td>
<td>1.0</td>
</tr>
<tr>
<td>MM128C Motorcycle Engines 2/4 Stroke Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>MM129C Motorcycle Engines 2/4 Stroke Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>MM125C Motorcycle Ignition Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>TI103C Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>CM105C Communication Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>SM158C Snowmobile Systems Theory and Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>MM126C Cooperative Work Experience</td>
<td>2.0</td>
</tr>
<tr>
<td>SM183C Personal Watercraft Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM146C Small Engines Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>MM124C Motorcycle Chassis and Suspension Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>MM139C Motorcycle Fuel Systems Theory and Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>SM186C Marine Electrical Systems Theory and Lab</td>
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</tr>
<tr>
<td>Total</td>
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</tbody>
</table>

Office Specialist

Diploma
Location: Emmetsburg Campus

The Office Specialist program is designed to develop the skills and attitudes of proficient office workers. Upon completion of the program a student is prepared for successful employment as a bookkeeper, receptionist, clerk-typist, customer service representative, records manager or general office worker. Both on-the-job training and employment placement are available in medical offices, banks, insurance and real estate offices, and on-campus at Iowa Lakes. This program can provide the first year of course work for the Associate in Science degree in the Administrative Assistant program.
Vocational Programs

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
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<td>BA103A Basic Accounting</td>
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</tr>
<tr>
<td>BA116A Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA125A Computer Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BE103A Business Professionalism I</td>
<td>1</td>
</tr>
<tr>
<td>BE104A Business Professionalism II</td>
<td>1</td>
</tr>
<tr>
<td>BE111A Calculating Machines</td>
<td>2</td>
</tr>
<tr>
<td>BE113A Keyboarding Applications</td>
<td>3</td>
</tr>
<tr>
<td>BE115A Office on-the-job Training</td>
<td>5</td>
</tr>
<tr>
<td>BE118A Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BE119A Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BS102A Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>BS105A Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>BS106A Introduction to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>EN113A English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SP103A Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
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</tbody>
</table>

Parts Sales and Inventory Control

Diploma

Location: Emmetsburg Campus

This program trains persons for employment in automotive parts departments of automobile, truck and farm equipment dealerships, marine and small engine repair shops and auto supply stores. Computer training provides opportunities for employment in parts houses with sophisticated inventory access and control systems.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA103A Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BS217A Supervision</td>
<td>4</td>
</tr>
<tr>
<td>BS205A Practicum</td>
<td>5</td>
</tr>
<tr>
<td>BS104A Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>BS106A Introduction to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>BS143A Sales Principles</td>
<td>3</td>
</tr>
<tr>
<td>BS243A Advertising</td>
<td>3</td>
</tr>
<tr>
<td>CM105C Communication Skills</td>
<td>2</td>
</tr>
<tr>
<td>PT113C Parts Catalog</td>
<td>3</td>
</tr>
<tr>
<td>PT123C Parts System</td>
<td>4</td>
</tr>
<tr>
<td>PT124C Inventory Control</td>
<td>3</td>
</tr>
<tr>
<td>TI124C Related Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>39</td>
</tr>
</tbody>
</table>

Practical Nursing

Diploma

Location: Emmetsburg Campus

This program prepares men and women to write the examination for licensure as a practical nurse (NCLEX-PN). The courses taken during the first two semesters also serve as a portion of the Associate Degree in Nursing program. The program is fully accredited by the Iowa Board of Nursing and the Iowa Department of Education.

A student who has not taken at least a semester course in chemistry in high school or college (such as SC174A Introduction to Chemistry I, 4 cr.), is required to take SC171A Chemistry for nursing, 1 cr., before entering the program.

To enter or progress in the program or to graduate, a student may have no grade lower than ‘C’ in any course required for the program, including prerequisites.

Required Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN113A English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>HL112A Human Growth and Development OR</td>
<td></td>
</tr>
<tr>
<td>PY223A Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HL118A Normal Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NU112C Maternal and Newborn Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU129C Adult and Child Health Nursing</td>
<td>9</td>
</tr>
<tr>
<td>NU132C Dimensions of Practical Nursing*</td>
<td>2</td>
</tr>
<tr>
<td>NU152C Foundations of Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NU153C Foundations of Nursing Skills Lab</td>
<td>3</td>
</tr>
<tr>
<td>NU159C Foundations of Nursing Clinical</td>
<td>2</td>
</tr>
<tr>
<td>NU163C Nursing Care through the Lifespan Clinical I</td>
<td>3</td>
</tr>
<tr>
<td>NU173C Dimensions of Practical Nursing-Clinical*</td>
<td>3</td>
</tr>
<tr>
<td>SC271A Human Anatomy and Lab</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>39</td>
</tr>
</tbody>
</table>

*Students entering the Associate Degree Nursing program meet requirements with different courses.

Residential Care Administration

Diploma

Location: Weekend College, Spencer Campus

This curriculum has been approved by the Department of Health for certification in Residential Care Administration. Many of the courses also apply toward the Associate in Science degree in Health Care Administration.

Required health-related courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GR111A Communication with the Elderly</td>
<td>3</td>
</tr>
<tr>
<td>GR123A Gerontology</td>
<td>3</td>
</tr>
<tr>
<td>HC113A Health Care Administration I</td>
<td>3</td>
</tr>
<tr>
<td>HC123A Health Care Administration II</td>
<td>3</td>
</tr>
<tr>
<td>HC133A Health Care Administration III</td>
<td>3</td>
</tr>
<tr>
<td>HC226A Legislative/Political Aspects</td>
<td>3</td>
</tr>
<tr>
<td>HL223A Human Relations</td>
<td>2</td>
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</tbody>
</table>

Required arts and science/business courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA113A Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BS293A Management</td>
<td>3</td>
</tr>
<tr>
<td>EN113A English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>PY103A Psychology of Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>PY113A General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PY243A Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>38</td>
</tr>
</tbody>
</table>

35
**Secretarial Specialist**

**Diploma**  
*Location: Emmetsburg Campus*

This program is designed to train students to handle duties in the modern secretarial office, including computer and word processing technologies. Students will qualify for positions such as word processing specialist, secretary, and legal or medical secretary.

Classes in this program can also apply toward the Associate in Science degree in Administrative Assistant or other related programs at Iowa Lakes.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA103A Basic Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA116A Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BA125A Computer Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BE103A Business Professionalism I</td>
<td>1</td>
</tr>
<tr>
<td>BE104A Business Professionalism II</td>
<td>1</td>
</tr>
<tr>
<td>BE111A Calculating Machines</td>
<td>2</td>
</tr>
<tr>
<td>BE113A Keyboarding Applications</td>
<td>3</td>
</tr>
<tr>
<td>BE118A Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>BE119A Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>BS102A Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>BS105A Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>BS106A Intro to Computers/Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>EN113A English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>SP103A Speech Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>

**Surgical Technology**

**Diploma**  
*Location: Spencer Campus*

A trained surgical technologist is an integral member of the surgical team who works closely with registered nurses, anesthesiologists, surgeons and other personnel delivering care before, during and after surgery in hospitals and ambulatory surgery centers. The students are involved in hands-on training in a hospital operating room during their one-year course of study.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC240A Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ST112C Microbiology for Surgical Technology</td>
<td>2</td>
</tr>
<tr>
<td>ST116C Surgical Techniques I</td>
<td>6</td>
</tr>
<tr>
<td>ST118C Introduction to Surgical Technology</td>
<td>4</td>
</tr>
<tr>
<td>ST122C Patient Care Concepts</td>
<td>2</td>
</tr>
<tr>
<td>BE102A Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>ST124C Surgical Techniques II</td>
<td>4</td>
</tr>
<tr>
<td>ST126C Surgical Procedures</td>
<td>6</td>
</tr>
<tr>
<td>ST132C Pharmacology for Surgical Technology</td>
<td>2</td>
</tr>
<tr>
<td>BE128A Career Development</td>
<td>1</td>
</tr>
<tr>
<td>EN113A English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ST131C Surgical Technology Practicum</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>46</strong></td>
</tr>
</tbody>
</table>

**Welding**

**Diploma**  
*Location: Emmetsburg Campus*

Welders today plan, supervise and perform tasks necessary for making, installing and repairing all types of equipment and structures. This program trains students to qualify in techniques, skills and use of welding equipment. Welding at Iowa Lakes is a self-paced program. As competency is reached in one area, the student moves to the next area.

**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CM105C Communication Skills</td>
<td>2</td>
</tr>
<tr>
<td>TI102C Applied Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>TI105C Human Relations</td>
<td>2</td>
</tr>
<tr>
<td>WE111C Oxy-acetylene Theory and Lab</td>
<td>4</td>
</tr>
<tr>
<td>WE112C Electric Arc Theory and Lab</td>
<td>5</td>
</tr>
<tr>
<td>WE113C Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WE114C Structural Welding</td>
<td>4</td>
</tr>
<tr>
<td>WE115C Brazing and Soldering</td>
<td>2</td>
</tr>
<tr>
<td>WE121C MIG and TIG Theory</td>
<td>2</td>
</tr>
<tr>
<td>WE122C MIG and TIG Laboratory</td>
<td>3</td>
</tr>
<tr>
<td>WE123C Pipe Welding</td>
<td>5</td>
</tr>
<tr>
<td>WE124C Special Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>
Curricular areas are the first two positions of the course number:

Accounting BA
Agribusiness AB
Agriculture General AG
Agriculture Economics AD
Agriculture Engineering Technology AE
Agriculture Transfer AT
Agronomy AC
Animal Science AS
Art AR
Auto Collision and Paint Technology AT
Automotive Technology AM
Aviation AV
Broadcast Media BC
Business Education BE and BU
Business General BS
Carpentry/Building Trades/Construction Technology CA
Child Care/Early Childhood Education CC
Chiropractic CT
Communications General CM
Computer Aided Drafting and Design CD
Computer Programming CS
Criminal Justice CJ
Developmental Studies DV
Education ED
English EN
Engineering EG
Environmental Science EV
Farm Equipment Technology FM
Fine Arts General FA
Foreign Language FL
Geographic Information Systems Technology GT
Gerontology GR
Golf Course and Turf Grass Specialist TG
Graphic Design and Technology BG
Health and Life Services General HL
Health Care Administration HC
Health Occupations HO
Horticulture AH
Hotel and Restaurant Management BH
Human Services/Disability Studies HD
Industrial Technology TI
Information Technology IT
Journalism JR
Legal Assistant LA
Marine and Small Engine Technology MM
Mathematics MA
Medical ME
Motorcycle Technology MM
Music MU
Nursing NU
Parts Distribution and Inventory Control PT

Philosophy and Religion PH
Physical Education PE
Psychology PY
Recreation RE
Retail Marketing/Sales Specialist/Fashion BF
Science SC
Social Science SS
Speech SP
Tourism TR
Welding WE

Course type is indicated by the last position of the course number:

A,B college transfer
C vocational-technical
H developmental
S special needs (no college credit)
P preparatory (secondary—no college credit)

Some courses with the number ending in ‘A’ which are offered in vocational-technical program areas may be considered to be vocational-technical at some colleges. IBM®, Lotus®, Lotus 1-2-3®, Aldus PageMaker®, Microsoft®, Windows®, and similar trademarks and trade names are the property of the owners of the products mentioned in course titles and descriptions.

Accounting

BA101A Orientation to College, 0 cr.
An introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q Grading.

BA103A Basic Accounting, 3 cr.
Introduces the basic principles of accounting and the recording of simple business transactions using the double entry system. Includes the accounting procedures of journalizing transactions, posting to the ledger, making a trial balance, creating financial statements and keeping records for the receipt and disbursement of cash.

BA113A Principles of Accounting I, 3 cr.
Accounting methods, principles and terminology needed in the analysis and preparation of financial statements. This course has generally been replaced by BA114A.

BA114A Principles of Accounting I, 4 cr.
Accounting methods, principles and terminology needed in the preparation and understanding of the financial statements of a business enterprise. Includes a study of partnership accounting.

BA114C Accounting Projects I, 2 cr.
Provides experience in the application of accounting principles to a simulated retail business.
BA116A Payroll Accounting, 3 cr.
A study of payroll records and payroll taxes imposed by state and federal agencies.

BA123A Principles of Accounting II, 3 cr.
Continuation of BA113A, covering inventories, partnership and corporate accounting, long-term debts and financial analysis. Prerequisite: BA113A. This course has generally been replaced by BA124A.

BA124A Principles of Accounting II, 4 cr.
Continuation of BA114A, covering corporate accounting, long-term debts, financial analysis, managerial accounting and budgeting concepts. Prerequisite: BA114A.

BA125A Computer Accounting, 2 cr.
Provides students with a basic understanding of the accounting cycle on microcomputers. Topics include ledgers, accounts receivable and payable, payroll, inventory and depreciation. An integrated accounting software package is introduced.

BA125C Accounting Projects II, 2 cr.
Provides experience in the setup and maintenance of a manual accounting system.

BA126A Computerized Accounting, 3 cr.
Studies payroll records and payroll taxes imposed by state and federal agencies. The course will focus on computerized accounting records, including general ledger, accounts receivable, accounts payable, depreciation and payroll systems.

BA211C Commodity Marketing Laboratory, 1 cr.
Introduction to the commodity futures markets, with information on contract specifications, exchanges, basic trading information, and fundamental and technical market information.

BA213A Intermediate Accounting I, 4 cr.
Reviews accounting procedures and reporting processes, including an in-depth analysis of generally applied accounting principles. Topics include the income statement, balance sheet, revenue recognition, cash and marketable securities, and notes and accounts receivable. Prerequisite: BA123A.

BA215C Accounting Projects III, 2 cr.
Develops an understanding of international business operations and international accounting procedures utilizing a simulated retail business.

BA223A Intermediate Accounting II, 4 cr.
Continuation of BA213A, including in-depth analysis of generally accepted accounting principles pertaining to liabilities, equities, revenues and expenses. Prerequisite: BA213A.

BA235A Accounting Practicum, 5 cr.
On-the-job training experience provides the student with the opportunity to apply accounting concepts and procedures in a work situation and the opportunity to develop proper work attitudes.

BA243A Cost Accounting, 3 cr.
Develops an understanding of accounting methods for manufacturing and service enterprises including analysis techniques for management. Prerequisite: BA123A.

BA253A Income Tax Accounting, 3 cr.
Introduces the general theory and procedures pertaining to state and federal taxation. Studies application of laws as they pertain to income of individuals and sole proprietorships, gifts, estates and Social Security.

### Agribusiness

BA111A Introduction to Advertising Layout, 1 cr.
The opportunity for students to define, understand and actually make advertising layouts.

BA112A Introduction to Computers, 1 cr.
Introduction to computers and their application to agriculture. The course includes computer literacy and operation, word processing and an introduction to spreadsheets.

BA115A Introduction to Cash Grain Marketing, 2 cr.
Introduction to the basic phases of grain marketing from the farm to the elevator, including fundamental market information, elevator storage policies, shrinkage, blending, moisture discounts, price spreads, opportunity cost, and developing a beginning grain market plan.

BA116A Introduction to Computers, 2 cr.
The course includes basic knowledge of computer hardware and operation. Software applications include word processing, spreadsheets, Power Point presentations, Internet and e-mail.

BA117A Beginning Sales, 2 cr.
Studies the basic selling techniques, with emphasis on retail selling, role playing in sales situations and video playback critique.

BA132C Office Procedures, 2 cr.
Course is designed to outline business procedures necessary to operate an agribusiness: sales receipts, bank drafts and other business forms.

BA132A Advanced Computer Spreadsheets, 2 cr.
Spreadsheet applications for agriculture, using software such as Microsoft Excel. Included are lessons on spreadsheet operation, pre-developed spreadsheet operation and spreadsheet development.

BA133A Introduction to Commodity Marketing, 3 cr.
Introduction to the commodity futures markets, with information on contract specifications, exchanges, basic trading information, and fundamental and technical market information.

BA134A Advanced Computer Spreadsheets, 1 cr.
Selection and use of commercially available computer spreadsheet programs.

BA137C Field Studies — Agribusiness Technology, 1 cr.
Course is designed to take students on field trips to colleges, industries and agricultural businesses.

BA139A Advertising, 1 cr.
Introduction to advertising as well as an understanding of the use of the various media.

BA146A Computer Skills in Horticulture, 3 cr.
Acquaints students with currently available software for microcomputers and teaches how computers can be used to help make decisions in a horticulture operation. Includes DOS, word processing and spreadsheets.

BA211C Commodity Marketing Laboratory, 1 cr.
Strategies to increase proficiency in commodity and option marketing. Includes knowledge needed to sit for the Series 3 National Futures Examination. Prerequisites: Commodity
Course Descriptions

Marketing I and II and concurrent enrollment in Commodity Marketing III.

**AB218C  Beginning Accounting, 2 cr.**
Covers the theory of double entry accounting, including the use of journals, ledgers, balance sheets and profit and loss statements.

**AB220A  Advertising, 2 cr.**
Advertising media, display and buying motivation – includes sales promotion, advertisement writing, news releases, budgets and cooperative advertising.

**AB221A  Business Law, 2 cr.**
Introduces the rights and social forces of government, the business society and contracts. The course is presented under the legal framework of the Uniform Commercial Code.

**AB222C  Seminar, 2 cr.**
Studies current problems in feed and fertilizer marketing.

**AB225A  Agriculture Business Law, 2 cr.**
Introduction to business law which interprets the rights and social forces of business, society, government and contracts.

**AB227A  Profitable Business Management, 2 cr.**
Studies the basic principles of business, including a brief overview of some economic principles and methods of doing business.

**AB229A  Advanced Sales, 2 cr.**
Continuation of AB117A, with emphasis on door-to-door selling as it relates to agriculture.

**Agriculture Economics**

**AD123A  Introduction to Grain Marketing, 3 cr.**
Introduces the basic elements of cash grain marketing and then introduces futures markets.

**AD131A  International Agricultural Studies Lab, 1 cr.**
Includes the study of international agriculture and its affects upon US markets. The course also looks at international agriculture methods agronomic practices as well as marketing processes. Student are exposed to these ideas by participating in an international study abroad program.

**AD211C  Commodity Marketing Laboratory, 1 cr.**
Continuation of AB133A.

**AD216A  Agricultural Finance, 3 cr.**
Studies the sources and uses of farm credit to maximize farm income.

**AD219A  Advanced Marketing, 2 cr.**
Studies livestock and grain futures marketing methods including product quality, methods and options.

**AD221A  Farm Machinery Management Laboratory, 1 cr.**
An individualized lab for students concurrently enrolled in AD222A. Students explore programs for their own farm operations using software programs for machinery replacement strategies and the integrated crop management database.

**AD222A  Farm Machinery Management, 2 cr.**
Fitting power and machinery needs to specific farming operations to obtain efficiency.

**AD226A  Commodity Marketing III, 2 cr.**
Continuation of AB212A.

**AD230A  Principles of Farm Business Management, 2 cr.**
Current principles and practices of farm management.

**Agricultural Engineering Technology**

**AE111C  Horticulture Equipment, 1 cr.**
Introduction to specialized equipment, operation, preventive maintenance, daily repair and minor overhaul.

**AE112C  Industrial Technical Welding, 2 cr.**
Introduction to electric, gas, wire and oxy-acetylene welding.

**AE113A  Farm Power and Machinery, 2 cr.**
Teaches a basic understanding of farm machinery safety and maintenance.

**AE114C  Farm Equipment Maintenance, 1 cr.**
Basic machinery maintenance and adjustment of equipment used in agricultural business.

**AE132C  Agricultural Wiring, 1 cr.**
Teaches a basic knowledge of electrical theory, the national electrical code and practice in wiring different types of circuits.

**AE137C  Agricultural Welding, 2 cr.**
Introduction to electric, gas, wire and oxy-acetylene welding.

**AE144C  Agricultural Construction, 1 cr.**
General farm construction including concrete work, fencing, building fabrication and remodeling, electrical wiring and plumbing for water and gas.

**AE212A  Grain Harvesting, Handling and Drying Equipment, 3 cr.**
Course designed to give theoretical knowledge and practical experience in the operation of a combine, grain drying and grain storing equipment.

**AE221C  Small Engines, 2 cr.**
Each student does a complete overhaul of a small engine.

**Agriculture General**

**AG100A  Orientation to College, 0 cr.**
An introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q grading.

**AG102A  Human Relations, 2 cr.**
Introduction to topics which relate to beginning farming in a family farm environment. Topics include personality, family relationships, decision making and social relations as they apply to everyday living and working in an on-going family operation.

**AG102C  Agricultural Mathematics, 2 cr.**
Reviews the basic principles of elementary algebra and mathematics as they relate to basic agricultural problems.

**AG103A  Employment Experience I — Farm Management, 3 cr.**
The first of four on-the-job training experiences in the farm management curriculum. Students gain hands-on experiences to back up technologies studied in the classroom.
AG107C Written Communication Skills, 2 cr.
Reading, writing and thinking exercises for vocational preparation.

AG108C Communication Skills, 2 cr.
Same as AG 107C.

AG112A Introduction to Human Relations, 2 cr.
Course designed to help the students understand themselves and their potential customers, includes employer-employee relationships, human relations in agribusiness and fundamentals of advertising.

AG114A Basic First Aid and Life Support, 1 cr.
Teaches American Red Cross basic first aid and American Heart Association cardiopulmonary resuscitation (CPR).

AG115A Employment Experience I — Agribusiness, 3 cr.
A full-time, on-the-job, hands-on work experience in the area of agribusiness.

AG121A Freshman Interim — Farm Management, 1 cr.
Four-day tour, workshop, or seminar to broaden agriculture education.

AG123A Employment Experience II — Farm Management, 3 cr.
Continuation of AG103A.

AG124A Employment Experience IA — Horticulture, 4 cr.
Closely supervised period of on-the-job training in a business related to horticulture.

AG125A Employment Experience II — Agribusiness, 5 cr.
Continuation of AG115A.

AG126A Employment Experience IB — Horticulture, 1 cr.
Continuation of AG124A.

AG131C Agricultural Field Studies, 1 cr.
Studies the application of husbandry practices in animal science as demonstrated by research farms, industry extension field days, and field trips to area farms.

AG135C Horticulture Field Trip, 1 cr.
Students learn the principles and practices currently used by horticultural enterprises and will be exposed to plant communities unavailable in the immediate area.

AG150A Independent Study — Agriculture, 1 cr.
Independent study or a special project in agriculture.

AG213A Employment Experience III — Farm Management, 3 cr.
Continuation of AG123A.

AG215A Employment Experience III — Agribusiness, 5 cr.
Continuation of AG 125A.

AG216C Oral Communication Skills, 2 cr.
Writing and speaking skills for agribusiness technology students.

AG221A Agriculture Interim, 1 cr.
Same as AG121A.

AG221C Employment Seeking Skills, 1 cr.
Preparation of the farm management student for entry into the non-family farm job market.

AG222C Oral Communications, 2 cr.
Introduction to basic oral communication with practice in public speaking, both impromptu and prepared, interview procedures and telephone usage.

AG223A Employment Experience IV — Farm Management, 3 cr.
Continuation of AG213A.

AG224A Applied Computers in Agriculture, 2 cr.
Continuation of AB112A.

AG225A Sophomore Interim — Farm Management, 1 cr.
Four-day tour, workshop, or seminar to broaden agriculture education.

AG226A Employment Experience III — Horticulture, 4 cr.
Continuation of AG211A.

AG229C Agricultural Sociology, 2 cr.
Course covers types of insurance, family and business budgeting, and farm organizations.

AG227A Employment Experience Observation — Agribusiness, 1 cr.
Student observes an agribusiness operation without pay.

AG228A Employment Experience IV — Agribusiness, 2 cr.
Continuation of AG215A.

AG230A Interim — Horticulture, 1 cr.
Four-day tour, workshop, or seminar to broaden agriculture education.

AG231A Employment Experience II — Horticulture, 4 cr.
Continuation of AG124A.

AG241A Computerized Agricultural Accounting, 1 cr.
Preparation for using a versatile computerized farm accounting system.

AG251A Agriculture in the New Millennium I, 1 cr.
AG252A Agriculture in the New Millennium II, 1 cr.
A series of agriculture topics to include sales, equipment purchase, leasing, diesel service, vegetable production, flower production, tillage systems, tillage equipment, breeds of beef cattle, cuts of beef, purchasing quality beef. Seminars are offered at the Clay County Fair; a student must complete four, four-hour blocks to earn each credit.

Agriculture Transfer

AT115A Animal Science, 3 cr.
Introduction to the various species of livestock and basic livestock production.

AT124A Crop Production, 3 cr.
Covers the basic principles of crop production, including classification, soil-plant interrelationships and growth process in response to environment.

AT214A Introduction to Soils, 3 cr.
An introduction to basic soil formation, classification, physical properties, water, organic matter, pH, and fertility. Prerequisite: SC174A.
ATA18A Animal Nutrition, 3 cr.
Nutritional principles, digestive systems, composition and nutritional characteristics of common feedstuffs, ration formulation and recommended feeding programs for farm animals. Prerequisites: AT113A and SC174A or permission of instructor.

Agronomy

AC112A Agronomy, 2 cr.
Introduction to the principles of farm crop production, including classification, growth and management of specific commonly grown Midwest crops.

AC113A Introduction to Soils, 3 cr.
Introduction to basic soil formation, soil component parts, classification, soil productivity characteristics, soil sampling, soil test interpretation, soil management and soil amendments.

AC119A Agronomic Applications, 3 cr.
Introduction to the study of plant structure, identification and reproduction. Tillage and planting practices will also be explored and practiced.

AC121A Introduction to Agronomy, 2 cr.
Soil preparation, planting dates, planting depths, seeding rates and plant distribution of corn and soybeans. Different types of planting equipment are compared. Students will adjust, calibrate and operate a planter in the field for a half day.

AC122A Agricultural Chemicals I, 2 cr.
Preparation for the student to pass the state of Iowa Custom Applicators Core Manual examination. Includes safe use and handling of pesticides.

AC123A Agricultural Chemicals II, 3 cr.
Studies herbicide, insecticide and fumigation categories.

AC126A Soil and Water Management, 2 cr.
An introduction to the characteristics of Iowa soils as they affect soil and water management for crop production.

AC128A Soil Fertility, 3 cr.
Course of study for the Ag Production program, including fertilizer materials, fertilizer costs, soil test interpretations, fertilizer recommendations, soil amendments, nutrient removal and application methods.

AC129A Agronomy: Soil and Water Management, 3 cr.
Basic review of soil formation, soil components, soil compaction and fertilizer applications. Also included is the effect CEC, pH and organic matter have on nutrient retention and uptake. Environmental issues will also be addressed.

AC132A Introduction to Fertilizer Technology, 2 cr.
Studies soil fertilization, with emphasis on fertilizer material and applications, blending, soil test recommendations and handling in meeting crop needs.

AC133A Applied Agronomy, 3 cr.
Designed to teach the environment in which crops grow and the development of the several crops most widely grown in this area (corn, soybeans and forage production). The content is both basic and applied.

AC134A Agricultural Botany, 2 cr.
Introduces basic information concerning agricultural plants.

AC136A Integrated Pest Management/Crop Management, 2 cr.
Assists the student in developing the concepts of integrated pest management as they relate to cultural, mechanical, chemical and biological controls.

AC136C Applied Agronomy, 1 cr.
Practical experience with integrated pest management, including field inspections and classroom information on plant diseases.

AC137A Plant Physiology, 2 cr.
Course acquaints students with the activities of a complex plant during growth and reproduction and furthers the understanding of how these activities affect the normal production practices — planting, spraying, fertilizing, harvesting, etc.

AC138A Agricultural Chemicals, 2 cr.
Selection and use of agricultural chemicals.

AC141A Corp Pest Identification, 1 cr.
Collection and identification of weed and insect pests affecting corn and soybeans.

AC212A Advanced Agronomy, 2 cr.
Studies crop management problems in corn, soybeans, oats, forages and other crops in northwest Iowa, with emphasis on crop diseases, insect problems, crop production practices, and marketing.

AC216A Nutrient Management, 2 cr.
Builds on the introductory soil fertility course and includes grid sampling sizes, plant nutrient analysis, CEC, base saturation and nutrient management planning. Prerequisite: AC128A or equivalent.

AC217A Precision Agriculture, 3 cr.
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.

AC222A Advanced Soil Fertility, 2 cr.
Course teaches the understanding of the manufacture of fertilizer, physical and chemical characteristics, materials and handling, and new technologies in application of fertilizers, including equipment and materials.

AC225A Agriculture Interim, 1 cr.
Four-day tour, workshop, or seminar to expand agriculture education. P/Q grading.

AC258C Agronomy Laboratory, 1 cr.
An individualized course for students wishing to develop a more in-depth or specialized study of agronomic information in conjunction with members of the teaching staff.

Animal Science

AS104A Interim — Artificial Insemination, 1 cr.
Workshop to become a certified artificial insemination technician.

AS113A Swine Production, 3 cr.
Course studies the production of swine from farrow to finish, the cross-bred production of swine and the marketing and economic principles of swine production. Lecture and laboratory.
Course Descriptions

AS114A Introduction to Swine Production Management, 2 cr.
A study of various aspects of swine production followed by
in-depth units on farrowing management and production skills
and techniques.

AS115A Swine Grower/Finisher Management, 2 cr.
Basic swine production to include nutrition, feed and feed
handling, and general swine practices.

AS117A Swine Breeding Herd Management, 2 cr.
Provides an in-depth background for utilizing basic swine
management principles.

AS121A Beef Cow Production, 2 cr.
Includes management, nutrition and breeding practices in a beef
cow operation through classroom and practical experience.

AS122A Animal Science, 2 cr.
Introduction to the basics of livestock and poultry production.

AS127A Animal Nutrition, 2 cr.
Teaches basic nutrition and ration balancing for animals.

AS131A Advanced Beef Cow Production, 2 cr.
Management of the beef cow herd with concentration on
breed identification, reproduction, genetics, selection, calving
management and record keeping systems.

AS142A Grazing Systems and Forage Management, 2 cr.
Classroom and farm lab instruction covering establishment,
management, economics and nutritional value of forage systems
for ruminant animals.

AS213A Beef Feedlot Production, 2 cr.
Studies the buying, selling, nutrition, health and management of a
beef feed lot operation.

AS214A Animal Science, 2 cr.
Course offers beef, swine, dairy and sheep management.

AS215A Swine Confinement Management, 2 cr.
Course deals with swine management concerns in confinement
operations.

AS217A Animal Health and the Environment, 2 cr.
Animal environment and adaptation, animal health and animal
behavior as it relates to production and non-production species.

AS221A Advanced Swine Confinement Management, 2 cr.
Basic introduction to swine confinement systems and
management, including operation of equipment, ventilation
systems and record keeping.

AS222A Swine Production, 3 cr.
Feeding, nutrition, diseases, marketing and economic principles
of swine production. Prerequisite: AS113C.

AS224A Advanced Beef Production, 2 cr.
Continuation of AS121A.

AS251C Farm Enterprise Experience/Beef Feedlot, 1 cr.
AS254C Farm Enterprise Experience/Swine, 1 cr.
AS255C Farm Enterprise Experience/Swine
Management, 1 cr.
AS258C Farm Enterprise Experience/Cow-Calf, 1 cr.
AS259C Forage Management and Utilization Laboratory, 1 cr.

Hands-on experience at the college farm lab in listed areas.

Art

AR101A Orientation to College, 0 cr.
An introduction to academic and personal information related to
Iowa Lakes Community College. This information is vital for
student success. P/Q grading.

AR103A Art Appreciation, 3 cr.
Introduces art as a visual language, along with the methods and
materials used. A brief art survey is also included, with the intent
of helping the student become more informed about the visual arts.

AR105A Art History, 3 cr.
In-depth study of how art relates to a timeline, studying art in
chronological order from ancient Greece to the present. Explores
the connection between great works and the environments that
stimulated their creation.

AR106A Web Page Graphics, 3 cr.
An introduction to the creation of graphics and animation for use
on web pages using current software programs such as Adobe
Photoshop, ImageReady and Macromedia Flash.

AR108A Electronic Publishing, 3 cr.
Basic understanding of the components used in an electronic
publishing system and an introduction to desktop publishing.
Emphasis is on using a microcomputer for word processing, using
existing art, creating art and combining text and art to create
page layouts and output to hard copy. Software training on
Microsoft® Word®, Quark Express®, TypeStyler® and Aldus
PageMaker® and using the scanner to input artwork.

AR117A Digital Illustration, 3 cr.
Introductory course using electronic media as applied to specific
problems in illustration.

AR119A Drawing I, 3 cr.
For the beginning drawing student. A variety of approaches and
techniques will be used to develop and/or enhance the student’s
drawing skills. Exploration and experimentation with alternative
drawing materials and methods will be strongly encouraged and
supported.

AR121A Art Interim, 1 cr.
Supplemental enrichment course relating to art which includes
special projects. P/Q grading.

AR125A Graphic Design Studio, 3 cr.
Students work with advanced design problems and concepts.
Emphasis is placed on the design and preparation of a resume
and portfolio.

AR128A Advertising Studio, 3 cr.
Introduction to audio-visual presentations. Students will write
and produce a single projector/single screen slide presentation.
Continued development of graphic design techniques for printing
and advanced work with desktop publishing are included.

AR129A Drawing II, 3 cr.
Continuation and elaboration of Drawing I. Prerequisite: AR119A.
AR133A Advertising Layout and Composition, 3 cr.
Balance, proportions and harmony as they apply to printed images on paper. The point system, type selection, copy-fitting, use of ornaments and the psychology of advertising are included.

AR138A Desktop Publishing, 2 cr.
Understanding the components used in an electronic publishing system and an introduction to desktop publishing. Emphasis is on using a microcomputer for word processing using existing art, creating art and combining text and art to create page layouts, and output to hard copy. Software training using Microsoft® Word®, Quark Express®, TypeStyler® and Aldus PageMaker® and similar programs is included along with using a scanner to input artwork.

AR143A Painting I, 3 cr.
The fundamentals of painting. A variety of painting media will be used, including oil, watercolor and acrylic. Diverse subject matter and approaches to painting will also be explored.

AR150A Independent Study in Art, 1 cr.
Independent study or a special project in art.

AR153A Painting II, 3 cr.
Continuation of Painting I with emphasis on a more personal approach regarding technique and imagery. Prerequisite: AR143A.

AR163A Adobe® Photoshop, 3 cr.
Introduction to the image editing software Photoshop®. Students will work with basic scanning techniques, manipulation procedures, use of layers and third-party plug-ins.

AR171A Independent Study—Art, 1 cr.
Instructor guided independent experiences in art.

AR173A Adobe® Illustrator, 3 cr.
Graphic image design introduction using the Illustrator® program. Students will create both black and white and multicolor graphic using Illustrator’s tools and menu commands.

AR219A Ceramics I, 3 cr.
A studio class providing exploratory experiences in forming, firing, and decorating clay.

AR229A Ceramics II, 3 cr.
Continuation of Ceramics I with an emphasis on the development of a personal approach to form. Prerequisite: AR219A.

AR233A Design I, 4 cr.
The fundamentals needed to build effective two- and threedimensional designs. The plastic elements of art along with the principles of organization will be introduced through a variety of hands-on experiences.

AR234A Graphic Arts Internship, 5 cr.
Supervised, paid work experience in a business or industry involved with some area of commercial art.

Auto Collision and Paint Technology

BM132C Air Conditioning Service, 3 cr.
Introduction to air conditioning service and replacement of components. Lecture and laboratory.

BM141C Introduction to Collision Repair, 2 cr.
Shop and tool safety, tool and equipment usage and career options in the collision repair industry are studied. Vehicle construction and components are introduced and environmental effects and proper safety, handling and disposal of hazardous materials used in collision repair are studied.

BM142C Collision Repair I Laboratory, 2 cr.
Students perform a real non-structural repair from beginning to end with direct supervision of the instructor.

BM143C Sheet Metal Repair Laboratory, 3 cr.
Metalworking skills are developed in repairing damaged metal panels followed by use of body fillers and shaping techniques. Damage analysis is undertaken and types of steel used in automotive construction are worked with first-hand. Co-requisite: BM144C.

BM144C Sheet Metal Repair, 2 cr.
Metalworking skills are emphasized to understand repairing damaged panels followed by body fillers and shaping techniques. Impact theory is studied in addition to damage/impact analysis and types of steel used in automotive construction.

BM145C Estimating Theory, 2 cr.
Analyzing and learning to write a cost estimate using a computer as well as printed material. Knowledge of parts, manuals, nomenclature and flat rate charts is covered and shop management techniques are introduced.

BM146C Estimating Laboratory, 1 cr.
Practice in analyzing a job and writing an estimate using a computer as well as printed material. Shop management skills and professionalism are demonstrated. Co-requisite: BM145C.

BM147C Non-structural Repair Theory, 2 cr.
Study of replacement and alignment of doors, hoods, etc. Includes door hardware, window systems, interior and exterior trim.

BM148C Non-structural Repair Laboratory, 3 cr.
Practice in panel replacement of doors, hoods, etc. Repair and replacement of door hardware, window systems, interior and exterior trim is included. Co-requisite: BM147C.

BM150C Cooperative Work Experience, 2 cr.
Job training in a collision repair faculty performing assigned tasks. Prerequisite: first two semesters of program.

BM152C Structural Repair Theory, 2 cr.
Frame machine types and safety procedures are introduced, diagnosis and repair on unitized frames are studied. Structural integrity is covered including structural panel replacement, sectioning techniques and common collision damage.

BM153C Structural Repair Lab, 3 cr.
Frame diagnosis and unitized repairs are performed on vehicles. Includes replacement of structural panels and sectioning as well as side impact, frontal, rear and rollover damage. Work is performed on actual vehicles. Co-requisite: BM152C.

BM154C Refinishing I Theory, 1 cr.
Introduction to painting including surface preparation, safety, composition of paint, primers and sealers, application techniques and equipment.
**Course Descriptions**

**AM113C  Shop Safety, 2 cr.**
Prepares the student to work in the auto shop in a safe manner. The student will be introduced to safety equipment, safety rules and avoidance of common accidents in the automotive service area.

**AM114C  Shop Practices, 4 cr.**
Basic theory and correct procedures for servicing vehicles provide the student with the skills and knowledge required for routine vehicle maintenance.

**AM115C  Heating and Air Conditioning, 3 cr.**
The theory of operation, diagnosis and repair of automotive air conditioning and heating systems. Lab experience will provide the student with the opportunity to acquire the competencies required for successful automotive air conditioning and heater maintenance.

**AM117C  Electrical Systems Theory, 4 cr.**
Electrical theory, diagnosis and repair procedures as they pertain to the automotive charging, starting and power accessory systems.

**AM120C  Electrical Systems Laboratory, 3 cr.**
Hands-on class in the operation, construction and repair of alternators, starters and electrical components as they apply to the safety and driver convenience.

**AM124C  Fuel Systems, 4 cr.**
Diagnostic and repair procedures used to service the automotive fuel system from the fuel tank to the fuel injector.

**AM125C  Ignition Systems, 4 cr.**
Operation, diagnosis and repair procedures used to service the modern automotive ignition system.

**AM126C  Computerized Engine Controls, 4 cr.**
Theory of operation, diagnosis and repair procedures for electronic engine control systems used by the automotive industry.

**AM127C  Performance Diagnosis, 4 cr.**
Diagnosis, repair and adjustment of electronic engine controls, including ignition, emission and fuel systems.

**AM134C  Automotive Brakes Theory, 5 cr.**
Basic principles of brakes, the hydraulic system, disc and drum brakes, parking brakes and power assist units. Emphasis on operation, diagnosis and repair of various braking systems.

**AM135C  Automotive Brakes Laboratory, 4 cr.**
A lab experience which will allow the student to acquire competencies in brake diagnosis and repair procedures.

**AM213C  Manual Transmissions Theory, 4 cr.**
Comprehensive study of the drive train components and their relationship to the application of power in the modern automobile.

**AM215C  Automatic Transmission Theory, 4 cr.**
Principles of operation of torque converters, planetary gears, multiple disc clutches, one-way clutches, servos, accumulators and hydraulics.

**AM216C  Automatic Transmission Laboratory, 4 cr.**
Various transmissions and transaxles are overhauled, adjusted and tested; basic overhaul techniques, special tool and gauge usage are included.

**AM217C  Manual Transmissions Laboratory, 3 cr.**
Hands-on class shows operation and proper repair procedures of current manual transmissions/transaxles, differentials and drive axles used in late model vehicles.

**AM220C  Suspension Theory, 3 cr.**
Theory of automotive and light truck steering and suspension systems; covers design, operation, diagnosis, repair and adjustment.

**AM222C  Suspension Laboratory, 3 cr.**
Covers operation and service of power and manual steering gears, rack and pinion systems, and suspension systems; practices method of four wheel alignment checks and front-end alignment.

**AM225C  Automobile Engine Laboratory, 5 cr.**
Disassembly and assembly procedures. Diagnosis of engine malfunctions, minor repair and complete overhaul, excluding rebuilding procedures such as boring cylinders and grinding crankshafts.

**AM226C  Automobile Engine Theory, 4 cr.**
Basic engine theory; parts identification, wear measurements, wear locations, valve refacing, valve guide service, valve seat reconditioning and engine diagnosis using various tests. Includes the reconditioning of cylinders, crankshaft and camshaft.
Aviation

AV101A Private Pilot Flight Laboratory I, 3 cr.
Primary flight instruction in the basics of flying, leads to earning a Private Pilot Certificate from the FAA. The student will complete a minimum of 40 flight hours. Prerequisite: Second Class FAA Medical Certificate.

AV102A Private Pilot Ground School, 4 cr.
Ground school instruction in the fundamentals of aerodynamics, the flight environment, aircraft systems, performance charts, weight and balance, weather and navigation, which prepares the student to pass the FAA written examination.

AV103A Commercial/Instrument Cross Country Flight Laboratory, 3 cr.
The student builds total flight time and increases the solo cross-country experience. In the second portion of the course initial instrument flight training is begun. Prerequisite: AV101A or hold a Private Pilot Certificate.

AV105A Commercial Pilot Ground School, 3 cr.
Ground school instruction in instrument procedures, preparing students to take the FAA instrument written test. Topics include instrument approach procedures, advance weather analysis, air traffic control procedures and advanced radio navigation procedures.

AV106A Multi-Engine Rating, 3 cr.
Ground and flight instruction to prepare the student for transition to multi-engine aircraft. The student will take the FAA flight test at completion of the course. Prerequisite: Instrument Commercial Single Engine Pilot Certificate.

AV207A Aviation Practicum, 1 cr.
Student is placed at an employment site, usually as a flight instructor, line personnel, co-pilot, etc. The employer evaluates student performance. Repeatable to a maximum of three total credits. Prerequisite: Instrument Commercial Pilot Certificate.

AV208A Employment Preparation for Aviation Careers, 1 cr.
Teaches students how to prepare an aviation-type resume, cover letter, and how to handle an aviation job interview.

AV209A Aviation Practicum, 3 cr.
Student is placed at an employment site, usually as a flight instructor, line personnel, co-pilot, etc. The employer evaluates student performance.

AV235A Aviation Practicum, 5 cr.
Student is placed at an employment site, usually as a flight instructor, line personnel, co-pilot, etc. The employer evaluates student performance.

Broadcast Media

BC101A Mass Media and Society, 3 cr.
An introductory course that studies mass media and society. The class includes a historical and contemporary overview of industries, professions, processes and social effects of the mass media.

BC112A Public Relations and Marketing, 3 cr.
Public relations methods used for effectiveness and the art of persuasion throughout the organization of corporate communications.

BC131A Play-by-play Training, 1 cr.
The basics of sports play-by-play announcing.

BC150A Independent Study in Broadcasting, 1 cr.
Independent study or a special project in broadcasting.

BC200A Sophomore Portfolio, 0 cr.
A portfolio completed by each candidate for graduation in the Broadcast Media Specialist program will include a resumé, resumé videotape and/or audio demo tape. Materials are prepared and completed as if the student is applying for a job in the television or radio industry.

BC202A Writing for the Media, 3 cr.
An instructional workshop for developing the skills to write for audio and video. Students will contribute stories to the college television newscast and possibly supplement the stories with video.

BC203A Audio Production, 3 cr.
Audio production in both radio and television. The main focus is on radio production. Class discussion and lectures focus on coordination of audio board operation and announcing; creating and producing radio commercials; familiarizing the student with the Smartcaster; and following a playlist. Lab exercises help students develop radio control-board skills, production skills, discipline and structure.
Business Education

**BE101A Keyboarding, 2 cr.**
Teaches the basic computer keyboard using the touch method to develop speed and accuracy.

**BE102A Medical Terminology, 3 cr.**
Studies medical terminology, including spelling and definitions.

**BE103A Business Professionalism I, 1 cr.**
Introduction to Business Professionals of America activities, which includes preparation for state and national competitive events, leadership and professional development.

**BE104A Business Professionalism II, 1 cr.**
Continuation of BE103A.

**BE105A Business Communications, 2 cr.**
Emphasizes the communication skills necessary for employment. Proper use of grammar, sentence structure and punctuation will be covered. Written business communications, including letters, memoranda and business reports; job application procedures, including interviews, data sheets and letters; listening skills and telephone skills will be covered. Proper English, good form and completeness of message will be emphasized.

**BE106A Business Professionalism I, 0 cr.**
Same as BE103A.

**BD109A Business Professionalism II, 0 cr.**
Same as BE104A.

**BE110A Word Processing/Desktop Publishing, 3 cr.**
Using WordPerfect or other word processing software on microcomputers to learn creating, retrieving, saving, editing, sorting, and printing documents. Various features of the program such as merging, macros, sorting, columns, tables, graphics and desktop publishing are covered.

**BE111A Calculating Machines, 2 cr.**
Provides skills and competencies in basic mathematical functions and in the operation of electronic calculators. Emphasis is on solving business problems and in developing speed and accuracy.

**BE112A Medical Office Procedures, 2 cr.**
Gives a background in basic medical terminology and medical office situations.

**BE113A Keyboarding Applications, 3 cr.**
Tabulations, letters, reports and other production work for office situations.

**BE114A Business Procedures, 3 cr.**
Continuation of BE103A.

**BE115A Office On-the-job Training I, 5 cr.**
Apprenticeship in office systems. Students work as regular employees in offices supervised by staff members. This work experience is introductory to meet the student's abilities and career objectives.

**BE116A Office Procedures, 3 cr.**
Includes modern office skills and technologies, including word processing, automation, records management, reprographics, communication services, time management and methods of handling stress, meeting and travel arrangements and career advancement.

**BE119A Word Processing, 3 cr.**
The essentials of word processing and the use of text-editing equipment.

**BE121A Word Processing, 2 cr.**
Instruction in word processing software and machine transcription.

**BE122A Medical Office Transcription, 2 cr.**
Emphasis on medical terminology and transcription. Prerequisite: BE113A.

**BE123A Advanced Keyboard Applications, 3 cr.**
An advanced course in keyboarding that concentrates on
worksheets with decision-making capabilities and using such as the PivotTable, Solver and AutoFilter. Building working faster and more productively by using Excel’s features and letter writing.

BE124A Speed Writing/Shorthand, 4 cr.
Building skills in dictation and transcript problems. Prerequisite: grade of ‘C’ or better in BE114A or similar background in shorthand.

BE125A Office On-the-job Training II, 5 cr.
Apprenticeship in office systems. Students will work as regular employees in offices supervised by staff members.

BE128A Office Career Development, 1 cr.
Teaches necessary attitudes and behaviors needed in the business world.

BE131A Current Topics-Office, 1 cr.
A specialized study of a current topic in office procedures.

BE132A Legal Office Procedures, 2 cr.
Provides a background in basic legal terminology and legal office situations.

BE142A Legal Office Transcription, 2 cr.
Emphasizes legal terminology and transcription. Prerequisite: BE113A.

BE143A Spreadsheet/Database Management, 3 cr.
This course provides the student with hands-on training with spreadsheet and data base management software programs. Course work includes sorting, setting up reports and spreadsheet analysis.

BE151A Introduction to Microsoft Word, 1 cr.
Online course. P/Q grading.

BE152A Intermediate Microsoft Word, 1 cr.
How to use Word’s publishing capabilities to create flier, newsletter, brochures and other heavily formatted documents. Online course. P/Q grading.

BE153A Advanced Microsoft Word, 1 cr.
How to build time-saving macros, customize toolbars, create shortcut keys, crank out form letters and mailing labels, perform queries, and more. Online course. P/Q grading.

BE154A Introduction to Microsoft Excel, 1 cr.
Shortcuts and tricks for setting up fully formatted worksheets, techniques in writing powerful formulas, use functions, sorting and analyzing data, creating custom charts, three-dimensional workbooks, building links, creating macros and custom toolbar buttons. Online course. P/Q grading.

BE155A Intermediate Microsoft Excel, 1 cr.
Working faster and more productively by using Excel’s features such as the PivotTable, Solver and AutoFilter. Building worksheets with decision-making capabilities and using advanced graphing techniques. Online course. P/Q grading.

BE156A Introduction to Microsoft Access, 1 cr.
How to use a database to store, locate, print and automate access to just about any type of information. Online course. P/Q grading.

BE157A Intermediate Microsoft Access, 1 cr.
How to build a fully automated database management system complete with custom data entry forms, graphics and more. Online course. P/Q grading.

BE158A Introduction to Microsoft PowerPoint, 1 cr.
Creating slide presentations with multimedia slides, charts, outlines, graphs, clip art, hypertext links and special effects. Online course. P/Q grading.

BE159A Introduction to PC Troubleshooting, 1 cr.
Solving system glitches, interpreting error codes and messages, detecting and eliminating conflicts, replacing drivers and performing basic preventive maintenance. Online course. P/Q grading.

BE161A Introduction to Quickbooks, 1 cr.
Setting up a chart of accounts; reconciling a checking account; creating and printing invoices, receipts and statements; tracking payables, inventory and receivables; creating estimates and generating reports. Online course. P/Q grading.

BE162A Quicken for Windows, 1 cr.
How to deal with investments, loans, recurring payments electronic transactions, budgets and more. Online course. P/Q grading.

BE163A Windows File and Disk Management, 1 cr.
Finding missing files; deleting, copying and moving files; the recycle bin; organizing, maintaining and troubleshooting the hard disk; adding and removing items from the ‘start’ button; working with the ‘startup’ group; creating desktop icons and other shortcuts. Online course. P/Q grading.

BE164A WordPerfect, 1 cr.
How to use WordPerfect to create professional looking form letters, envelopes, mailing labels and spreadsheets. Also includes creating styles, tables of contents, indexes and web pages using Corel Internet Publisher. Online course. P/Q grading.

BE165A Keyboarding Basics, 1 cr.
Use the computer program FasType for Windows to learn the basic skills of touch-typing. Online course. P/Q grading.

BE166A PhotoShop Basics, 1 cr.
Using Adobe PhotoShop to alter photographs, create digital collages, scan images and print them properly or download them to the web. Online course. P/Q grading.

BE167A Introduction to Corel Quattro Pro, 1 cr.
Using Corel Quattro Pro to set up fully formatted spreadsheets, to calculate simple mathematical formulas and to automatically create more powerful formulas and build charts from the data. Online course. P/Q grading.

BE168A Basic A+ Certification: Hardware I, 1 cr.
Configuring and troubleshooting the hardware common to most personal computers. Online course. P/Q grading.
Course Descriptions

This course includes DOS; DOS memory management; Windows 3x tweaking and troubleshooting; and Windows 9x installation, optimization and troubleshooting. Online course. P/Q grading.

BE171A Advanced A+ Certification: Hardware and OS II, 1 cr.
Study of computer technologies including SCSI, video, modems, printers, multimedia, portable PC's and networking. Online course. P/Q grading.

BE181A Introduction to the Internet, 1 cr.
An overview of the Internet with a behind-the-scenes look at the World Wide Web, e-mail, Gopherspace, Newsgroups, FTP, chat, telephony, Telnet and more. Online course. P/Q grading.

BE182A Creating Web Pages, 1 cr.
Designing, creating and posting a site on the Internet's World Wide Web. Low-cost marketing techniques and search engine strategies are included. Online course. P/Q grading.

BE183A Advanced Web Pages, 1 cr.
Creating web pages incorporating tables, forms, frames, audio, scrolling text and interactive buttons, counters, cooperative banner ads, digital cash capabilities and more. Online course. P/Q grading.

BE184A Creating Web Graphics, 1 cr.
The student learns how to create stunning titles, logos, icons, buttons, backgrounds, animated images, drop shadows, 3-D effects, and others. Strategies to keep image sizes as small as possible and working with interfacing, transparent backgrounds and color palettes. Online course. P/Q grading.

BE185A Microsoft FrontPage, 1 cr.
Using FrontPage to easily create and upload professional looking web sites without programming. Course includes processes for selecting a web host and several low cost marketing strategies. Online course. P/Q grading.

BD188A CGI Programming for the Web, 1 cr.
Making a web site fun, interactive and informative with CGI. Using CGI and the Perl programming language to work with cookies and forms to build a searchable database, bulletin board and e-mail autoresponder. Online course. P/Q grading.

BE189A Understanding America Online, 1 cr.
How to use America Online to work with e-mail, navigate the web, chat, use message boards and more. Online course. P/Q grading.

BE191A Getting Organized with Outlook, 1 cr.
Using Microsoft Outlook to get the most out of e-mail communications and contact list, schedule appointments, track tasks and projects and organize information. Online course. P/Q grading.

BE192A Achieving Top Search Engine Positions, 1 cr.
How to increase search engine ranking for web sites; strategies to achieve a top-ten position with major search engines. Includes access to monitoring positions, marketing techniques and may include a one-year subscription to a newsletter.

BE193A Introduction to Windows 2000 Professional, 1 cr.

BE194A Marketing your Business or Organization on the Internet, 1 cr.
Helps small business owners, marketing directors, advertising personnel, web site designers and others to develop and implement a web strategy or Internet marketing plan. Online course. P/Q grading.

BE195A Dreamweaver Web Site Construction, 1 cr.
Creating full-featured web sites using Macromedia Dreamweaver. No previous knowledge of HTML is necessary. Online course. P/Q grading.

BE196A Microsoft Publisher, 1 cr.
The basics of Microsoft Publisher 2000, plus how to create a professional brochure, newsletter and a web site. Online course. P/Q grading.

BE197A Introduction to Microsoft Works, 1 cr.
Creating and modifying documents with Microsoft Works software. Online course. P/Q grading.

BE198A Introduction to Visual Basic, 1 cr.
How to maneuver through the Visual Basic environment and use the Visual Basic language. Includes basics of window design, adding controls to user interfaces, databases and Structured Query Language (SQL); using these tools for personal applications. Online course. P/Q grading.

BE199A Intermediate Java 2 Programming, 1 cr.
Writing programs in Java, exploring the Java environment and its tools. Online course. P/Q grading.

BE201A Introduction to Red Hat Linux, 1 cr.
Introduction, installation and basics of Linux operations.

BE204A Business Professionalism III, 1 cr.
Continuation of BE104A.

BE205A Business Professionalism IV, 1 cr.
Continuation of BE204A.

BE208A Business Professionalism III, 0 cr.
Same as BE204A.

BE209A Business Professionalism IV, 0 cr.
Same as BE205A.

BE210A Advanced WordPerfect®, 3 cr.
Further study and practice using WordPerfect® brand software.

BE212A Introduction to TurboTax, 1 cr.
TurboTax is for the individual who wants to prepare his or her own income tax reports. Includes tips on education IRA's, retirement plans, auto expenses, itemizing and more. Online course. P/Q grading.

BE213A Performing Payroll in Quickbooks, 1 cr.
Details the steps needed for proper setup of Quickbooks, from accessing the IRS web site to creating a new employee; tracking time and job cost data; and generating forms and reports. Online course. P/Q grading.

BE214A Tips & Tricks for the iMac and Macintosh, 1 cr.
Tips, tricks and shortcuts in the operating system, keyboard, desktop navigation, the Internet, etc. Online course. P/Q grading.
Course Descriptions

BE215A Introduction to Networking, 1 cr.
Fundamentals of computer networking; software and hardware; and how networks function. Online course. P/Q grading.

BE219A Introduction to Windows XP, 1 cr.
Using a computer with Windows XP software. Online course. P/Q grading.

BE221A Navigating Your Palm Pilot, 1 cr.
Using the Palm Pilot to its fullest, understanding the core and add-on applications. Online course. P/Q grading.

BE230A PhotoShop 7 for the Absolute Beginner, 1 cr.
How to use PhotoShop with simple, detailed, step-by-step instructions for working with graphics on a personal computer. Online course; P/Q grading.

BE235A Administrative Assistant Practicum, 5 cr.
Practical field experience arranged to include office work, direct leadership, and procedures related to career work. Prerequisite: Permission of the instructor.

BE243A Business Correspondence, 2 cr.
Emphasis on correct grammar, punctuation and spelling as applicable to written business communications, letters, memo and reports. Special notice is given to the individual student's resume and letters of application.

BE253A Spreadsheet Applications, 3 cr.
Provides the student with hands-on training in the use of popular spreadsheet software.

BE263A Advanced Lotus®, 2 cr.
Continuation of BE253A, including in-depth study of the use of spreadsheets and their applications in solving tax, cost accounting and other accounting problems.

BU101A Intermediate Web pages, 1 cr.
Creating professional quality web pages using tables, forms, audio and video. Online course; P/Q grading.

BU102A Designing Effective Websites, 1 cr.
Graphic Design techniques to build attractive and effective web sites, using the typography aesthetics, color graphics, page layout and the characteristics of effective web writing. Online course; P/Q grading.

BU103A Web Programming With ColdFusion, 1 cr.
Programming with ColdFusion to build exciting, compelling interactive web sites. Online course; P/Q grading.

BU104A Introduction to Flash MX, 1 cr.
Developing rich and interactive web media using Flash. Online course; P/Q grading.

BU105A Flash MX for the Absolute Beginner, 1 cr.
Creating Flash animation, presentations and web sites. Online course; P/Q grading.

BU106A Flash 5 for the Absolute Beginner, 1 cr.
Creating Flash animation, presentations and web sites. Online course; P/Q grading.

BU107A Introduction to Acrobat 5, 1 cr.
Using Adobe Acrobat to create and use .pdf (portable document format) documents. Converting popular file types to .pdf, manipulation and formatting, collaboration and document sharing techniques, bookmarks and links, interactive forms and security. Online course; P/Q grading.

BU109A Imaging for the Web Using Fireworks 4.0, 1 cr.
Creating dynamic web pages with rollovers, image swaps, animations and more. Online course; P/Q grading.

BU110A Introduction to XML, 1 cr.
Using XML, the eXtensible Markup Language, to create dynamic web pages. Online course; P/Q grading.

BU111A Introduction to Dreamweaver 4, 1 cr.
Using Macromedia Dreamweaver for web design and development. Online course; P/Q grading.

BU112A Introduction to MS FrontPage 2002, 1 cr.
Creating and uploading professional looking web sites without programming. Online course; P/Q grading.

BU113A Outlook Express: More Than Mail, 1 cr.
Learning to use the abilities of the Outlook Express tool for e-mail, news and contact management. Online course; P/Q grading.

BU114A Java for the Absolute Beginner, 1 cr.
Learning the Java programming language, with practical exercises and examples. Online course; P/Q grading.

BU115A Creating Documents for Palm OS Handheld,1 cr.
Creating and distributing documents and images on the Palm handheld. Online course; P/Q grading.

BU117A Introduction to Photoshop 7, 1 cr.
Learning the most practical features of Photoshop 7. Online course; P/Q grading.

BU118A Intermediate PowerPoint 2002, 1 cr.
Creating exciting presentations in PowerPoint and digital media. Online course; P/Q grading.

BU119A Introduction to Peachtree First Accounting, 1 cr.
Management of company finances with Peachtree First Accounting. Online course; P/Q grading.

BU120A The Classroom Computer, 1 cr.
Using a classroom computer to create a desire for learning in students, using simple, field-tested techniques throughout the curriculum. Online course; P/Q grading.

BU121A Introduction to Database Development, 1 cr.
Uses a step-by-step structured approach to the phases of system development. Online course; P/Q grading.

BU122A Introduction to SQL, 1 cr.
The key concepts of Structured Query Language are studied, including the basic structure of relational databases, how to read and write simple and complex SQL statements and advanced data manipulation techniques. Online course; P/Q grading.

BU186A JavaScript Programming for the Web, 1 cr.
Enhancing web pages with effects like mouseOvers popUps and alerts; hot links; scrolling messages; navigation enhancements; basic forms and more. Online course. P/Q grading.

BU187A Introduction to Java 2 Programming, 1 cr.
Adding animated presentations, interactive tutorials, computer-based simulations or games to a web site using the Java
language. Programming fundamentals required to create and integrate Java applets to a web site. Online course. P/Q grading.

**Business General**

**BS101A Orientation to College, 0 cr.**
An introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q Grading.

**BS102A Human Relations, 2 cr.**
Students are given the opportunity to apply human relations concepts and evaluate experience and observations. Social skills required in various occupational settings will be developed, emphasizing how appropriate personal attitudes lead to social and business success.

**BS103A Computer Applications in Business, 3 cr.**
Introduction to the field of microcomputers and their components. Includes hands-on training in the use of Windows operating system, word processing, database, spreadsheet and graphic programs. No prior computer knowledge is necessary.

**BS104A Human Relations, 3 cr.**
Same as BS102A.

**BS105A Web Page Design, 3 cr.**
Introduces web page construction theory along with practical applications. Content includes basic terminology, HTML language and the planning and construction of the student's own web page.

**BS106A Introduction to Computers/Information Systems, 3 cr.**
Introduction to microcomputers and their components. Covers computer concepts and management information systems. Hands-on training includes the use of Windows, word processing, spreadsheet, graphics and database programs as applied to the solution of business problems.

**BS107A Supervision, 3 cr.**
An overview of the supervisory job. Basics of supervision and management, including effective human relations skills such as communication, motivation, improving performance and leading work teams. Centers on management functions of planning, organizing, controlling and evaluating. Introduction to key supervisory techniques including delegation, appraisal and counseling.

**BS109A Interpersonal Skills at Work, 2 cr.**
Techniques for supervisors in relating to others, especially work group members. Considerations for helping supervisors develop and maintain positive and healthy work relationships.

**BS111A Business Seminar I, 1 cr.**
Introduces the Small Business Management program, career opportunities in the business world and includes an orientation to the business internship.

**BS112A Employment Strategy, 2 cr.**
Students are exposed to areas of retailing through field trips and interaction with people currently in the retail business. The class will involve job seeking skills and include actual job search and interviewing experience.

**BS113A Macroeconomics, 3 cr.**
Reviews national income and output; employment and prices; money and credit; government finance; monetary and fiscal policy; economic growth and development; and international finance.

**BS114A Visual Merchandising, 4 cr.**
The principles and elements of design and their relationship to an effective display. Hands-on experience in creating effective displays and planning a visual merchandising schedule. Students learn about display materials and store layout in relation to effective selling.

**BS115A Developing a Collaborative Workforce, 1 cr.**
Basic principles for a collaborative workplace, giving recognition, influencing for win-win outcomes, and coaching to bring out the best in others.

**BS116A Personal Strategies, 1 cr.**
Developing personal strategies for change and leadership, the leader in each of us, personal strategies for navigating change, managing priorities, and handling emotions under pressure.

**BS117A Leadership Development, 3 cr.**
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.

**BS118A Managing Change, 1 cr.**
Change as it relates to the work group supervisor. Facilitating change by understanding the issues; preparing and helping people through change situations. Topics include skills for change, preparation and implementing action, the three stages of change, providing a vision for the future and specific action plans to implement the change.

**BS121A Business Seminar II, 1 cr.**
Continuation of BS111A. Presents students with job-seeking skills including resume preparation and interviewing training.

**BS123A Microeconomics, 3 cr.**
Reviews the organization and workings of modern economic systems; the role of markets, prices and competition in the promotion of economic welfare, alternative systems and international trade.

**BS126A On-the-job Training, 2 cr.**
An introductory work experience in the operational phases of the modern retail market. Assignments are tailored to the student's needs, including basic merchandising, displays, cash register experience and selling to customers. Students are supervised by the coordinator of the program and assigned to work directly under a specific store manager who serves as the on-the-job trainer.

**BS127A Quality Management, 3 cr.**
Principles and success factors for quality improvement for work group supervisors. Focus on skills and knowledge needed by supervisors to lead quality improvement in their work areas. Quality philosophies, concepts and improvement actions will be highlighted. Programs such as ISO 9000 and the Malcolm Baldridge Award will be discussed. Participants will prepare quality improvement plan for their work groups.
Course Descriptions

BS128A Employee Training, 1 cr.
Training from employee orientation through progressive job training. Determining training objectives, conducting training and evaluating results. How supervisors plan, prepare, conduct, follow up and measure the benefits of group training.

BS131A Leadership Seminar I, 1 cr.
Course helps students learn to identify their own leadership styles and allows students to identify their leadership strengths and areas where improvement might be needed.

BS133A Introduction to Business, 3 cr.
The basic fundamentals of business. Basic business and economic concepts and terminology; management, marketing, finance, human resource management, accounting and other business areas.

BS134A Retail Buying, 4 cr.
The procedures involved in buying for a retail merchandising business. Emphasis is placed on markets, record keeping, market planning and purchasing of merchandise to cover planned sales, fashion promotions and customer wants, needs and desires.

BS136A E-Business, 3 cr.
E-Business will cover the unique aspects of creating a business strategy in the E-Business environment and will focus on the internet as a medium for promotion and distribution. E-Business will discuss how traditional marketing and business arenas can be transformed in this environment.

BS137A Time Management, 1 cr.
Methods, tools and techniques for productive time management through a practical approach for controlling daily events. Planning and prioritizing events, values and goals, time wasters, control devices and daily task lists.

BS138A Stress Management, 1 cr.
Strategies for supervisors to deal with stress personally and in the work group. Sources, symptoms and consequences of chronic stress. Practice in stress prevention and reduction actions and work group stress reduction plans.

BS141A Leadership Seminar II, 1 cr.
Students analyze management and leadership styles by interviewing managers within various organizations to assess different management styles and their effectiveness.

BS143A Sales Principles, 3 cr.
Studies the concepts of selling. Includes an understanding of the customer; realizing the importance of product knowledge; securing and conducting sales presentations; analyzing and handling different types of customers; steps in selling; and the importance of maintaining good will. Personality development and principles of selling are stressed.

BS150A Independent Study in Business, 1 cr.
Independent study or a special project in business.

BS151A Introduction to Employee Compensation and Benefits, 3 cr.
This course focuses on monitoring and organizational benefits such as health, dental, FMLA, wage continuation, workers’ compensation and retirement programs. Students will be introduced to a market survey compensation philosophy and will also learn and practice the tools needed to implement this philosophy. The Manpower Planning Process will also be introduced with discussion of the need and importance of conducting this new survey.

BS153A Business Mathematics, 3 cr.
Reviews the fundamentals of the mathematical process with added instruction in percentages, interest and payroll taxes.

BS161A Personnel Management, 3 cr.
Students will learn each step of the process, including developing a job description; advertising; evaluating resumes; pre-screening candidates; negotiating employment agreements; planning and monitoring orientation programs for new employees; and the importance of up-to-date policies.

BS163A Personal Finance, 3 cr.
The basics of budgeting and buying, the intricacies of home ownership, income tax and investments and the use of insurance, wills and trusts.

BS171A Human Resources Seminar I, 1 cr.
Developing a human resource department from the ground up. Students will create a timeline over a one year period, identifying tasks required to run a human resource department.

BS173A Principles of Banking, 3 cr.
Fundamentals of bank functions, designed for bankers and prospective bankers. Develops an understanding of where banking as been and where it is going. Studies deposit, payment and credit functions as well as funds management and specialized products and services.

BS176A Investments, 3 cr.
Study of the many complex and intriguing components of the investment world for both the business world and for personal use.

BS181A Human Resources Seminar II, 1 cr.
Students continue to build a human resource department by developing generic letters of correspondence and designing a new employee sign-up package.

BS183A Sales Management, 3 cr.
Techniques for developing and managing a sales organization are covered.

BS186A Introduction to E-Commerce, 3 cr.
Students are introduced to the basic elements of electronic commerce as a market where commercial activities are conducted. It will focus on business concepts and how to apply technology in order to be successful. Topics include market trends, globalizing a company, vendor solutions, storefronts, advertising, resource requirements, and operational issues of launching a commercial presence in today's global electronic marketplace.

BS193A Introduction to Employment Law, 3 cr.
Study of the “legalese” of workplace law, covering hiring, firing, promoting, demoting and disciplining employees. Students will learn proper reference checking procedures, sexual harassment issues, equal employment opportunity and affirmative action policies.

BS203A Advanced Computer Applications in Business, 3 cr.
Covers communications, networks, Internet, multimedia and accessories, as well as more advanced levels of operating
systems and application software, in a problem-solving environment. Prerequisite: BS103A or BS106A or equivalent.

**BS205A Business Practicum, 5 cr.**
On-the-job training, usually full time, in a small business or related enterprise.

**BS208A Business Practicum, 3 cr.**
Continuation of BS121A.

**BS211A Business Seminar III, 1 cr.**
Continuation of BS211A.

**BS213A Small Business Management, 3 cr.**
Practical approach to the study of establishing and operating a small business. Emphasis will be placed on discussion of case situations and on arriving at viable solutions to day-to-day operational problems.

**BS216A Business Finance, 3 cr.**
Financial principles, statement of changes in financial position, income statement and balance sheet analysis to aid in asset management by financial personnel.

**BS217A Supervision, 4 cr.**
This course covers the development of supervision as a managerial directing function. Skills and personal traits of the supervisor, motivation and cooperation attitudes as they pertain to both the individual and the group. Coordinating the requirements and needs of employees and management to achieve organizational goals.

**BS218A Retail Merchandising, 3 cr.**
Techniques and procedures used in determining profits, pricing of goods, inventories and merchandise control. Typical problems faced by merchandisers are presented, analyzed and solved.

**BS222A Human Resource Management, 3 cr.**
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, explores federal statutes relating to EEO, affirmative action, OSHA, and labor unions. Discusses employee compensation and fringe benefit packages.

**BS226A Integrated Project Management, 3 cr.**
Guidelines are presented for students who want to learn the leadership, motivation, communication, conflict resolution and organizational skills necessary to become a project leader. Microsoft Project software will be used to teach students how to track a project's progress and how to manage project resources.

**BS229A Consumer Behavior, 3 cr.**
External influences such as culture, social class and family situations; internal influences such as motivation, attitudes, lifestyles and learning; various models of consumer behavior and how consumer behavior fits into marketing strategy.

**BS233A Marketing, 3 cr.**
The fundamental principles of the flow of goods and services from producer to consumer, including buying, selling, transportation, storage, finance, advertising and market information as they relate to the marketing structure.

**BS243A Advertising, 3 cr.**
Fundamentals and principles of advertising as they pertain to the marketing process. Understanding consumer motivation, identifying the target market, types of media and creation of ads are included.

**BS250A Fundamentals of Purchasing Management, 3 cr.**
The basic functions, terminology and systems used in a modern purchasing department. Includes supplier analysis, negotiation techniques and administration of a purchasing department for both service and manufacturing firms.

**BS251A Inventory Management and Planning, 3 cr.**
Techniques used in controlling inventory, including raw materials, work in process and finished materials. Inventory levels and their impact on profits and manufacturing operations.

**BS252A Advanced Purchasing Operations, 3 cr.**
Material flow, inventory, basic uses of SPC and MRP, forecasting, supplier relationships, use of computer systems and control and disposal issues of materials as they relate to purchasing.

**BS253A Entrepreneurship, 3 cr.**
This course emphasizes these processes: understanding how to find, analyze and pursue an opportunity; understanding oneself and personality characteristics of the "entrepreneur;" examining the environment for entrepreneurship. A case and experiential approach is used.

**BS263A Legal Environment of Business, 3 cr.**
Introduction to the development of law in our society—the legal rights and social forces of government, business, society and contracts. Presented under the legal framework of the Uniform Commercial Code.

**BS266A Business Law II, 3 cr.**
A continuation of BS263A in the area of sales, principal agent relationships, commercial paper, creditor rights, and secured transactions, real property, and bailments, as time permits.

**BS283A Real Estate, 3 cr.**
Fundamental principles of real estate evaluation, brokerage, financing, structure, construction and real estate law.

**BS284A Real Estate Prelicensure, 3 cr.**
Introduction to the development of law in our society—the legal rights and social forces of government, business, society and contracts. Presented under the legal framework of the Uniform Commercial Code.

**BS284C Real Estate Prelicensure, 3 cr.**
A 60 hour prelicensure course required by the Iowa Real Estate Commission prior to examination for an Iowa Real Estate Salesperson's license. Participants will be exposed to principles of real estate, terminology, mathematical calculations, procedures and ethics necessary to enable them to understand the real estate profession, prepare them to take the examination and to function as well-informed real estate salespersons.

**BS285A Principles of Insurance, 3 cr.**
Examination of the basic ideas, problems and principles found in all types of insurance and methods of handling risk. Special emphasis will be on analyzing the problems and issues which establish the basic need for insurance.

**BS292A Business Statistics, 3 cr.**
See BS294A.

**BS293A Management, 3 cr.**
Introduces modern management background, organization and principles, managerial planning and control policies and procedures of business firms.
BS294A  Business Statistics, 4 cr.
The use of statistics by the methods of descriptive and inferential
statistics. Both single and bivariate data are analyzed.
Elementary probability and normal probability distributions are
studied along with hypothesis testing, linear correlation
regression analysis and analysis of variance. Prerequisite:
MA108A or 2 years of high school algebra.

BS295A  Business Statistics II, 3 cr.
A continuation of BS294A or MA294A. Application of statistics in
a business context and use of computer software for statistics.
Prerequisite: BS294A or MA294A.

Carpentry/Building Trades/Construction
Technology

CA111C  Blueprint Reading and Sketching, 2 cr.
Studies the builders’ visual language and communication.

CA112C  Foundations and Concrete, 7 cr.
Covers structure foundations, concrete and concrete block
construction. Lecture and laboratory.

CA113C  Introduction to Framing, 2 cr.
Basic techniques used by the carpenter in wall framing
construction. Lecture and laboratory. P/Q grading.

CA117C  Framing Techniques I, 2 cr.
Basic framing techniques with emphasis on identification and
application. Lecture and laboratory.

CA118C  Framing Techniques II, 3 cr.
Explores more advanced framing and applications in a major
class project. Lecture and laboratory.

CA121C  Related Building Trades, 4 cr.
Related building trades of plumbing, heating and electrical are
covered. Lecture and laboratory.

CA123C  Exterior Finishing, 5 cr.
Includes exterior finish work on residential and commercial
structures. Lecture and laboratory.

CA125C  Techniques of Exterior Covering, 6 cr.
Studies exterior cover materials for residential and commercial
structures. Lecture and laboratory.

CA126C  Construction Welding, 1 cr.
Welding techniques applicable to the construction trade.

CA128C  Exterior Finishing, 3 cr.
Exterior finish work on residential and commercial structures.
Lecture and laboratory.

CA129C  Construction Estimating, 1 cr.
Estimating techniques used at the lumber desk at a retail
establishment.

CA135C  Construction Internship, 6 cr.
On-the-job training to gain experience in the student’s field of
interest.

CA211C  Interior Wall Coverings, 3 cr.
Covers interior wall coverings and their application as well as
thermal and sound insulation. Lecture and laboratory.

CA213C  Methods of Interior Finishing, 3 cr.
Covers interior finishing material and its installation in residential
and commercial structures. Lecture and laboratory.

CA235C  Construction Internship II, 2 cr.
On-the-job training for students in the second year of the
construction technology program.

Child Care/Early Childhood Education

CC100A  Orientation to College, 0 cr.
Introduction to academic and personal information related to
Iowa Lakes Community College. This information is vital for
student success. P/Q grading.

CC101A  Interim, 1 cr.
Participation in the Midwestern Association for the Education of
Young Children Conference. Attend program workshops on play
and creative arts, behavior and guidance and children’s
literature; listen to keynote speakers; visit commercial displays;
and participate in a planned social function with the group.
Prerequisite: Child Care Club member. P/Q grading.

CC102A  Child Growth and Development, 3 cr.
Studies physical/motor, social/emotional, intellectual/cognitive
development of the young child from birth through adolescence.

CC109A  Intro to Early Childhood Education, 3 cr.
Designed to give students a background of information in the field
of Early Childhood Education. Provides an overview of the
philosophy, history, roles, issues, children with special needs and
trends in the early childhood field.

CC110A  Child Care Professionals I, 1 cr.
Emphasizes problem solving skills and team building through a
variety of group activities. Prerequisite: Enrollment in Child Care
program.

CC111A  Child Development Study Tour, 1 cr.
Visits designed to identify professional responsibilities in a variety
of child care settings. Observation and interpretation of children’s
behavior will be practiced.

CC112A  Child Health, Safety and Nutrition, 3 cr.
Studies information about current concepts in the fields of health,
safety and nutrition and their relationship to the young child.

CC113A  Emergency Care, 1 cr.
Instruction in universal precautions for handling bloodborne
pathogens, American Red Cross first aid and CPR for adults,
infants and children.

CC114A  Principles of Child Care, 3 cr.
Introduces historical as well as contemporary influences on child
care, types of child care and relationships with parents, family
and communities.

CC115A  Child Care Professionals II, 1 cr.
Emphasizes human relations skills including communication,
leadership, personal appearance, etiquette and job seeking skills.
Prerequisite: Enrollment in Child Care program.

CC121A  Practicum I, 2 cr.
Supervised experience in a child care facility. Planning, preparation
and presentation of developmentally appropriate activities to
facilitate children’s social, emotional, intellectual and physical growth and utilizing appropriate guidance techniques. Prerequisites: CC102A, CC111A, CC112A, CC114A, PE213A, and must be taken with or after CC123A, CC124A and CC125A.

**CC125A Behavior and Guidance of Children, 3 cr.**
Studies behavioral principles applicable to children, appropriate methods of discipline and various guidance techniques that may be used with children. Prerequisites: CC102A, CC111A, CC114A.

**CC126A Play and Creative Arts for Children, 4 cr.**
Exploration of the role of play and creativity. Emphasizes the development of early childhood teaching skills in the areas of art, music, creative movement and language arts. Prerequisites: CC102A, CC111A, CC114A.

**CC128A Inquiry Activities, 4 cr.**
Emphasizes the development of early childhood teaching skills in the areas of math, science and social studies. Prerequisites: CC102A, CC111A, CC114A.

**CC134A Curriculum Planning, 3 cr.**
Examines and evaluates early childhood curriculum models and methods leading to the development and implementation of appropriate curricula for young children. Prerequisites: CC102A, CC111A, CC121A, CC123A, CC125A, PE213A.

**CC141A High Scope Educational Approach, 1 cr.**
Study of the open framework which organizes children’s and teachers’ environment, daily routine and interactions. Includes systematic method planning, organizing and carrying out responsibilities.

**CC150A Independent Study - Child Development, 1 cr.**
Assisting and observing creativity and innovation at work in children's lives through art.

**CC210A Early Childhood Professionals I, 1 cr.**
Emphasizes problem solving skills and team building through a variety of group activities. Prerequisite: Enrollment in Child Care or Early Childhood Education programs.

**CC211A Practicum II, 2 cr.**
Supervised experience in a child care center, kindergarten, early childhood special education classroom, or adolescent facility. Expands upon student’s Practicum I responsibilities. Prerequisites: Completion of semesters I and II Child Care course work.

**CC213A Contemporary Issues in Child Care, 3 cr.**
An in-depth study of current political, economic, social and cultural events and their impact on children and child care.

**CC220A Early Childhood Professionals II, 1 cr.**
Emphasizes human relations skills including communication, leadership, personal appearance, etiquette and job seeking skills. Prerequisite: Enrollment in Child Care or Early Childhood Education programs.

**CC221A Practicum III, 1 cr.**
Supervised experience in a child care facility. Student assists the manager in the planning, direction and implementation of the curriculum and the overall operation. Prerequisites: CC211A, CC213A; must be taken with or after CC223A.

**CC223A Administration of Programs for Children, 3 cr.**
Covers the basic principles involved in setting up, equipping and administering a child care center. Emphasis is on business procedures, insurance, funding, state and federal regulations, staff and community relations, record keeping, policy writing, program evaluation and child care advocacy. Prerequisites: CC211A, CC221A.

**Chiropractic Technology**

**CT143C Chiropractic Assisting I, 3 cr.**
Designed to provide the foundation principles of the chiropractic profession including the history, philosophy and principles of chiropractic as well as patient assessment.

**CT153C Chiropractic Assisting II, 3 cr.**
Develop skills in orthopedic and neurological assessment of patients. Includes range of motion testing, motor function and strength and evaluation, posture analysis and screening, dermatome distribution, and reflex testing. Training in chiropractic physiotherapies is included.

**CT160C Chiropractic Clinical I, 3 cr.**
Fundamental screening and physical assessments on the chiropractic patient. Methods of accurate documentation.

**CT161C Chiropractic Clinical II, 3 cr.**
Development of skills in orthopedic and neurological assessment of chiropractic patients. Range of motion testing, motor function and strength evaluation, posture analysis and screening, dermatome distribution and reflex testing.

**CT163C Chiropractic Laboratory Producers, 2 cr.**
Training in lab work performing routine urinalysis, complete blood counts and blood collection. Normal values will be studied.

**CT164C Chiropractic Philosophy and History, 2 cr.**
The profession of chiropractic, including distinctive attitudes and principles of chiropractic. History and development of the profession and the role of chiropractic in the modern health care system.

**CT173C Physical Therapy Procedures, 3 cr.**
Application of ancillary procedures utilized in a chiropractic office. The underlying physics, physiological effects, indications and contraindications of each procedure. Practical application of each procedure through lecture and hands-on practical experience. Prerequisites: ME141C, ME142C, BE102A.

**CT176C Chiropractic Practicum, 3 cr.**
On-the-job training in a chiropractic office or similar location.

**Communication—General**

**CM002H Developmental Reading, 1 cr.**
Individualized reading skill development designed to improve comprehension, vocabulary and reading rate. Preliminary course for CM003H for some students based on reading level.

**CM003H Reading Improvement I, 1 cr.**
Individualized reading skill development designed to improve comprehension, vocabulary and reading rate.
CM011H Writing Improvement, 2 cr.
Students explore various ways to develop, organize, and communicate ideas. Students learn how to write paragraphs and essays that are acceptable at the college level as well as review grammar, punctuation, spelling and sentence structure.

CM020H Communication Vocational Refresher, 2 cr.
Individualized course in general grammar review including usage and punctuation.

CM101A Successful Learning, 1 cr.
Students master the academic and personal skills needed to succeed in higher education and in life. Content will cover academic, communication and life management skills. Goal setting, time management, note taking, test taking and how to be a lifelong learner will also be covered.

CM104A Library Orientation, 1 cr.
Introduction to use of a college library. P/Q grading.

CM105C Communication Skills, 2 cr.
Refining of skills in reading, writing and listening as they apply to the student’s vocational needs.

CM111A Reading Improvement II, 1 cr.
An individualized elective course in reading. Prerequisite: CM003H or an acceptable assessment score.

Computer Aided Drafting and Design

CD114A Technical Drafting and Computer Aided Drafting (CAD) I, 4 cr.
Introduction to graphic language, equipment and the basic techniques used to create technical drawings. CAD work stations will be used to create basic entities and teach CAD techniques. Geometric construction will be taught on conventional equipment and on the CAD system in a lecture-laboratory format.

CD123A 3D Graphics and Animation, 3 cr.
An introductory course in desktop computer three-dimensional modeling and animation. Course includes color, lighting and motion theory; model creation including lofting; materials and mapping; and animation.

CD124A Technical Drafting and Computer Aided Drafting (CAD) II, 3 cr.
Continuation of CD114A. Instruction of technical drawing techniques will continue on CAD stations. Emphasis will be placed on 2D drawing communication. Creation of multiview projections, sectional views, auxiliary views, revolutions, dimensions and tolerances will be practiced.

CD126A AutoCAD® Operating Systems and Applications I, 1 cr.
Overview of the MS-DOS environment as it relates to the operation of AutoCAD® and its peripherals. Fundamental file management on a hard disk and software configuration, entity creation, editing and plotting are presented.

CD127A AutoCAD® Operating Systems and Applications II, 1 cr.
Continuation of CD126A, plus introductory dimensioning, blocks, attributes, data extraction, macros, menus and AutoLISP introduction.

CD133A Technical Design, 3 cr.
Focuses on three areas: awareness and exercise of visual design culture; an introduction to statics and strength of materials; and examination of case studies in technology decision making. Student teams will study procedures for solving problems as well as systematic design techniques.

CD205A CADD Practicum, 5 cr.
On-the-job experience related to drafting or graphics with a participating business, company, or agency. Prerequisite: CD114A.

CD206A CADD Seminar, 1 cr.
Career exploration and development of techniques for preparing resumes, seeking jobs, interviewing for jobs. Job keeping skills are included. Prerequisite: CD114A.

CD213A Drafting Applications and CADD, 3 cr.
Descriptive geometry fundamentals and applications are presented. Techniques for pictorial drawings based on parametric solid modeling are presented in a lecture-laboratory format. Applications of these techniques for design, working and assembly drawings in manufacturing and business environments are also presented. Mechanical graphics applications are emphasized. Prerequisite: CD124A.

CD214A AutoCAD® Operating Systems and Applications I and II, 2 cr.
Same as CD126A and CD127A combined.

CD224A Design Applications and CADD, 4 cr.
Continuation of the study of graphical techniques in business and industrial environments. Architectural and civil graphics applications on CADD are emphasized. Prerequisite: CD213A.

CD233A Applied Mathematics and CADD Techniques, 2 cr.
Mathematical procedures and methods are applied to technical graphics problems in a lecture format. Unit vectors and matrices and their use in computer graphics software are surveyed. Graphical mathematics, curve fitting, graphical statistics and graphical data presentation using MS Excel are emphasized.

CD235A Independent Study, 2 cr.
Investigation and study of a current problem or topic in the computer aided drafting and design field. Permission of instructor required.

Computer Science

CS101A Computer Familiarization, 1 cr.
Course structured to make students operationally experienced with microcomputers. Emphasis is on actual hands-on experience with IBM microcomputer and the usage of word processors and spreadsheets.

CS103A Fundamentals of Computer Networking, 3 cr.
Understanding, installing and maintaining a local area computer network. Learning the theory, hardware and structure of computer networks. Installation and maintenance of the hardware in a local area network.

CS113A Introduction to Data Processing, 3 cr.
Extensive discussion of computer and information processing and the study of both computer hardware and software in the data processing industry. Students learn to use DOS and Windows 95 as well as a word processing, a spreadsheet and a data base program.
Course Descriptions

CS116A Problem Solving Logic, 3 cr.
Studies the most commonly used structured techniques of flow charting included with the concept of data flow in large integrated systems. Also included are systems design, systems analysis and systems development for data processing solutions.

CS123A Computer Programming-Basic, 3 cr.
Development of well-structured modular programs written in the Basic language. Usage of control structures-sequence, selection and iteration and complete example programs which are models of good programming style will be studied.

CS124A Computer Science I-Visual Basic, 3 cr.
Introduction to the concepts of computer programming presenting modern structured design and techniques using Visual Basic 5.0 programming language.

CS150A Independent Study in Computers, 1 cr.
Independent study or a special project in computer science.

CS152A Using the Internet, 2 cr.
Learning to use the internet in a productive and satisfying way, including basic tools, services and methods used for working with the internet, including resources available and communication via the internet.

CS191A HTML, 1 cr.
Provides students with a basic understanding of the development of web pages, including HTML, Dynamic HTML, and an introduction to JavaScript.

CS192A HTML Advanced, 1 cr.
Builds upon the basic understanding of the development of web pages presented in the introductory course, CS191A, and continues with Dynamic HTML, JavaScript, and the inclusion of multimedia in the web page environment. Prerequisite: CS191A

CS193A PERL/CGI, 3 cr.
This course will introduce the student to writing CGI programs that interface to email servers, record the number of visitors to a web page and the CGI code to a graphical interface. Prerequisite: CS192A

CS194A Fundamentals of C++, 4 cr.
This course introduces the general characteristics of C++. Students will learn to write code, execute, debug, explore the immense documentation and implement strategies. Prerequisite: Fundamentals of programming using Basic.

CS198A Intermediate C++, 4 cr.
This is the second course of a two course series. Students are introduced to some of the advanced features of C++. Students will learn how to search, sort and analyze data efficiently.

CS203A Computer Hardware Technology, 3 cr.
Preparing and evaluating system specifications, troubleshooting minor hardware problems, configuring and installing hardware, managing memory, modifying and using diagnostic software. Students will take the A+ certification examination.

CS213A Computer Programming-COBOL, 3 cr.
Introduces the COBOL programming language, typical applications and program writing for business, including editing data, arithmetic statements, ‘if’ statements, flowcharting, branching, etc.

CS223A Computer Programming - ‘C++’ Language, 3 cr.
Structured language which is powerful, efficient and versatile. The student can write programs from very simple applications to advanced editors, operating systems and sophisticated application programs.

CS230A Computer Science Practicum, 3 cr.
Students will gain practical experience at individual work stations and will be required to report on their field experience. Evaluations will be based on their on-site performance.

CS233A Databases and Information Systems, 3 cr.
Database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development.

CS235A Computer Science Practicum, 5 cr.
Students will gain practical experience at individual work stations and will be required to report on their field experience. Evaluations will be based on their on-site performance.

CS236A Computer Science II-Visual Basic, 3 cr.
Continuation of concepts of computer programming with modern structured design and techniques taught in CS124A, which is a prerequisite.

CS253A Computer Programming-Pascal, 3 cr.
Programing using the Pascal programming language.

CS273A Object Oriented Programming/Java, 3 cr.
Introduces basic Java language concepts by building applications and applets. Students will build graphic user interfaces using the Abstract Windowing Toolkit. Advanced Java concepts will be discussed. Prerequisites: CS138A and CS116A

CS283A Computer Programming-RPG II, 3 cr.
Provides the student with an efficient, easy-to-use technique for developing computer programs for the solution of business oriented problems. Student is required to complete a series of entries on predefined specification forms that basically define the input, processing and output to be produced.

Criminal Justice

CJ101A Independent Study — Law Enforcement, 1 cr.
Course taken to investigate substantive issues in law enforcement.

CJ107A Independent Study — Corrections, 1 cr.
Courses taken to investigate substantive issues in the field of corrections or to begin work with clients in a limited capacity.

CJ111A Firearms Training, 1 cr.
Introduction to police firearms safety and care; use of deadly force; chemical agents; firing range safety; latest techniques of combat shooting; and recreational shooting.

CJ113A Introduction to Criminal Justice, 3 cr.
Survey of the American criminal justice system, the early, middle and late stages of the criminal justice system are analyzed within the framework of law and research.
Course Descriptions

CJ121A Seminar I — Law Enforcement, 1 cr.
Working professionals in law enforcement design a course of study for the students. The content of this course varies with time.

CJ128A Criminal Justice Seminar I — Corrections, 1 cr.
Students explore human service topics. This is often done with the assistance of correctional professionals or human service personnel in related fields.

CJ131A Seminar II — Law Enforcement, 1 cr.
See CJ121A.

CJ133A Criminology, 3 cr.
Scientific study of the nature and causes of criminal behavior and social deviance.

CJ143A Police Operations and Procedures, 3 cr.
Broad examination of the various structures and functions of American Law Enforcement agencies and their functional units. The exploration of police procedures revolves around the topics of discretion, effectiveness and efficiency, and constitutional limits.

CJ153A Introduction to Corrections, 3 cr.
Survey of correctional theory and practice including such topics as: historical foundations of contemporary corrections, applied theory, evaluation research, sentencing and crime prevention.

CJ173A Introduction to Police Science, 3 cr.
Studies the history of law enforcement and respective agencies and the basic theories of criminal behavior as well as law enforcement terminology and technology. 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.

CJ183A Crime and Science/Introduction to Forensic Investigation, 3 cr.
An introduction to forensic investigation that exposes students to various disciplines and techniques in forensic investigation. Topics included are forensic anthropology, forensic odontology, forensic entomology, forensic serology and criminalistics.

CJ202A Field Experience I — Law Enforcement, 2 cr.
Course designed to provide students with on-the-job experience in a law enforcement agency of their choice. The student will also learn the requirements of the law enforcement profession.

CJ203A Field Experience II — Law Enforcement, 3 cr.
Continuation of CJ202A.

CJ204A Law Enforcement Internship II, 2 cr.

CJ205A Field Experience — Criminal Justice, 5 cr.
Course replaces CJ202A and 203A, or 206A, or 232A and 252A, for students who wish to take all their experience at one time.

CJ206A Field Experience — Criminal Justice, 6 cr.
Course replaces CJ202A and 203A, or 205A, or 232A and 252A, for students who wish to take all their experience at one time.

CJ217A First Responder, 3 cr.
Teaches recognition of symptoms of illness, injuries and proper procedures for basic emergency care. This course is Department of Transportation approved.

CJ220A Corrections in the Community, 3 cr.
Presents the theoretical and philosophical basis of probation, parole and other community based correctional programs.

CJ223A Drug Use and Abuse, 3 cr.
Designed to help the student understand sociological aspects of drug use, abuse and treatment.

CJ228A Criminal Justice Seminar II — Corrections, 1 cr.
See CJ128A. In some circumstances students can work with clients if the setting is different from the agency they choose for their field experience.

CJ232A Field Experience I — Corrections, 2 cr.
On-the-job experience in a correctional agency. Students also learn the requirements of a career in the correctional field and receive training in how to find a job.

CJ233A Juvenile Delinquency, 3 cr.
Juvenile justice system is examined from historical, constitutional and operational perspectives. Theories concerning juvenile delinquency are explored.

CJ243A Criminal Law and Procedure, 3 cr.
Examination of the more common crimes, criminal defenses and the procedures used to process a criminal case from arrest to final disposition.

CJ252A Field Experience II — Corrections, 3 cr.
Continuation of CJ232A.

CJ253A Introduction to Criminal Investigation, 3 cr.
Covers fundamentals of investigation including interviewing and interrogating; collecting and preserving evidence; modus operandi; crime scene search; etc.

CJ263A Overview of Cyber Crimes, 3 cr.
This course identifies and discusses the nature of the successful cyber crime investigation and the proper preparation for trial. Students will have a better understanding of current technology used in these crimes.

Developmental Studies

Note: Developmental courses may be listed under the Communications-General and Mathematics areas.

Education

ED101A Orientation to College, 0 cr.
An introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q grading.

ED102A Initial Field Experience, 2 cr.
Designed to provide experience in a live classroom to observe the way schools work, the role and responsibility of the teacher, and student behavior, and to increase the student’s understanding of the teaching-learning process. Students record experiences in a journal format as part of their portfolio.

ED114A Introduction to Education, 4 cr.
Introductory professional education course with an overview of the foundations of education in America, including some current professional, social and philosophical issues in education. Students will do some observation and assistance in a K-12 classroom.
ED136A Foundations of US Education, 3 cr.
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.

ED203A Children’s Literature, 3 cr.
Teaches the criteria for choosing the best children’s literature and applies that criteria to evaluating materials to be used in the classroom.

English

EN100A Introduction to College Writing, 3 cr.
Students will be provided additional practice in writing beyond the writing foundations level, if needed. A review of grammar and usage skills is included along with writing practice involving the process approach of prewriting, drafting, and rewriting. This course will not meet requirements for AA degree or AS degree.

EN110A Introduction to Literature, 3 cr.
Examines literary elements of three major genres of literature: short fiction, poetry, drama and film. Includes both contemporary and traditional works.

EN113A English Composition I, 3 cr.
Emphasis on expository and argumentative writings including a review of usage and mechanics. Prerequisites: satisfactory score on the ACT, ASSET or COMPASS as determined by Iowa Lakes policy, or completion of CM011H or DV093H.

EN123A English Composition II, 3 cr.
Continuation of English I with emphasis on research and documentation as well as literary analysis. Prerequisite: EN113A.

EN133A American Poets and Poetry, 3 cr.
Survey of modern American poetry. Examines both the works and lives of 13 of America’s greatest poets.

EN150A Independent Study in English, 1 cr.
Independent study or a special project in English.

EN153A English Literature II, 3 cr.
This course surveys modern British literature from the Romantic Era to the present with emphasis upon the major authors of the past two centuries. Interpretive, analytical, and critical papers are assigned.

EN156A Multicultural Literature, 3 cr.
Exploration of a variety of literary types. The cultural and ethnic voices that are an undeniable part of modern American life. Student read, discuss and critique materials representing a wide range of ethnic, racial and other culturally diverse groups. Emphasis centers on the assessment and appreciation of the strength and values that cultural diversity brings to contemporary American society.

EN163A Introduction to African American Literature, 3 cr.
Students will examine the literary, artistic, and sociopolitical traditions of the black experience in America. A variety of fiction and nonfiction works will be analyzed with emphasis on slave narratives, turn of the century political writings, the Harlem Renaissance, the Black Arts Movement, and contemporary cultural texts.

EN213A American Literature I, 3 cr.
Explores major American writers (including Native Americans) and their contributions to American letters from Puritan times to 1865.

EN223A American Literature II, 3 cr.
Explores major American writers and their contributions to American letters from the post-Civil War era through modern periods.

EN233A Introduction to Short Story, 3 cr.
The evolution of the short story as a literary form, with emphasis on analysis and appreciation.

EN236A Introduction to American Novel, 3 cr.
A survey of the American Novel with emphasis on 20th century works.

EN243A Nature of Evil in Literature, 3 cr.
A study of the social idea of evil as it is reflected in literature through the centuries (from Paradise Lost to the Exorcist). Prerequisite: EN113A

EN244A Creative Writing, 3 cr.
Processes and methods of creating poetry and fiction. Reading the work of professional writers and applying various techniques of imaginative writing through workshops, discussion and individual conferences.

EN253A World Literature I, 3 cr.
Literature from the Ancients, classical Greece and the Renaissance.

EN273A World Literature II, 3 cr.
Literature from the Enlightenment through Romanticism, Realism and Naturalism to Modernism.

EN283A Literature of U.S. Minorities, 3 cr.
An introduction to writers from American minority groups, considered in the social and cultural contexts of the various groups. Includes discussing and writing about various issues.

Engineering Graphics

EG113A Engineering Graphics I, 3 cr.
Introduction to the graphic language, equipment and basic techniques used to create technical drawings. Conventional drafting equipment will be used and 2 1/2D and 3D CAD Techniques will be taught. Sketching, geometric construction, multi-view drawings and use of CAD work station are emphasized.

EG123A Engineering Graphics II, 3 cr.
Continuation of EG113A

EG127A Engineering Problems, 3 cr.
Special topics in engineering graphics

Environmental Science

EV114A Environmental Studies I, 4 cr.
Introduction to ecology, population dynamics, human ecology and environmental law. Lecture and laboratory.
Course Descriptions

EV124A Environmental Studies II, 4 cr.
Introduction to global resources, resource management, environmental pollution and pollution control. Lecture and laboratory.

EV203A Environmental Seminar, 1 cr.
EV204A Environmental Seminar, 1 cr.
Career exploration and development of job seeking skills in preparation for cooperative education.

EV234A Introduction to Environmental Technology, 4 cr.
Environmental impact, air pollution, water pollution and hazardous materials. Lecture and laboratory.

EV244A Environmental Technology Techniques, 4 cr.
Environmental regulation, environmental safety, pollution control and waste management. Lecture and laboratory.

EV254A Introduction to Natural Resources Management, 4 cr.
HydrospHERic, lithospheric and atmospheric resources. Lecture and laboratory.

EV264A Natural Resources Management Techniques, 4 cr.
Management of wildlife; forest and recreational lands; agricultural and range land; and fisheries. Lecture and laboratory.

EV274A Environmental Practicum, 4 cr.
Hands-on experience in a field or laboratory setting through a cooperative education agreement between the college and the sponsoring agency.

Farm Equipment Technology

FM111C Agricultural Equipment, 4 cr.
Assembly, maintenance and adjustment of harvesting, planting, tillage and spraying equipment. Lecture and laboratory.

FM116C Fundamentals of Engine Overhaul, 6 cr.
Fundamentals of engine overhaul with the emphasis on diesel and gasoline engines.

FM121C Air Conditioning, 4 cr.
Theory, diagnosis and service of the complete air conditioning system as applied to farm equipment. Lecture and laboratory.

FM123C Dealership Experience, 2 cr.
A four week block of time in which each student works as a regular mechanic in a farm implement related dealership.

FM126C Differentials and Final Drives, 6 cr.
Technical principles and their application to drive shafts, universal joints, differentials, differential locks, final drives and PTO’s, including diagnosis, repair, adjustment and overhaul procedures.

FM127C Transmissions, 7 cr.
Technical principles and their application to transmissions and clutches, including diagnosis, repair, adjustment and overhaul procedures.

FM141C Hydraulic Components, 2 cr.
A study of hydraulic components, including troubleshooting, removal, repair and replacement.

FM142C Hydraulic Components Laboratory, 3 cr.
Troubleshooting, repairing, removing and replacing hydraulic components. Co-requisite: FM141C.

FM143C Fuel Systems, 3 cr.
A study of technical principles and their application to fuel injection systems and turbos, including diagnostics, adjustments and overhaul procedures. Corequisite: concurrent registration in FM146C.

FM146C Fuel Systems Laboratory, 3 cr.
Application of technical principles to fuel systems and turbos, including diagnosis, adjustments and overhaul procedures. Co-requisite: concurrent registration in FM143C.

FM153C Fundamentals of Hydraulics, 3 cr.
Basic hydraulic laws and principles as they apply to the farm equipment mechanics repair industry, how basic components work.

FM154C Fundamentals of Hydraulics Laboratory, 2 cr.
Using hydraulic test equipment, working at the test bench and testing hydraulics on tractors. Co-requisite: FM153C.

FM211C Engines II, 5 cr.
Continuation of FM112C including design and operation of diesel engines as well as rebuilding and troubleshooting procedures. Lecture and laboratory.

FM212C Diesel Fuel Systems, 6 cr.
Repair and calibration of diesel fuel injection pumps and nozzles. Lecture and laboratory.

FM213C Dealership Experience, 2 cr.
Same as FM123C.

FM221C Fuel System Testing and Calibration, 6 cr.
Studies the troubleshooting and calibration of injection pumps and nozzles. Lecture and laboratory. Prerequisite: FM212C.

FM223C Sales Merchandising and Parts, 2 cr.
Teaches how to fill out needed parts orders for any given repair job and how to merchandise parts for greater sales.

FM226C Fundamentals of Electricity, 3 cr.
Basic laws and principles of electricity as they apply to the farm equipment repair industry, how basic components work.

FM227C Fundamentals of Electricity Lab, 2 cr.
Application of electrical laws and principles in checking electrical systems on selected farm equipment using electrical test equipment. Co-requisite: FM226C.

FM228C Electrical Components, 2 cr.
Study of selected farm equipment electrical components and how to troubleshoot, repair or remove, and replace them.

FM229C Electrical Components lab, 3 cr.
Troubleshooting, repairing, removing and replacing electrical components. Co-requisite: FM228C.

Fine Arts—General

FA121A Fine Arts Interim, 1 cr.
Supplemental enrichment course relating to the fine arts which includes special projects. P/Q grading.

Foreign Language

FL101A Survival Spanish for Law Enforcement, 1 cr.
Oral introduction to Spanish for law enforcement students.
Course Descriptions

FL103A Spanish Seminar, 1 cr.
Special projects within a small group.

FL112A Elementary German IA, 2 cr.
Introduction to the German language and culture; practice in all the basic skills. When combined with FL113A, is the same as FL114A.

FL113A Elementary German IB, 2 cr.
Continuation of FL112A.

FL114A Elementary German I, 4 cr.
Introduction to the German language and culture; practice in all the basic skills.

FL116A Elementary Spanish IA, 2 cr.
Introduction to the Spanish language and culture; practice in all the basic skills. When combined with FL117A, is the same as FL118A.

FL117A Elementary Spanish IB, 2 cr.
Continuation of FL116A.

FL118A Elementary Spanish I, 4 cr.
Introduction to the Spanish language and culture; practice in all the basic skills.

FL119A Elementary Spanish IA, 3 cr.
Introduction to the Spanish language and culture; practice in all basic skills. When combined with FL129A, same as FL118A.

FL120A Elementary Spanish IB, 3 cr.
Continuation of FL119A. When combined with FL119A, is the same as FL118A.

FL122A Elementary German IIA, 2 cr.
Continuation of FL113A. When combined with FL123A, is the same as FL124A.

FL123A Elementary German IIB, 2 cr.
Continuation of FL122A.

FL124A Elementary German II, 4 cr.
Continuation of FL114A.

FL126A Elementary Spanish IIA, 2 cr.
Continuation of FL117A. When combined with FL127A, is the same as FL128A.

FL127A Elementary Spanish IIB, 2 cr.
Continuation of FL126A.

FL128A Elementary Spanish II, 4 cr.
Continuation of FL118A, which is a prerequisite.

FL228A Intermediate Spanish II, 4 cr.
Continuation of FL218A, which is a prerequisite.

Gerontology

GR102A Social Gerontology, 3 cr.
Discusses the psychological and societal changes and needs of the elderly. Emphasis is on the effect of, and adaptation to, role changes such as retirement and institutionalization. It also deals with perspectives on adult development in the areas of emotional, cognitive and personality development. Grief, dying, and death, the final stages of the life process are examined from varying points of view.

GR123A Gerontology, 3 cr.
Introduction to the issues and problems relating to the process of aging and the later stages of the adult life cycle. The physical aging process, the roles of the aged in our society and the complex psychological and sociological aspects of aging are covered.

GR111A Communication with the Elderly, 3 cr.
The process of aging and its effects on communication behavior. An introduction to communication theories and principles as they apply to communication with the elderly. Skills and strategies for facilitating more satisfying and effective communication between the students and the elderly.

GR151A Gerontology Seminar, 1 cr.

Graphic Design and Technology

BG118C Printing Techniques I, 4 cr.
Introduction to the basic skills of offset lithography reproduction with emphasis on cold composition, paste-up, line photography and offset press operation.

BG128C Printing Techniques II, 4 cr.
Continuation of BG118C.

Golf Course and Turf Grass Specialist

TG101A Turf Grass Field Experience, 1 cr.
Introduction to the care of turf grass facilities and equipment.

TG102A Principles of Irrigation, 2 cr.
Covers pump water source, irrigation systems and heads. Installation and maintenance of automatic and manual systems are studied.

TG103A Golf Course Management I, 2 cr.
Introduction to pest management in turf grass. Covers disease, weed and insect identification and control.

TG202A Athletic Field Management, 2 cr.
Proper management of athletic fields to include weed, disease and insect control and grass maintenance.

TG202C Athletic Field Management/Maintenance, 1 cr.
Covers the areas of management to successfully manage and maintain athletic fields.
Course Descriptions

TG203A Golf Course Management II, 2 cr.
Techniques utilized in golf course grounds management including fairways, greens, tees and roughs.

Geographic Information Systems

GT113A Introduction to Geographic Information Systems, 3 cr.
ArcView on Windows-based computers is used to introduce GIS concepts and potential applications. GIS data collection, connectivity, management and presentation techniques are offered in a lecture-laboratory format.

GT123A GIS Applications I, 3 cr.
Introduces the underlying principles and logic of ARC/INFO as a geographical information manager. Focuses on entering and managing spatial and attribute data. Lecture and laboratory.

GT134A Fundamentals of Surveying - GPS, COGO, 4 cr.
Introduction to various positioning techniques from traditional surveying practices to global positioning systems. GPS equipment will be used to collect data for transfer into coordinate geometry software, followed by development of 3D computer models. Lecture and laboratory.

GT133A Geography, 3 cr.
Survey course introducing students to the geographical study of the relationship of humans to the environment and the spatial patterns of human activities.

GT150A Independent Study—GIS, 1 cr.
Investigation and study of a current problem or topic in the geographic information system field.

GT153A Digital Cartography, 3 cr.
A course based on the traditional techniques of making and studying maps as well as current techniques using computers. Emphasis is placed on fundamental geodesy, map projections, datums, scale, reference and coordinate systems.

GT160A Independent Study—GIS, 2 cr.
Investigation and study of a current problem or topic in the geographic information system field.

GT213A GIS Applications II, 3 cr.
A study of more advanced principles and logic of ARC/INFO and its modules as geographical information managers. Digital photogrammetry and remote sensing software will also be used to solve GIS problems. The course focuses on converting spatial data and attributes into useful information.

GT223A GIS Land Information and Resource Management, 3 cr.
A study of natural resources management aimed at advancing scientific understanding of the roles spatial and spectral technologies play in better managing resources for sustainable purposes.

GT233A Photogrammetry and Remote Sensing, 3 cr.
An introduction to the basic principles of photogrammetry, remote sensing and image interpretation. Digital photogrammetry and digital remote sensing software will also be introduced.

Health and Life Services—General

HL101A Emergency Care, 2 cr.
Provides instruction regarding the delivery of first aid to the injured. Students obtain certification in American Red Cross Community First Aid and Safety and American Heart Association CPR.

HL103A Pre-Nursing Orientation, 0 cr.
Introduction to academic and personal information relating to Iowa Lakes Community College. This information is vital for student success. P/Q grading.

HL104A Pre-Radiographic Technology Orientation, 0 cr.
Introduction to academic and personal information relating to Iowa Lakes Community College. This information is vital for student success. The collaborative program with Iowa Central Community College will be explained. Refer to the Iowa Lakes Bulletin for further information. P/Q grading.

HL105A Pre-Medical Laboratory Technology Orientation, 0 cr.
Introduction to academic and personal information relating to Iowa Lakes Community College. This information is vital for student success. The collaborative program with Iowa Central Community College will be explained. Refer to the Iowa Lakes Bulletin for further information. P/Q grading.

HL111A Human Growth and Development — Adult, 1 cr.
Exploration of the normal characteristics, physical, social and emotional development of individuals from the young adult through the aged adult.

HL112A Human Growth and Development, 3 cr.
Exploration of the normal characteristics, physical, social and emotional development of individuals from infancy through the aged adult. Course includes discussion of various theorists’ views of the stages of growth and development through the lifespan.

HL118A Normal Nutrition, 3 cr.
Provides the student with a basic background of the nutrients essential to maintain the physical and mental well-being of the human body.

HL119A Normal Nutrition A, 1 cr.
HL120A Normal Nutrition B, 2 cr.
Additional information for the student who has not had the full course in normal nutrition.

HL223A Human Relations, 2 cr.
Designed to promote understanding of human interactions, including motivation, emotion, intelligence, personality as well as social relations with application to the institutional setting and manager/employee and employee/employee relationships.

Health Care Administration

HC100A Orientation to College, 0 cr.
Introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q Grading.

HC111A Health Care Practicum I, 2 cr.
Examines the leadership role of the administrator and the processes of planning, organizing and directing for which an
administrator is responsible. The purpose and use of policies and procedures in facility management are discussed.

HC113A Health Care Administration I, 3 cr.
Overview of the health care administration field designed to give a basic understanding of the history, present and future, of health care facilities. Organizational structure and administration of health care facilities is emphasized.

HC122A Health Care Practicum II, 3 cr.
Examines the nature, scope and performance of each segment of the team providing services to the resident-client.

HC123A Health Care Administration II, 3 cr.
Building on the team approach to providing services, this course will identify the types of service units with which the administrator will have contact and/or will manage. Each service unit will be examined in depth. No prerequisite.

HC132A Health Care Practicum III, 2 cr.
Examines the planning, operation and maintenance of the physical plant, including planning for emergency situations.

HC133A Health Care Administration III, 3 cr.
Building design, layout and facility maintenance; physical plant construction and financing.

HC211A Health Care Accounting, 1 cr.
Accounting as related to the health care industry including understanding financial statements and ratios; preparing an operating budget; using financial analysis to help with decision-making.

HC212A Health Care Practicum IV, 2 cr.
Exposes students to the legislative/political process, to state nursing home organizations and to the role of the administrator in the political arena.

HC222A Health Care Practicum V, 2 cr.
Studies the sources of institutional revenue and expense.

HC226A Legal and Political Aspects of Health Care, 3 cr.
Overview of national organizations representing health care institutions; the organization of federal, state and local government; and legislation relating to health care institutions. Health planning and securing funds through grants.

HC231A Health Care Administration Seminar, 1 cr.
Seminar for those planning to take the Iowa state board examinations for licensure.

HC233A Health Care Practicum VI, 1 cr.
Observation of all departments within residential care facilities, hospitals and other health care facilities.

Health Occupations

H0012P Health Careers, 0 cr.
A survey of opportunities in health careers for secondary students.

H0013P Preparatory Health Occupations, 0 cr.
Red Cross certificate in Cardiopulmonary Resuscitation (CPR) and Standard First Aid and Personal Safety will be earned. Course includes an awareness of physical and mental health needs and the characteristics of communicable disease; artificial ventila-
Preparation of menus and serving foods with aesthetic appeal for BH125A  Food Production, 5 cr.
with an accounting posting machine are included. Billing methods, checkout procedures and a learning experience including reservations, greeting guests, registrations, hotel-motel Emphasizes the efficient operation of the front office area, BH124A  Front Office Operations/Night Audit, 4 cr. ten-key calculator will be included. Problems related to the hospitality industry and practice on a figuring percent, discount, mark-up, mark-down and interest. Reviews the fundamentals of mathematics, including methods of hospital management area. Includes buying food in quantity and methods of food production and cooperation as required in the hospitality industry. BH119C  Hospitality Club Activities, 1 cr. and commitment and cooperation as required in the hospitality industry. Developing leadership, teamwork, communication, commitment BH125A  Food Production, 5 cr. Preparation of menus and serving foods with aesthetic appeal for dining rooms. Emphasizes meat, vegetable and dessert cookery. Sanitation, quality and cost of foods served to consumers are stressed.

BH126C  Job Seeking Skills I, 2 cr. Students are exposed to a variety of hospitality areas through field trips and interaction with people currently in the hospitality industry. The class will involve job seeking skills and include actual job search and interviewing experience.

BH129C  Hospitality Club Activities II, 1 cr. Developing leadership, teamwork, communication, commitment and cooperation as required in the hospitality industry. BH132C  Food Lab 1, 2 cr. BH142C  Food Lab 2, 2 cr. BH152C  Food Lab 3, 2 cr. BH162C  Food Lab 4, 2 cr. These are elective courses designed to introduce students to the actual operation of quick service institutional cookery, cafeteria operations and banquets.

BH135A  On-the-job Training, 5 cr. On-the-job training, usually full-time, in a hotel, motel, restaurant or related business.

BH208A  Modified Diets, 4 cr. Focuses on the basic principles of diet therapy and menu modification for several diseases. Covers nutrition assessment, care plans, anthropometric measurements, diet history and diet instruction.

BH215A  Purchasing for the Hospitality Industry, 3 cr. Food service purchasing from the viewpoint of management: Channels of distribution, buying techniques, specification writing and other principles needed to perform this critical activity. This course is part of the National Restaurant Association certification program.

BH216A  Restaurant Management, 4 cr. Introduces the principles of modern restaurant and food service management: purchasing, storing, inventory, food service equipment, menu design, restaurant design and food service operations.

BH217A  Applied Food Service Sanitation, 4 cr. Information and practices to help the food service manager apply sanitation procedures to food handling, from purchasing and storage to preparation and serving to patrons. This course is part of the National Restaurant Association management development diploma program and certification.

BH219C  Hospitality Club Activities, 1 cr. Developing leadership, teamwork, communication, commitment and cooperation as required in the hospitality industry. BH225A  Food and Beverage Management, 4 cr. Includes buying food in quantity and methods of food production for large groups, with practical experience gained in a laboratory study of sales, service and control of beverages.

BH226C  Job Seeking Skills II, 2 cr. Students are exposed to a variety of hospitality areas through field trips and interaction with people currently in the hospitality industry.
industry. The class will involve job seeking skills and include actual job search and interviewing experience. A continuation of BH126C.

BH229C Hospitality Club Activities, 1 cr.  
Developing leadership, teamwork, communication, commitment and cooperation as required in the hospitality industry.

BH233A Hospitality Law, 3 cr.  
Provides an awareness of laws concerning hotel-motel management and illustrates the possible consequences of failure to satisfy legal obligations.

**Human Services/Disability Studies**

**HD113A Making a Difference, 3 cr.**  
Introduction to the human services and helping professions. A basic overview of services available, recipient populations and issues related to helping others. Covers professionalism, teamwork and communication skills.

**HD116A Assessment and Instruction, 3 cr.**  
Presents the student with basic concepts of evaluation of disabled populations. A variety of standardized tests as well as situational assessment is explored. Students target behavior, write goals and objectives and document participant progress in the helping professions. Intervention and teaching techniques are addressed.

**HD123A Behavior Management, 3 cr.**  
Introduces students to beginning behavioral teaching methods and situations. Individual program planning and implementation in physical, social, academic, leisure, and daily living skills are included.

**HD202A Introduction to American Sign Language and Deaf Culture, 2 cr.**  
An introductory level sign language course in American Sign Language, which is different from signed English. ASL has its own syntax and sentence structure. Deaf culture is explored as it relates to communication.

**HD206A Basic Sign Language, 2 cr.**  
Presents students with basic skills in the use and understanding of signed English.

**HD211A Independent Study—Human Services and Disability Studies, 1 cr.**  
Individualized program of study to allow the student to engage in an in-depth study of an appropriate topic.

**HD212A Internship in Human Services and Disability Studies, 2 cr.**  
Supervised on-the-job work experience. Focus is exposure to disability groups, facility routine and application of course concepts.

**HD214A Services and Vocational Planning, 4 cr.**  
Focus on available support resources and vocational aspects of rehabilitation. Content includes identification of job tasks, occupational characteristics and job matching. Students gain understanding of the need for services and the referral process. Job analysis and labor market surveys are completed.

**HD222A American Sign Language and Deaf Culture II, 2 cr.**  
A continuation of HD202A adding to the student's vocabulary and proficiency.

**HD224A Counseling Skills, 4 cr.**  
This is an introductory course in applied counseling techniques. Students are introduced to a variety of facilitative skills and counseling concepts and work through the interviewing process in simulated helping services settings.

**HD234A Practicum in Human Services and Disability Studies, 4 cr.**  
**HD236A Practicum in Human Services and Disability Studies, 6 cr.**  
Practical field experience in phases of operation and duties relating to human services, paraeducation, health or rehabilitation. Focus is program writing, data collection, documentation, job skills, and participant outcomes.

**Industrial Technology**

**TI030P Consumer Auto Maintenance, 0 cr.**  
Develops a better understanding of the functions of the various components of the automobile.

**TI055P Introduction to Mechanics, 0 cr.**  
Each student performs a complete overhaul of a single-cylinder engine as a means of learning proper use of tools, shop safety, trouble diagnosis and measurement.

**TI056P Automotive Systems, 0 cr.**  
The student develops extensive job skills in the basics of automotive systems. Prerequisite: TI030P.

**TI065P Automotive Engines, 0 cr.**  
For students interested in a career related to the automotive industry, this course studies automotive engines.

**TI066P Auto Electricity/Fuel Systems, 0 cr.**  
For students interested in a career in automotive technology, this course provides extensive study of electricity as it relates to the automobile.

**TI100C Introduction to Trade and Industry, 1 cr.**  
An introductory exploratory course designed to evaluate the mechanical ability of students before entering a preparatory Trade and Industries program.

**TI101C Orientation to College, 0 cr.**  
Introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q Grading.

**TI102C Applied Mathematics, 2 cr.**  
Mathematics as it applies to the student’s program of study. A review of whole numbers, fractions, decimals, percentages, the metric system, linear measurement and common formulas used in each particular industry.

**TI103C Welding, 2 cr.**  
Principles and applications of gas and MIG welding theory, safety and shop practices are covered. Lecture and laboratory.
TI104C  Business Principles, 2 cr.
Introduction to record keeping, financing, employee benefits and employer problems.

TI105C  Human Relations, 2 cr.
Studies interaction with people on personal and business levels.

TI106C  Interim, 1 cr.
Designed to give students an opportunity to participate in non-traditional activities related to their program interest. P/Q grading.

TI108C  Human Relations, 2 cr.
Same as TI105C.

TI109C  Applied Mathematics, 2 cr.
Same as TI102C.

TI110C  Business Principles, 2 cr.
Same as TI104C.

TI116C  Introduction to Building Trades, 1 cr.
An introduction to the different phases of the building trades.

TI117C  Introduction to Carpentry, 3 cr.
Designed to present the step-by-step procedures necessary for the construction trade, with emphasis on proper use of tools, safety and regulation.

TI121C  Business Principles, 3 cr.
Introduction to record keeping, financing, employee benefits and employer problems.

TI122C  Human Relations, 3 cr.
Studies interaction with people on personal and business levels.

TI123C  Communication Skills, 3 cr.
Developing skills in reading, writing and listening as they apply to students’ vocational needs.

TI124C  Related Mathematics, 3 cr.
Mathematics applications in automotive mechanics.

TI130C  Tech Prep Small Engine and Marine Mechanics, 3 cr.
For high school students – exposure to troubleshooting and repair of small engines and the opportunity to achieve a basic understanding of specific skills in the small engine and marine mechanics field.

TI131C  Tech Prep Construction Technology, 3 cr.
For high school students – experience in the various specialties within the construction technology industry. Limited skills and theory knowledge may be obtained as students assist and observe other students as they complete assigned lab projects.

TI132C  Tech Prep Farm Equipment Mechanics, 3 cr.
For high school students – exposure to agricultural equipment, welding, engines and electricity as an introduction to the farm equipment technology program.

TI133C  Tech Prep Motorcycle Mechanics, 3 cr.
For high school students – exposure to motorcycle engines, fuel systems, ignition systems, transmissions and chassis structures.

TI134C  Tech Prep Automotive Technology, 3 cr.
For high school students – experience in various specialties within the automotive repair industry. Limited skills and theory knowledge may be obtained as students assist and observe other students as they complete assigned lab projects.

TI135C  Advanced Tech Prep Farm Equipment Mechanics, 3 cr.
Exposure to the theory and service of farm equipment air conditioning for high school students.

TI136C  Advance Tech Prep Auto Technology, 3 cr.
High school students gain experience in various specialties with a focus on the automobile’s ignition system. Students will learn the operation, diagnosis and repair procedures used to service the modern auto ignition system.

TI137C  Tech Prep Auto Collision Basic Repair, 3 cr.
For high school students – this class will teach the basic skills needed for entry level auto collision employment. A combination of classroom and lab instruction will permit students to learn theory and hands-on skill development.

TI138C  Tech Prep Auto Collision Advanced Basic Repair, 3 cr.
For High School students – this class will expand on knowledge and skills obtained in the Basic Repair course. Additional areas of the auto collision industry will be introduced. Classroom and lab instruction will expose the student to entry level employment skills in selected instructional areas.

TI141C  Basic First Aid/Life Support, 1 cr.
Emergency care for the injured. Airway management, hemorrhage control, care for shock victims, CPR/lifesaving skills.

TI145C  Advanced Auto Maintenance, 5 cr.
Expands the knowledge and skills outlined in the Auto Technology Shop Practices course. Students will study maintenance of additional vehicle systems and gain the ability to assist technicians. Prerequisites: AM113C, AM114C.

Information Technology

IT103A  Cisco Routing I, 3 cr.
Designing, building and maintaining computer networks. Cisco Networking Academy program.

IT110A  Computer Hardware/A+ Certification, 3 cr.
How to prepare and evaluate system specifications, troubleshoot minor hardware problems, configure and install hardware, manage memory, modify and use diagnostic software.

IT113A  Cisco Routing II, 3 cr.
Designing, building and maintaining computer networks. Cisco Networking Academy program can lead to CCNA certification. Prerequisite: IT103A.

IT115A  Networking Essentials, 4 cr.
Foundational training in local area networking technology serving as a general introduction to LANs, WANs and the internet. Topics include IQRs, network interface cards (NIC), cabling (coax, STP, UTP and fiber), ARCNET, network protocols, hubs, routers and bridges.
IT116A  Windows NT Core Technologies, 4 cr.
Installing, configuring, customizing and troubleshooting Microsoft® Windows NT in a single domain Microsoft® NT-based network. Students learn how to integrate Windows NT and Novell networks. This course also helps to prepare students to meet the certification requirements to become a Windows NT Certified Professional.

IT118A  Windows 2000 Professional, 4 cr.
Installing, configuring and administering Microsoft Windows 2000 Professional.

IT119A  Windows NT Network Administration, 4 cr.
Teaches the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in single domain and multiple domain Windows NT-based networks. Students create and administer user and group accounts, manage disk resources, monitor resources to track usage and disk space, and administer the MS Windows NT server and Windows NT Workstation operating systems in real-world situations.

IT120A  Windows 2000 Server, 4 cr.
Installing, configuring and administering Microsoft Windows 2000.

IT121A  Active Directory, 4 cr.
Implementing and administering a Microsoft Windows 2000 Directory Services infrastructure.

IT122A  Windows 2000 Networking, 4 cr.
Implementing and administering a Microsoft Windows 2000 Directory Network infrastructure.

IT123A  Cisco Routing III, 3 cr.
Designing, building and maintaining computer networks. Cisco Networking Academy program: can lead to CCNA certification. Prerequisites: IT103A and IT113A.

IT133A  Cisco Routing IV, 3 cr.
Designing, building and maintaining computer networks. Cisco Networking Academy program; can lead to CCNA certification. Prerequisites: IT103A, IT113A, IT123A.

IT139A  Information Technology Practicum, 3 cr.
IT140A  Information Technology Practicum, 5 cr.
Supervised work experience in the information technology field.

IT154A  Cisco Networking I, 4 cr.
Designing, building and maintaining computer networks. Using routers to configure subnets and Internet access. Prerequisite: IT115A.

IT164A  Cisco Networking II, 4 cr.
Continuation of courses in designing, building and maintaining computer networks, and using routers to configure subnets and Internet access. Prerequisite: IT154A.

IT204A  Introduction to TCP/IP, 4 cr.
Installing, properly configuring and testing TCP/IP. Topics include subnet addressing; implementing IP routing; dynamic host configuration protocol; IP address resolution; NetBIOS name resolution; Windows Internet Name Service; connectivity in heterogeneous environments; implementing Microsoft® SHMP service; and performance optimization and troubleshooting.

IT208A  Exchange Server Administration, 4 cr.
Designed to simulate the day-to-day activities and responsibilities of a Microsoft® Exchange Administrator, the student will learn the main functions of the Microsoft® Exchange server and how to plan and install Microsoft® Exchange in a single-site environment. Multi-site environments will also be reviewed.

IT212A  Designing Network Infrastructure, 4 cr.
Designing a Microsoft Windows 2000 Network infrastructure.

IT214A  Internet Information Server, 2 cr.
IT216A  Internet Information Server, 4 cr.
How to support the various features of the Microsoft® Information Server (IIS). Students will learn how to install, configure and implement all components that comprise IIS. Hands-on experience in setting up a web site is included.

IT219A  Designing Directory Services, 4 cr.
Designing a Microsoft Windows 2000 Directory Services infrastructure.

IT221A  Designing Security, 4 cr.

IT225A  System Administration for SQL, 3 cr.
IT227A  System Administration for SQL, 4 cr.
Knowledge and skills required to install, configure, administer and troubleshoot Microsoft SQL® Server client/server database management system.

IT230A  Enterprise Technologies, 4 cr.
Students learn to design, implement and support the Windows NT Server network operating system in a multiple domain enterprise environment.

IT231A  Updating Skills to Windows 2000, 4 cr.
Updating support skills from NT 4.0 to Windows 2000.

IT232A  Upgrading from NT 4.0 to Windows 2000, 4 cr.
Upgrading systems from NT 4.0 to Windows 2000.

IT240A  Proxy Server, 4 cr.
Implementing and supporting Microsoft Proxy Server.

IT243A  SNA Server Operations and Management, 4 cr.
Skills and knowledge to identify how Microsoft® SNA server is used to meet the specific needs of an organization. Planning, installing, configuring and managing the SNA server.

IT245A  Practical Networking Experience, 4 cr.
Practical experience operating a network.

IT260A  Site Server, 4 cr.
Designing and implementing commerce solutions with Microsoft Site Server 3.0 Commerce Edition.

Journalism

JR103A  Introduction to Mass Media, 3 cr.
Introduction to mass media; history, nature and types; informative, educational, entertaining and persuasive functions. Studies of trends, criteria and selection of news and news sources.
Course Descriptions

JR110A  Newspaper Laboratory I, 2 cr.
Provides the student with the skills and knowledge of newspaper operations, including deadline pressures, story writing, photography, editing, layout and beats.

JR113A  Introduction to Photography, 3 cr.
Introduction to the 35mm camera: selection and handling; theory of light; lenses and focusing; depth of field and film types; composition; film processing and basic darkroom techniques.

JR122A  Newspaper Laboratory II, 2 cr.
Continuation of JR110A.

JR123A  Digital Photography, 3 cr.
Basic digital theory, how the digital camera works. Includes digital capture; input into the computer; digital manipulation; basic PhotoShop and photography; saving digital images for future use and long term archiving on zip disks, CD's and hard drives; how to print digital images; and how to send digital images after formatting for sending.

JR133A  Typography and Introduction to Advertising, 3 cr.
Studies typefaces and the basics of page layout for publications and advertisements. An in-depth look at computerization of page layout and word processing in mass communication. Lecture and laboratory.

JR153A  Beginning News Writing, 3 cr.
The process of understanding what is news, methods of gathering information for news stories and writing news stories; editing principles, writing headlines and photo captions, editorials and feature stories.

JR163A  Introduction to Journalism, 3 cr.
Students receive an overview of the journalism profession. Emphasis focuses on the fundamental principles of news gathering and writing, copy reading, proofreading, editing, and newspaper makeup. Substantive areas include the history and contemporary state of journalism.

JR201A  Independent Study in Photography, 1 cr.
An independent academic project related to photography.

JR203A  Photojournalism, 3 cr.
Study of successful photojournalists and their works, studying their techniques and style and applying what is learned.

JR210A  Independent Study in Journalism, 1 cr.
An independent academic project related to journalism.

JR212A  Newspaper Laboratory III, 2 cr.
Continuation of JR212A.

JR213A  Media Law and Ethics, 3 cr.
Legal, ethical and business concerns surrounding the mass media, as contemporary issues and from historical perspectives.

JR220A  Newspaper Laboratory IV, 2 cr.
Continuation of JR 212A.

JR233A  Advertising and Public Relations, 3 cr.
Course seeks to give students an understanding of the mechanics and psychology of public relations as used in business, industry and other areas of communication.

JR234A  Journalism Practicum, 2 cr.
Practical work experience related to journalism.

JR236A  Journalism Practicum, 5 cr.
Same as JR235A.

JR253A  Advanced Newswriting, 3 cr.
Study and practice in reporting: dissecting a story for lead, body, ending, grammar, syntax, spelling, paragraphing, style, usage, fairness, completeness, accuracy; practice in covering beats, interviewing, feature and sports writing and developing news stories.

JR263A  Beginning Editing, 3 cr.
Introduction to copy editing; nature and sources of news copy, copy control and mass communications law; copy reading study and practice; editing techniques; rewriting, writing headlines, news selection, layout and design; and picture selection and editing.

Legal Assistant

LA113A  Business Law, 3 cr.
An introduction to the legal environment of business, designed to familiarize the student with the law of contracts, the Uniform Commercial Code, debt collection, business organizations and bankruptcy.

LA114A  Introduction to Law and Paralegal, 3 cr.
Surveys the profession with special emphasis on the major roles and responsibilities of the legal assistant. The course explores the knowledge base required to be a legal assistant and considers the history of the profession.

LA122A  Domestic Relations, 3 cr.
Study of law and procedures relative to marriage, dissolution and adoption.

LA123A  Computer Applications for the Law Office, 3 cr.
The use of computers in the modern law office setting, including WordPerfect law office management software, litigation support software and Internet applications for the law office.

LA124A  Legal Research, 4 cr.
Study of the law library and research sources using reporter systems, statutes, digests and secondary sources. The course also contains a computer-assisted research component.

LA133A  American Trial Process, 3 cr.
A study of the American trial process. Students will research, prepare and present a hypothetical case to a judge and jury.

LA171A  Introduction to Criminal Law, 1cr.
An in-depth look at criminal law and the real world of prosecutors, defense attorneys, and the paralegals who work closely with them.

LA172A  Evidence Law, 1 cr.
As courts get more crowded, busy attorneys are relying more and more on paralegals, legal secretaries and law clerks to help them gather and evaluate evidence and prepare cases for trial. This course will provide background information in these exciting areas of law.

LA173A  Legal Terminology, Process, Ethics, Tort and Contract Law, 1 cr.
Provides an overview of the American judicial system focusing on the origins of American law and the litigation process.
Course Descriptions

LA174A Legal Documents and Analysis, 1 cr.
Provides an overview of common legal documents. You will prepare sample documents and learn to analyze legal problems.

LA175A Evidence, Legal Interviewing and Investigation, 1 cr.
Provides an overview of how evidence is gathered and used in a civil case.

LA176A Legal Authority and Research, 1 cr.
Provides the student with skills needed to conduct legal research.

LA177A Computers, Legal Writing and Appellate Procedure, 1 cr.
This course explains how to use computers to assist in legal research. You will practice your legal writing skills by preparing a sample appellate brief.

LA178A Law Office Administration, Advocacy and Job Hunting Techniques 1 cr.
Provides a look into the paralegal in the law office and presents techniques for finding a job as a paralegal.

LA210A Independent Study in Law, 3 cr.
LA211A Independent Study in Law II, 3 cr.
Courses are designed to be flexible — to address a contemporary legal issue currently in the public eye. Students are required to participate in discussions, read a variety of related materials and write a position paper on a given subject. Limited to sophomore Legal Assistant students.

LA213A Torts and Litigation, 3 cr.
Studies the basic principles of tort law: negligence, intention torts and strict liability.

LA214A Wills, Trusts and Estate Administration, 3 cr.
Studies wills, trusts, probate procedures and tax aspects of estate administration.

LA222A Legal Writing and Drafting, 2 cr.
Detailed examination of the various types of legal documents, their content and preparation.

LA224A Civil Procedure and Practice, 4 cr.
Studies the process of a civil lawsuit including the preparation, commencement and trial of a civil suit.

LA235A Legal Assistant Practicum, 6 cr.
LA238A Legal Assistant Practicum, 4 cr.
Supervised work experience in a law office, legal services office or other law-related agency.

Marine and Small Engine Technology

SM126C Marine Internship, 2 cr.
Supervised cooperative work experience in a marine dealership. Prerequisite: first semester of program.

SM143C Small Engines Theory, 3 cr.
Basic two- and four-stroke engine theory, design and construction. All basic systems are studied, as well as troubleshooting, failure analysis and repair procedures. Service literature, warranties and engine identification are covered.

SM146C Small Engines Laboratory, 3 cr.
Complete disassembly and reassembly of modern engines, troubleshooting, failure analysis and proper repair techniques. Hands-on testing and inspection of engine systems. Corequisite: SM143C.

SM151C Shop Safety and Procedures, 1 cr.
Safe shop practices and procedures, including safe equipment operation, proper tool usage, importance of personal protective gear and how to handle emergency situations.

SM152C Drive System Fundamentals, 2 cr.
Introduction to the various types of drives which may be encountered. Construction, operation, maintenance and repair of outdoor power and other systems including transmissions; clutches; belt drives; sprockets and chain drives; and hydrostatic drives. Assembly, disassembly, inspection, troubleshooting and repair of these systems is covered. Lecture and laboratory.

SM153C Fundamentals of Electricity, 3 cr.
Basic electrical theory used in the small engine and marine field. Study of Ohm's Law, electrical symbols, problem solving, types of circuits, usage of a VOM and other electrical test equipment. Lecture and laboratory.

SM158C Snowmobile Systems, 2 cr.
Snowmobile systems including clutches, suspensions, engines, tracks and other components are studied. Proper service techniques, troubleshooting, assembly and disassembly are covered along with a unit on performance work. Lecture and laboratory.

SM164C Marine Engines Two- and Four-Stroke Theory, 2 cr.
Construction and design of two- and four-stroke marine engines. Correct service procedures, troubleshooting, failure analysis and advanced theory are covered. Prerequisite: first semester of program.

SM165C Marine Engines Two- and Four-Stroke Laboratory, 2 cr.
Complete engine disassembly and reassembly, operation of various marine engines, correct service procedures, troubleshooting, failure analysis, advanced theory, adjustment and testing of these engines.

SM166C Marine Ignition Systems, 3 cr.
Construction, principles of operation and design of marine ignition systems. Troubleshooting procedures, service techniques, inspection, testing of ignition components and proper usage of test equipment is studied and applied. Lecture and laboratory. Prerequisite: first semester of program.

SM168C Marine Drive Systems, 2 cr.
Construction and operation of outboard gearcases and stern drives. Includes study of gear ratio calculation, upper and lower case components and their purposes. Disassembly, reassembly, inspection, identification, troubleshooting and failure analysis are included. Lecture and laboratory. Prerequisite: SM152C.

SM173C Marine Fuel Systems, 3 cr.
Marine fuel systems including carburetion, fuel injection and oil injection are studied. Troubleshooting, testing, adjustments, assembly and disassembly are practiced. Proper service procedures discussed and demonstrated. Lecture and laboratory. Prerequisites: first two semesters of program.
Course Descriptions

SM176C Lower Unit and Stern Drive Systems, 3 cr.
Advanced theory and practice with marine drive systems. Disassembly, assembly, inspection and identification are practiced along with troubleshooting and failure analysis. Lecture and laboratory. Prerequisites: SM152C and SM186C.

SM183C Personal Water Craft Systems, 3 cr.
Theory and hands-on lab for all systems in personal watercraft including jet pumps, engines and steering systems. Repair, troubleshooting and service procedures are covered. Lecture and laboratory. Prerequisite: first two semesters of program.

SM186C Marine Electrical Systems, 3 cr.
Principles of construction and operation of various components in the other electrical systems in a marine engine and boat, including charging, starting, and power tilt/trim systems, along with other accessories used in the marine industry. Testing, troubleshooting, disassembly/reassembly and installation of electrical components will also be practiced. Lecture and laboratory. Prerequisite: first two semesters of program.

SM226C Marine Internship II, 2 cr.
On-the-job experience at a marine or small engine repair facility as a technician, part and service person, or salesperson. The student is evaluated by the job supervisor and the instructor. Prerequisite: completion of first year of the program.

Massage Therapy

MT103C Introduction to Swedish Massage, 3 cr.
Provides a basic foundation for the courses of study in the Massage Therapy program.

MT104C Anatomy and Physiology-MT, 4 cr.
Provides knowledge of the anatomical structures, pathology, functions, and physiological process of the human body.

MT106C Massage Therapist Practical Applications, 3 cr.
Designed to provide knowledge of medical terminology, universal precautions, sanitary procedures, infectious diseases and nutrition.

MT112C Ethics and Professionalism, 2 cr.
Emphasizes the ethical behavior in the massage therapy profession and teaches students to establish professional boundaries and acceptable standards of documentation. The course helps students understand and apply the Standards of Practice established by professional massage organizations.

MT113C Kinesiology/Anatomy in Clay, 3 cr.
The study of the muscles of the body and their actions, origins, and insertion sites. The course will entail the building of major muscle groups of the body in clay and placing them on the correct site of the anatomical skeleton.

MT122C Reflexology/Chair Massage, 2 cr.
This course includes the modality pertaining to zones and reflex areas in the hands and feet and how they correspond to distinct parts of the body. Specific techniques for the head, neck, back and shoulders massage using a professional chair.

MT123C Sport Massage, 3 cr.
This course provides the skills and techniques to be used with athletes and individuals with sport injuries. Includes an introduction to acupuncture.

MT131C Intermediate Massage, 1 cr.
Expands on the skills developed in MT103C. The class consists of hands-on application of body massage techniques.

MT132C Introduction to Spa Services, 2 cr.
An instruction of the skills and techniques to be used with Shiatsu, Reiki, Aromatherapy, Hot Stone Therapy, Ear Candling and Spa Therapy.

MT133C Massage and Abuse/Geriatrics/Pregnancy/Infant 3 cr.
An instruction of the skills and techniques to be used with clients that have experienced physical abuse, elderly clients, pregnant clients and infants.

MT142C Business Principle-MT, 2 cr.
An introduction to business practices for the massage therapist as an independent and as an employee. Students will be introduced to business structures and organizations, business plans, bookkeeping, legal records, marketing, professional insurance, financing, and business law.

MT153C Deep Tissue Massage, 3 cr.
Expands of the skills developed in MT103C and MT131C. Incorporates advanced massage techniques that include deep tissue work and trigger point therapy.

MT203C Advanced Massage, 1 cr.
Provides supervised practical experiences in body massage application. Students will set up appointments for outside individuals to apply techniques for full body massages and chair massages.

Mathematics

MA001H Mathematics Refresher-Vocational, 1 cr.
Developmental studies course. Individualized course which reviews whole numbers, fractions, decimals, percents and ratios.

MA002H Mathematics Improvement, 1 cr.
Developmental studies course. This course reviews basic arithmetic and pre-algebra, preparing students for success in college level math courses.

MA011H Metric System, 1 cr.
Developmental course. Reviews skills and understanding needed in the use of the metric system. P/Q grading

MA100A Orientation to College, 0 cr.
Introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q grading

MA102A Elementary Algebra, 3 cr.
This is a beginning course in algebra. Topics include operations on real numbers and algebraic expressions; solving linear equations and their application; factoring; simplifying fractional expressions; radicals and quadratic equations. Does not count toward the mathematics requirement for the AA or AS degree.

MA103A Mathematics for General Education, 3 cr.
This is a general survey course which includes sets; number systems; elementary algebra; exponents; equations and inequalities; fractions; ratios; proportion and variation; probability
and statistics; elementary graphing; consumer mathematics; and an introduction to geometry.

**MA108A Intermediate Algebra, 4 cr.**
This course includes the basic properties of the real number system; fundamental operations on algebraic expressions; graphs of functions and relations; radicals; exponents; quadratic equations; inequalities; and complex numbers. Students will learn to use graphing calculators to enhance their understanding. Prerequisite: Appropriate mathematics assessment score. Does not count toward the mathematics requirement for the AA or AS degree.

**MA112A College Algebra, 3 cr.**
Operation of real and complex numbers; factoring; exponents; quadratic equations; inequalities; matrices; rational functions; logarithmic functions; and graphing of functions. Prerequisite: MA108A or equivalent.

**MA114A Trigonometry, 3 cr.**
Trigonometric functions and their inverses; verifying identities; right triangle trigonometry; unit circles; radian measure; graphing; trigonometry functions; solving trigonometric equations; and applications of trigonometry. Prerequisite: MA108A or equivalent.

**MA115A College Mathematics, 5 cr.**
Course combines college algebra and trigonometry. Algebra topics covered include functions and their graphs; solving equations and inequalities; polynomial functions; conic sections; and exponential and logarithmic functions. Trigonometry topics covered are right triangle trigonometry; unit circles; trigonometric functions; graphing; verifying identities; solving trigonometric equations; and applications of trigonometry. Prerequisite: MA108A or equivalent.

**MA118A College Algebra, 4 cr.**
Topics include 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. Prerequisite: MA108A or equivalent.

**MA124A Calculus and Analytic Geometry, 4 cr.**
Provides the student with a foundation in calculus and analytical geometry. Topics include analytical geometry; differentiation and applications of the derivative; integration and its applications. Graphics calculator is required. Prerequisite: MA115A or equivalent.

**MA125A Analytic Geometry and Calculus I, 5 cr.**
A general course in differential and integral calculus and its applications. Topics include limits and continuity; differentiation; applications of differentiation; integration; logarithmic, exponential and other transcendental functions; and applications of integration. Prerequisite: MA115A or equivalent.

**MA126A Analytical Geometry and Calculus II, 5 cr.**
Continuation of MA125A. Integration techniques, sequences, infinite series, conic sections, parametric equations, polar coordinates, vectors, cylindrical and spherical coordinates, and vector-values functions. Prerequisite: MA125A or equivalent.

**MA153A Finite Mathematics, 3 cr.**
An applied mathematics course dealing with mathematics related to most academic disciplines. It provides introduction to matrices, linear programming, combinations, permutations, statistics, mathematics of finance and logic.

**MA203A Mathematics for Elementary Teachers, 3 cr.**
Basic mathematical content pertinent to elementary teaching. Topics include problem solving, set theory, number systems and bases, number theory, informal geometry, measurement and elementary probability, and statistics. Does not count toward the mathematics requirement for the AA or A.S. degree.

**MA227A Analytical Geometry and Calculus III, 3 cr.**
Continuation of MA126A. Explores functions of several variables; partial derivatives; directional derivatives and gradients; multiple integration; vector analysis; and a brief look at differential equations. Prerequisite: MA126A or equivalent.

**MA233A Differential Equations, 3 cr.**
Students learn to recognize various types of differential equations and learn how their solutions behave. Topics include solving first and second order differential equations; applications; systems of equations; series solutions; existence theorems; numerical methods; and partial differential equations.

**ME131C Automated Medical Office, 2 cr.**
Computer technology and medi-team simulation of an actual medical clinic situation. Recording patient appointments, insurance information, patient medical information and the use of forms for medical office financial transactions.

**ME142C Human Body in Health and Disease II, 4 cr.**
The basic principles of psychology as they apply to the student’s personal, social and vocational life.

**ME141C Human Body in Health and Disease, 4 cr.**
Anatomical and biological processes of the following systems: structure of cells, tissue, organs, mechanism of disease, integumentary, digestive, respiratory, cardiovascular, lymphatic, hematological, skeletal, muscle. Diseases and disorders of the above systems.

**ME142C Human Body in Health and Disease II, 4 cr.**
Anatomical and biological processes of the following systems: nervous; endocrine; urinary; male and female reproductive; pregnancy, including labor and delivery; and sensory. Prerequisite: ME141C.

**ME144C Medical Office Management I, 3 cr.**
Administrative procedures such as reception techniques, telephone skills, appointment scheduling, mail processing, office equipment operation and maintenance, travel arrangements, insurance forms, and coding will be studied.
ME145C Medical Office Management II, 3 cr.
Covers private and public insurance types, processing and handling claims, insurance coding and legal precautions in claims processing. Instruction in pegboard accounting, banking procedures and financial record keeping, and records management is an integral part of the course. Prerequisite: ME144C.

ME147C Medical Transcription, 3 cr.
Develops proficiency in the use of dictation and transcription equipment. Medical tapes of actual case histories, consultations, and surgical diagnostic and autopsy reports are used to provide a realistic experience. Application and correct spelling of medical terminology is continuous with the learning process.

ME149C Medical Law and Ethics, 3 cr.
Legal and ethical knowledge to make proper professional judgements. Topics include legal issues pertinent to medical and chiropractic clinics. Major bioethical and ethical issues are included along with CPR and first aid training.

ME150C Medical Laboratory Procedures, 4 cr.
Laboratory safety measures and familiarization with the care and use of laboratory equipment. Urinalysis techniques including collection, physical examination and microscopic examination of urine specimens. Microbiology classification and the collection and preparation of microbiological specimens.

ME154C Limited Radiology, 7 cr.
Principles of radiology; film evaluation, processing and technique; patient positioning, and radiation safety. Designed to meet the requirements for a limited diagnostic radiographer as established by the radiologic principles of the Iowa Department of Health.

ME155C Diagnostic Radiography II, 4 cr.
Continuation of ME154C. The production of quality film. Viewing radiographs to determine the quality of the radiograph. Prerequisite: ME154C.

ME156C Pharmacology, 3 cr.
Commonly administered drugs, their uses and the effect on the body. Information on correct dosage, methods and routes of drug administration, dosage calculation and the legal and ethical standards for the administration and dispensing of drugs by the physician.

ME162C Clinical Assisting I, 3 cr.
On-the-job training to provide students with training in medical asepsis; infection control; interviewing and obtaining patient information; vital signs; vision screening; assisting the physician with various physical examinations; instructing patients with physical therapy needs; and performing electrocardiograms.

ME163C Clinical Assisting II, 3 cr.
Further on-the-job training in aseptic techniques and assisting with minor surgery examinations, including the identification and use of instruments; sterilization and disinfection techniques; sterile dressing application; and cast application and care.

ME173C Medical Secretary Practicum, 3 cr.
ME176C Medical Assistant Practicum, 3 cr.
On-the-job training in a position related to the student's career goal.

ME186C Medical Coding I, 3 cr.
Systematic coding concepts using CPT/HCPCS coding and classification systems. Emphasis is placed on assigning and classifying valid procedure codes in ambulatory care, emergency room, operating room and physician office settings. Students work with actual medical records, placing emphasis on accuracy, outpatient coding guidelines and conventions, reimbursement and billing as well as compliance issues.

ME187C Medical Coding II, 3 cr.
Classification of disease and diagnostic processes through ICD-9 coding, placing emphasis on accuracy, concepts and compliance issues. ICD-9 coding is used for identification of medical necessity in procedures, reimbursement, utilization patterns and the study of health care costs.

ME206C Medical Insurance and Patient Billing, 3 cr.
Educates the student in the area of health insurance and billing. Develops an understanding of all health insurance plan options, expansions as well as modifications in state and federal regulations. Instruction will be given in the areas of processing health insurance claims, planning options, carrier requirements, state and federal regulations, abstracting relevant information from source documents, accurately completing claim forms, and coding diagnoses and procedures.

ME213C Limited Radiology I, 3 cr.
Provides the foundation principles of physics and radiographic imaging necessary for the practice of limited radiology. Emphasis is on the application of the scientific concepts.

ME224C Limited Radiology II, 4 cr.
Introduces positioning for the practice of limited radiology. Prerequisite: ME213C

Motorcycle Technology

MM111C Engine Principles, 6 cr.
Study of engine principles, operation, nomenclature, service and overhaul with emphasis on disassembly, inspection, repair and reassembly using approved methods. Lecture and laboratory.

MM112C Electrical Systems, 4 cr.
Motorcycle electrical schematics and charging systems, testing and repair; includes tracing basic circuits and their functions. Lecture and laboratory.

MM124C Motorcycle Chassis and Suspension, 2 cr.
Function, construction and operation of the motorcycle chassis, suspension and related components. Lecture and laboratory. Prerequisite: first semester of program.

MM125C Motorcycle Ignition Systems, 3 cr.
Construction, principles of operation and design of motorcycle ignition systems. Lecture and laboratory. Prerequisite: first semester of program.

MM126C Motorcycle Internship, 2 cr.
MM127C Cooperative work experience, 2 cr.
Supervised cooperative work experience in a dealership.

MM128C Motorcycle Engines Two- and Four-Stroke, 2 cr.
Construction and design of motorcycle engines, both two- and four-stroke. Correct service procedures, troubleshooting, failure
analysis and advanced theory are included. Prerequisite: first semester of program.

MU129C Motorcycle Engines Two- and Four-Stroke Lab, 2 cr.
Engine disassembly, reassembly, operation of various motorcycle and ATV engines. Includes adjustment and testing of engines. Prerequisite: first semester of program. Co-requisite: MM128C.

MU133C Motorcycle Electrical Systems, 3 cr.
Principles of construction and operation of various components in the electrical systems of a motorcycle, such as charging and starting systems, along with accessories used in the motorcycle industry. Testing, troubleshooting, disassembly/assembly and installation of electrical components will be covered. Lecture and laboratory. Prerequisite: first two semesters of program.

MU136C Motorcycle Drive Systems, 3 cr.
Theory and operation of motorcycle drive trains. Clutches, transmission, shaft and chain/belt drive systems are covered. Includes disassembly/reassembly troubleshooting, inspection, failure analysis, adjustment and repair procedures. Lecture and laboratory. Prerequisite: first two semesters of program.

MU139C Motorcycle Fuel Systems, 3 cr.
Motorcycle fuel systems including carburetion, fuel injection and oil injection. Troubleshooting, testing, adjustments and disassembly/reassembly are covered. Proper services procedures are discussed, demonstrated and practiced. Lecture and laboratory. Prerequisite: first two semesters of program.

MU226C Motorcycle Internship II, 2 cr.
On-the-job experience at a motorcycle repair facility as a technician, part and service person, or salesperson. The student is evaluated by the job supervisor and the instructor. Prerequisite: completion of first year of the program.

Music: Music Theory, Appreciation, History and Education

MU103A Music Appreciation, 3 cr.
Studies the elements and history of music with concentration on critical listening skills. Includes a review of music history; styles; genres; form and content; schools of composers; and social and historical events of the past and present that influence music selections.

MU105A Music History II to 1750, 3 cr.
A survey of Western music. Emphasis on the compositional and stylistic evolution of Western music as evidenced in the works of selected pivotal composers.

MU111A Ear Training and Sightsinging I, 1 cr.
Introduces the solfeggio system of music reading. Both tonal and rhythmic patterns are included in the sight reading exercises as well as principles of key relationships, intervals and triads.

MU113A Music Theory I, 3 cr.
Studies the fundamental principles of traditional theory including melody, rhythm and harmony. Key signatures, intervals and triads are also included. This is an entry level course for music majors.

MU115A Jazz Improvisation I, 1 cr.

MU121A Ear Training and Sightsinging II, 1 cr.
Continuation of principles of key relationships, intervals, triads and improvement of sight reading musical notation. All aspects of rhythmic and melodic structure are studied and practiced.

MU123A Music Theory II, 3 cr.
Continuation of MU113A which includes diatonic material, cadences, chord progression, inversions, chord spelling and part writing.

MU125A Jazz Improvisation II, 1 cr.
Continuation of MU115A.

MU133A World Music, 3 cr.
Explores themes, forms and composition of music within cultural contexts. Studies music from international and historical perspectives. Develops and refines listening skills using diverse traditional and contemporary musical selections.

MU152A High Brass Methods, 2 cr.
Theory and methods of high brass instruments.

MU162A Low Brass Methods, 2 cr.
The pedagogy relevant to the elementary, beginning and intermediate student/musician studying the low brass instruments (trombone, baritone horn, tuba).

MU165A Class Voice, 1 cr.
A course for beginning singers or students who have not previously studied voice. Students will learn the elementary skills used in good singing.

MU185A Musical Play Production, 1 cr.
Production of a musical play. Special attention will be given to singing, acting, set work, props, sound reinforcement and lighting. Open auditions.

MU201A Music Theory III, 3 cr.
Continuation of MU123A including the study of advanced triadic structure and synthetic scales. Emphasis on analysis.

MU207A Beginning Piano Class, 1 cr.
Instruction on piano keyboard in a classroom setting. No previous study is required for enrollment in this entry-level course. Pianos are provided for practice and performance.

MU208A Piano Class II, 1 cr.
Continued from Beginning Piano Class. Instruction on piano keyboard in a classroom setting. Pianos are provided for practice and performance.

MU211A Ear Training and Sightsinging III, 1 cr.
Continuation of principles of key relationships, intervals, triads and improvement of sight reading musical notation. All aspects of rhythmic and melodic structure are studied and practiced. Prerequisite: MU121A.

MU213A Jazz History and Appreciation, 3 cr.
Studies the elements and history of jazz music with concentration on critical listening skills. Includes a review of jazz history, styles, genres, form and content, composers, and social and historical events of the past and present that influence music selections.

MU221A Ear Training and Sightsinging IV, 1 cr.
Continuation of principles of key relationships, intervals, triads and improvement of sight reading musical notation. All aspects
of rhythmic and melodic structure are studied and practiced. Prerequisite: MU211.

**MU223A Music Theory IV, 3 cr.**
Continuation of MU201A.

**MU244A Jazz Combo/Improvisation II, 1 cr.**
Continuation of MU144A.

**MU252A Single Reed Methods, 2 cr.**
The pedagogy relevant to the elementary, beginning and intermediate student/musician studying the single reed instruments (clarinet and saxophone).

**MU262A Percussion Methods, 2 cr.**
The pedagogy relevant to the elementary, beginning and intermediate student/musician studying the percussion instruments (drums and mallets).

**MU291A Independent Study in Music, 1 cr.**
Independent study or a special project in music.

### Music: Performing Groups

**MU109A Concert Choir I, 1 cr.**
**MU110A Concert Choir I, 0 cr.**
Provides an opportunity for talented singers to rehearse and perform choral music of many styles. There is no required audition.

**MU119A Pop Singers, 1 cr.**
**MU120A Pop Singers, 0 cr.**
Pop Singers are the college show choir. This group provides an opportunity for talented singers to perform choral music with choreography. Auditions are held at the beginning of the fall and spring semesters.

**MU130A Handbell Ringers, 0 cr.**
**MU131A Handbell Ringers, 1 cr.**
Ensemble rehearsal of a wide variety of handbell music and study of the techniques of proper handbell ringing. Auditions are held at the beginning of the fall and spring semesters.

**MU142A Jazz Band I, 1 cr.**
**MU143A Jazz Band I, 0 cr.**
Rehearsal and performance of jazz literature, with an annual tour, concerts and special occasion performances. Open auditions.

**MU144A Jazz Combo/Improvisation, 1 cr.**
Techniques of improvisation through rehearsal and performance of jazz literature through the jazz combo or small group ensemble.

**MU149A Brass Ensemble, 1 cr.**
Rehearsal and performance of selected brass ensemble works with concerts and special occasion performances. Open auditions. May be repeated for credit.

**MU169A Percussion Ensemble, 1 cr.**
Rehearsal and performance of selected percussion works with concerts and special occasion performances. Open auditions. May be repeated for credit.

**MU209A Concert Choir II, 1 cr.**
**MU210A Concert Choir II, 0 cr.**
Same as MU109A, MU110A.

**MU219A Jazz Singers, 1 cr.**
**MU220A Jazz Singers, 0 cr.**
Jazz Singers are the college vocal jazz choir. This group provides an opportunity for talented singers to rehearse and perform the close harmonies of vocal jazz repertoire. Auditions are held at the beginning of the fall and spring semesters.

**MU229A Men's Chorus, 1 cr.**
**MU230A Men's Chorus, 0 cr.**
Rehearsal and performance of selected men's chorus selections with concerts and special occasion performances. Open auditions. May be repeated for credit.

**MU239A Women's Chorus, 1 cr.**
**MU240A Women's Chorus, 0 cr.**
Rehearsal and performance of selected women's chorus selections with concerts and special occasion performances. Open auditions. May be repeated for credit.

### Music: Applied Music

**MU205A Applied Saxophone I, 1 cr.**
**MU214A Applied Guitar I, 1 cr.**
**MU217A Applied Trumpet I, 1 cr.**
**MU224A Applied String Bass I, 1 cr.**
**MU227A Applied Trombone I, 1 cr.**
**MU237A Applied French Horn I, 1 cr.**
**MU247A Applied Tuba I, 1 cr.**
**MU257A Applied Flute I, 1 cr.**
**MU267A Applied Clarinet I, 1 cr.**
**MU277A Applied Oboe I, 1 cr.**
**MU287A Applied Bassoon I, 1 cr.**
**MU297A Applied Percussion I, 1 cr.**
**MU298A Applied Saxophone II, 1 cr.**
**MU216A Applied Guitar II, 1 cr.**
**MU218A Applied Trumpet II, 1 cr.**
**MU226A Applied String Bass II, 1 cr.**
**MU228A Applied Trombone II, 1 cr.**
**MU238A Applied French Horn II, 1 cr.**
**MU248A Applied Tuba II, 1 cr.**
**MU258A Applied Flute II, 1 cr.**
**MU268A Applied Clarinet II, 1 cr.**
**MU278A Applied Oboe II, 1 cr.**
principles related to the nursing profession are discussed. The practice of the practical nurse. Historical, ethical and legal aspects of nursing are also addressed. A foundation knowledge of the services and functions of national, state and local health agencies is integrated with an emphasis on assessment, nursing diagnoses and nursing interventions utilizing standardized nursing language. Nursing skills included are assessment of vital signs, handwashing, dressing changes, catheterization and bed bath/bed making. In addition, the student develops safe techniques of drug administration and acquires knowledge regarding the action, effect, side effects and nursing implications of the major drug classifications.

NU159C Foundations of Nursing Clinical, 2 cr.
Provides the student the opportunity to demonstrate principles and skills learned in the classroom and lab setting. The student develops an awareness of the role of the nurse in caring for stable, noncomplex clients in longterm care and acute care facilities. Communication skills, documentation and utilization of the nursing process are integral parts of the clinical component. P/Q grading.

NU163C Nursing Care through the Lifespan Clinical I, 3 cr.
This course enables the student to practice the basic knowledge and skills necessary to meet the nursing care needs of culturally diverse individuals throughout their lifespan. The student will care for clients on the obstetric and medical-surgical units. An introduction to the care of the client in the operating and recovery room will be gained through an observational experience. Ancillary services such as diet therapy, respiratory therapy, physical therapy, X-ray and laboratory are observed as they relate to specific client conditions. P/Q grading.

NU173C Dimensions of Practical Nursing Clinical, 3 cr.
This course is designed to assist the student through the student-graduate transitional period by providing learning experiences in total patient care as a member of the nursing team. The student assists the staff nurse in planning and implementing nursing care for assigned clients. Effective communication skills, both verbal and nonverbal, are stressed. In the long term care facility, the student will assume the role of team leader and medication nurse. P/Q grading.

NU200C Transfer Student Clinical Orientation, 1 cr.
This course assists the current LPN in adjusting to the role of a student entering the ADN program. Entry level skills are assessed as students care for clients in the acute care setting. Use of the nursing process is emphasized in client care.

NU213C Adult Health Nursing II, 13 cr.
Emphasizes the role of the registered nurse in care of the adult client. Includes a comprehensive analysis of medical-surgical conditions affecting adults. Critical thinking is incorporated into study of the nursing process, nursing diagnoses and nursing intervention classifications used in caring for adults.

NU227C Nursing Intervention in Maternal and Child Health, 7 cr.
This course encompasses the childbearing process from pregnancy through birth and the postpartum period. Content reviews the normal pregnancy, stresses the high risk client and conditions within each phase of pregnancy. Cultural aspects of
childbearing and material on the childbearing adolescent are integrated appropriately throughout. In addition, the assessment, nursing and medical management of the chronically ill child from infancy through adolescence are discussed.

**NU228C Mental Health Nursing, 6 cr.**
This course presents nursing care, which emphasizes the process of relating, to promote, restore and protect the mental health of individuals and groups. This course will explore the human experience of mentally ill clients as they interact with environmental forces including their families and health care providers. Current trends and issues related to psychiatric mental health nursing will be explored. A variety of settings will be used to provide learning experiences and the continuum of mental health treatment.

**NU236C Comprehensive Nursing, 2 cr.**
The student will prepare for entry level nursing practice by developing job seeking skills, examining the professional role of registered nursing and learning principles of organization and management.

**NU253C Nursing Care Through the Lifespan Clinical II, 3 cr.**
In the laboratory setting the student applies the principles and techniques used in assessment, parenteral therapy, medical and surgical asepsis. The clinical setting enables the student to care for acutely ill clients with medical-surgical conditions utilizing the nursing process. The student further develops skills in assessment, communication and IV therapy. During this rotation the student will care for clients in the operating room, assisting the scrub and circulating nurses in their duties. In addition, the student will do an observation experience in home health. P/Q grading.

**NU262C Nursing Intervention in Maternal and Child Health Clinical, 2 cr.**
This course emphasizes the instructional and supportive role of the nurse in maternal and child nursing, as well as the ability to plan comprehensive care utilizing the nursing process in an acute care setting. Students observe prenatal care and nursing care of the child in a variety of settings including, but not limited to, the University of Iowa Child Health Specialty Clinics, doctors’ offices, WIC clinics and Sioux Valley Hospital. P/Q grading.

**NU273C Comprehensive Nursing Clinical, 3 cr.**
The registered nurse role is explored in several settings including home health. The student will utilize the nursing process to deliver comprehensive nursing care for a group of clients as a member of a nursing care team. The experience is designed to assist the student through the student-graduate transition period. P/Q grading.

**NU276C Pharmacology in Nursing, 3 cr.**
Provides the student or practicing LPN or RN with a reliable and current pharmacological basis, emphasizing the nurse’s role in applying the knowledge of medications to patient care.

**Parts Sales and Inventory Control**

**PT113C Parts Catalog, 4 cr.**
An overview of major automotive parts systems, the reading of parts lists, catalogs, price sheets and exploded views will be covered. Identification of manufacturers and their products. Students will gain hands-on experience in cataloging parts. Lecture and laboratory.

**PT123C Parts Systems, 4 cr.**
This course develops skills in the operation of a parts store or automotive dealership parts department. Emphasis is on jobber catalogs, use of computer cataloging, invoice processing and parts sales. Students learn to handle purchase orders, repair requests and monthly statements. Lecture and laboratory.

**PT124C Inventory Control, 4 cr.**
A study of various inventory control systems used by the aftermarket industry. Emphasis is on use of a state-of-the-art computer inventory system. Students learn to check inventory, determine slow moving stock, ordering new stock, and arrangement of stock. Lecture and laboratory.

**PT132C On-the-Job Training, 4 cr.**

**Philosophy and Religion**

**PH103A Introduction to Philosophy, 3 cr.**
Considers broad fundamental ideas about knowledge, the nature of reality, human nature and society. It is also concerned with words and concepts, their meaning and their logical relationship to each other.

**PH104A Ethics in America, 3 cr.**
This introductory course examines contemporary ethical conflicts and provides an understanding of the language, concepts and traditions of ethics.

**PH203A Great Religions of the World, 3 cr.**
A survey of the major religions of the eastern and western world. Each is placed in its historical context, and its major tenets are explored. Goals include a general understanding of the various religions studied, some specific insights into each religion’s belief structures and discussion of the general function of religion in human experience.

**Physical Education**

**PE101A Fundamentals of Physical Fitness, 1 cr.**
Develops an individual wellness program with emphasis on cardiovascular and muscular fitness and provides the student with periodic fitness evaluations.

**PE102A Introduction to Athletic Training, 2 cr.**
The history and development of athletic training as a medical profession. Introduction to injury recognition, prevention of athletic injuries, lab techniques and therapeutic modalities utilized in athletic training.

**PE111A Fall Baseball I, Men, 1 cr.**
**PE112A Fall Baseball II, Men, 1 cr.**
Study of basic and advanced fundamentals.

**PE113A Biomechanics, 3 cr.**
The kinetic and kinematic principles of human movement and the application of this movement to physical education, athletics and injury rehabilitation.

**PE116A Athletic Training Techniques, 2 cr.**
Introduction to the basic clinical skills of the student athletic trainer as well as the policies and procedures pertaining to the discipline of athletic training. Skills are taught from each domain of athletic training.
PE117A Fundamentals of Archery, 1 cr.
Lecture and laboratory course designed to cover the rules, history, strategy and skill techniques of archery and provide students time to practice as well as test their skill level and knowledge of the activity.

PE123A Healthy Lifestyles Management, 3 cr.
Living a healthy lifestyle, a basic overview of fitness activities, the health benefits of fitness activities, nutrition and stress. Each unit contains basic information, choices and application toward establishing a healthier lifestyle.

PE126A Athletic Training Practicum I, 1 cr.
Supervised athletic event and practices coverage as an athletic trainer.

PE127A Fundamentals of Golf, 1 cr.
Lecture and laboratory course designed to cover the basic principles and skill techniques involved in golf.

PE131A Varsity Basketball I, Men, 1 cr.
PE132A Varsity Basketball II, Men, 1 cr.
Study of basic and advanced fundamentals as well as participation in intercollegiate basketball.

PE133A Coping With Stress, 3 cr.
Introduction to stress and stress management. The emotional and physical basis of stress, effects of stress, coping strategies and stressors during childhood, adolescence and adulthood.

PE136A Athletic Training Practicum II, 1 cr.
Supervised athletic event and practices coverage as an athletic trainer.

PE137A Fundamentals of Bowling, 1 cr.
Lecture and laboratory course designed to cover the basic principles and skill techniques involved in bowling.

PE141A Varsity Golf I, 1 cr.
PE142A Varsity Golf II, 1 cr.
Study of basic and advanced fundamentals as well as participation in intercollegiate golf.

PE147A Fundamentals of Tennis, 1 cr.
Lecture and laboratory course designed to cover the rules, history, strategy and skill techniques of tennis and provide students time to practice as well as test their skill and knowledge of the activity.

PE151A Varsity Basketball I, Women, 1 cr.
PE152A Varsity Basketball II, Women, 1 cr.
Study of basic and advanced fundamentals as well as participation in intercollegiate basketball.

PE157A Fundamentals of Volleyball, 1 cr.
Lecture and laboratory course designed to cover the rules, history, strategy and skill techniques of volleyball and provide students time to practice as well as test their skill and knowledge of the activity.

PE161A Varsity Softball I, Women, 1 cr.
PE162A Varsity Softball II, Women, 1 cr.
Study of basic and advanced fundamentals as well as participation in intercollegiate softball.

PE167A Fundamentals of Scuba Diving, 1 cr.
Basics for certification. Includes snorkeling, ascents and descents, breathing, decompression tables. NAUI certification is an option.

PE171A Varsity Volleyball I, Women, 1 cr.
PE172A Varsity Volleyball II, Women, 1 cr.
Study of basic and advanced fundamentals as well as participation in intercollegiate volleyball.

PE177A Fundamentals of Swimming, 1 cr.
Introductory course covering front crawl, back crawl, elementary backstroke, sidestroke and breaststroke.

PE181A Fundamentals of Downhill Skiing, 1 cr.
Designed to give the student the opportunity to enjoy downhill skiing, including academic theory and laboratory activities.

PE182A Advanced Downhill Skiing, 1 cr.
Continuation of PE181A.

PE187A Lifeguard Training, 1 cr.
Explanation, demonstration, practice and review of skills required of lifeguards. American Red Cross certification is an option.

PE201A Advanced Physical Fitness, 1 cr.
Continuation of PE101A.

PE202A Introduction to Physical Education, 2 cr.
Introduction to the field of physical education with an overview of the aims, objectives, foundations, philosophies, history and basic concepts of organization and administration.

PE203A Personal Health, 3 cr.
Study of the physical, mental and social dynamics of health with attention to the development of wholesome attitudes and living habits. Students learn basic information, making choices, and application of the steps toward establishing a healthier lifestyle.

PE204A Varsity Baseball I, Men, 1 cr.
PE211A Varsity Baseball II, Men, 1 cr.
Study of basic and advanced fundamentals as well as participation in intercollegiate baseball.

PE212A First Aid, 3 cr.
Basic lifesaving techniques as outlined by the American Red Cross and CPR as outlined by the American Heart Association.

PE213A First Aid, 3 cr.
Course designed to teach basic lifesaving techniques, as outlined by the American Red Cross, and CPR, as outlined by the American Heart Association.

PE222A Sports Officiating, 2 cr.
Principles and standards, rules, mechanics and procedures for officiating competitive sports.

PE223A Introduction to Athletic Injuries, 3 cr.
Basic recognition, prevention, care and rehabilitation of athletic injuries. Evaluation of protective devices, nutrition and conditioning are included.
The scientific study of how the behavior of an individual is influenced and influences the actions of others in a social environment.

Course Descriptions

**PE233A Introduction to Coaching, 3 cr.**
This four-part course includes coaching theory, sports medicine, sports psychology and sports physiology. It leads to coaching authorization for the State of Iowa as a junior high or senior high coach.

**PE241A Theory of Coaching, 1 cr.**
Techniques and theory of coaching interscholastic athletics.

**PE251A Human Growth and Development-Coaches, 1 cr.**
Human growth and development in children and youth in relation to physical activity.

**PE261A Sports Physiology for Coaches, 1 cr.**
The structure and function of the human body in relation to physical activity.

**PE271A Athletic Injury-Coaches, 2 cr.**
Course provides a knowledge and understanding of the prevention, care and rehabilitation of athletic injuries.

**PE291A Intermediate Weight Training, 1 cr.**
Lecture and laboratory course designed to increase knowledge, understanding and skill techniques involved in weight training. Continuation of PE191A.

**PE292A Advanced Weight Training, 1 cr.**
Lecture and laboratory course designed to cover the advanced principles and skill techniques involved in weight training.

**Psychology**

**PY100H Success Group I, 1 cr.**
A human development seminar designed to help individual students increase their academic potential. Behavioral modification techniques are used. The effort is to help the student’s behavior become consistent with the student’s stated intentions concerning academic work. Access to this course is by referral.

**PY103A Psychology of Adjustment, 3 cr.**
Designed to increase students’ knowledge and experience relating to various disabled populations; adjustment to physical and/or mental disability, conflicting treatment models, impact on self, family, community and society.

**PY110H Success Group II, 1 cr.**
Continuation of PY100H.

**PY113A General Psychology, 3 cr.**
A survey course which provides an introduction to the study of psychology with emphasis on the history of psychology, learning, personality, behavior, motivation, perception and social psychology as well as other areas.

**PY201A Independent Study-Psychology/Education, 1 cr.**
Individualized program of study to allow the student to engage in an in-depth study of an appropriate topic.

**PY213A Social Psychology, 3 cr.**
Study of various psychological approaches to social interaction. The scientific study of how the behavior of an individual is influenced and influences the actions of others in a social environment.

**PY223A Developmental Psychology, 3 cr.**
Studies human development from conception through the lifespan. Physical, emotional, social, cognitive and moral aspects are studied in the classroom, by lecture, file/video, projects, observation and by reading the literature.

**PY236A Principles of Learning, 3 cr.**
Survey of behavioral theory, classical, operant and vicarious learning. Studies the nature of the learning process, conditions that facilitate learning, problems of learning measurement leading to modern cognativist concepts, and other variables that affect the learning process.

**PY243A Abnormal Psychology, 3 cr.**

**PY246A Child Psychology, 3 cr.**
Covers development from conception to childhood. Emphasis is on child study, growth and development of physiological, motor, personality, mental and emotional aspects, sensory and behavior development. Prerequisite: PY113A or PY223A

**PY256A Psychology of Adolescence, 3 cr.**
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: PY113A

**PY259A Psychology of Aging, 3 cr.**
Focuses on the growth and development of an individual from the middle to later years of the lifespan. The course examines the biological, psychological, and sociological aspects of aging such as the speed of behavior, mental functioning, mental disorders, aging, and death and dying. Student survey myths about the elderly along with current research in the field of geropsychology and gerontology.

**PY273A Human Sexuality, 3 cr.**
Normal sexual development, human sexual responses and common sexual problems. 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.

**PY283A Introduction to Behavioral Research, 3 cr.**
An introduction and survey of the major concepts and strategies involved in the undertaking of empirical research. Students learn the meaning of such terms as reliability, validity, variance, and hypothesis. The major research methods: include the true experiment, field research, secondary analysis, and surveys. Students assess sampling techniques and table construction.

**Recreation**

**RE112A Backpacking, 2 cr.**
The course contains basic backpacking skills. Skills covered will include camp craft, equipment and clothing selection, menu planning, and safety in a wilderness setting. Students will attend class to prepare for a two-and-one-half day backpacking trip.
RE113A Concepts of Wellness, 3 cr.
Organizing and implementing wellness programs for employees in agencies and organizations. Emphasis will be on introduction to and recruitment of employees, fitness testing, prescription of individual and group wellness programs. Lecture and laboratory.

RE114A Foundations of Recreation, 4 cr.
Designed to help the student better understand the role of recreation and leisure in our society. Provides students with information on agencies providing recreational services.

RE118A Recreation Leadership, 4 cr.
Students gain an understanding of leadership theories and techniques and also develop an understanding of group dynamics relating to specific populations.

RE122A Recreation Fieldwork I, 2 cr.
Fieldwork is designed to give the student practical on-the-job experience and provide the student with an opportunity to plan, implement and evaluate recreational programs.

RE132A Orienteering, 2 cr.
Provides students with the opportunity to learn and develop map and compass skills. Specific skills and knowledge include reading and understanding maps, land navigation techniques, and sport orienteering. Emphasis will be placed on integrating this activity into an outdoor recreation program.

RE133A Outdoor Living Skills, 3 cr.
The course is designed to educate the student on how to travel safely for extended periods in the back-country. The essentials of life and how they can be provided in an outdoor setting will be presented. Related topics such as navigation, back-country medicine and wilderness concepts will also be discussed.

RE135A Outdoor Wilderness Experience, 3 cr.
Uses the wilderness as a dynamic classroom to develop effective leadership and communication skills, self-reliance, compassion, and appreciation of others. The North American continent provides the classroom with outward-bound teachers in this unique challenge of self-discovery on an unparalleled wilderness expedition.

RE210A Recreation-Independent Study, 1 cr.
The course is designed to provide the student with an opportunity to gain practical on-the-job experience.

RE212A Recreation Fieldwork II, 2 cr.
Continuation of RE122A.

RE214A Program Planning and Organization, 4 cr.
Students gain an understanding of many different recreation program areas and the aspects of developing and conducting programs to meet the needs of various populations.

RE222A Recreation Fieldwork III, 2 cr.
Continuation of RE212A.

RE233A Introduction to Outdoor Recreation, 3 cr.
Introduces students to the breadth, depth and scope of outdoor recreation. Topics include the history and philosophy of recreation; the roles that the government and the private sector play in outdoor recreation; the importance of leadership; the basics of program design; and the methods of researching job opportunities in the field. Specific skills include trip planning, menu planning, expedition behavior, outdoor cookery, selection of gear and clothing, campsite management, map and compass.

RE235A Recreation Practicum, 6 cr.
RE236A Recreation Practicum, 5 cr.
Advanced practical field experience.

Retail Marketing/Sales Specialist/Fashion

BF100A DECA Activities, 0 cr.
Same as BF101A.

BF101A DECA Activities, 1 cr.
Introduction to DECA and what the organization has to offer. The course helps the student gain a better understanding of Distributive Education Clubs of America.

BF102A DECA Activities, 1 cr.
This course helps develop competent professionals in marketing management and merchandising. Delta Epsilon Chi contributes to occupational competence by promoting greater understanding and appreciation for the responsibilities of citizenship in our private enterprise system.

BF110A DECA Activities, 0 cr.
Same as BF102A.

BF200A DECA Activities, 0 cr.
Same as BF201A.

BF201A DECA Activities, 1 cr.
Continuation of the professional development training in DECA.

BF202A DECA Activities, 1 cr.
Continuation of BF201A with more opportunities for professional advancement.

BF210A DECA Activities, 0 cr.
Same as BF202A.

Science

SC100A Orientation to College, 0 cr.
An introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q grading.

SC103A Beginning Chemistry, 3 cr.
Introduction to basic chemistry for students who have not taken high school chemistry, or who have deficient chemistry backgrounds. Does not count toward associate degree (AA or AS) science requirement.

SC105A Anatomy and Physiology, 3 cr.
An independent study course designed to give students background in the structure and function of the human body.

SC106A Anatomy and Physiology Laboratory, 1 cr.
Laboratory for SC105A.

SC111A Infinity Scholars I—Seminar, 1 cr.
Scholarship expectations, introduction to research projects, service learning and career/educational planning. Prerequisite: recipient of NSF-CSEM scholarship.

SC114A Biological Science Survey, 4 cr.
Introduction to all biology, ecology, physiology and biological...
SC114B Biological Science Survey Laboratory, 0 cr.
Laboratory section of SC114A, offered only when needed for scheduling purposes.

SC115A Biological Science Survey Lecture, 3 cr.
Introduction to all biology, ecology, physiology and biological principles. Intended for non-science majors. Lecture section of SC114A.

SC115B Biological Science Survey Laboratory, 1 cr.
Laboratory to accompany SC115A; same as laboratory for SC114A.

SC118A Introduction to Ecology and Environmental Concepts, 4 cr.
Basic ecology and environmental concepts, including population studies of the world and how they relate to environmental problems. Lecture and laboratory.

SC119A Introduction to Ecology and Environmental Concepts, 3 cr.
The lecture portion of SC118A.

SC120A Ecology and Environmental Concepts Laboratory, 1 cr.
The laboratory portion of SC118A.

SC123A Scientific Concepts, 3 cr.
An overview of major concepts from the areas of anatomy, microbiology, nutrition and physiology. Emphasis will be on integrating these concepts and presenting current understandings of each of the topical areas. Articulation course for BSN students.

SC124A Physical Science, 4 cr.
A survey of the basic concepts of astronomy and physics, recommended for students who have not had high school physics. Lecture, demonstration and laboratory.

SC125A Physical Science Lecture, 3 cr.
Introduction to physics and astronomy, recommended for students who have not had physics. Same as the lecture portion of SC124A.

SC125B Physical Science Laboratory, 1 cr.
Laboratory to accompany SC125A; same as the laboratory portion of SC124A.

SC126A Physical Science Laboratory, 1 cr.
Laboratory to accompany SC125A; same as the laboratory portion of SC124A.

SC131A Natural History Workshop, 1 cr.
SC132A Natural History Workshop, 2 cr.
Short-term courses studying various topics in natural history. Does not count toward associate degree (AA or AS) science requirement.

SC133A Environmental Ecology, 3 cr.
Environmental concerns, ideas and approaches from all over the world. This course will help develop a set of intellectual tools, an understanding of the sciences involved and ways of thinking about people and the environment that will enable students to evaluate for themselves an environmental problem.

SC134A Earth Science, 4 cr.
Surveys the basic concepts of chemistry, geology and meteorology. This course is recommended for students who have not had high school chemistry. Lecture, demonstrations and laboratory.

SC134B Earth Science Laboratory, 0 cr.
Laboratory scheduled with SC134A.

SC135A Earth Science Lecture, 3 cr.
Surveys the basic concepts of chemistry, geology and meteorology. Same as the lecture portion of SC134A.

SC135B Earth Science Laboratory, 1 cr.
Laboratory to accompany SC135A; same as the laboratory portion of SC134A.

SC139A Introduction to Geology, 3 cr.
An introductory course that examines how earth’s interacting geological systems relate to the development of life. Plate tectonic theory will be studied as it explains how the earth changes.

SC139B Geology Laboratory, 1 cr.
Laboratory for SC139A. May include minerals, rocks, interpretation of topographic maps and aerial photographs.

SC140A Meteorology, 4 cr.
Introduction to meteorological concepts with emphasis on the characteristics and composition of the atmosphere, weather observations, atmospheric stability and circulation, atmospheric storms, climatology and meteorological applications. Lecture and laboratory.

SC141A Astronomy Laboratory, 1 cr.
Laboratory activities for SC143A.

SC143A Astronomy, 3 cr.
Studies the latest astronomical discoveries and astrophysical theories.

SC148A Conservation Biology, 3 cr.
This course examines the ecological principles used in the preservation of biological diversity. Some topics explored are population dynamics, conservation genetics, island biogeography, mathematical modeling of ecological systems, disturbance ecology, Geographic Information Systems(GIS), reserve theory and wildlife corridors. Labs will involve field work, data analysis, computer work and research.

SC150A Independent Study in Science, 1 cr.
Independent study or a special project in science.

SC171A Chemistry for Nursing, 1 cr.
An introduction to basic organic chemistry used and encountered in nursing situations.

SC172A Introduction to Chemistry I Laboratory, 1 cr.
Laboratory to accompany SC173A; same as the laboratory portion of SC174A.

SC173A Introduction to Chemistry I, 3 cr.
The lecture portion of SC174A.

SC174A Introduction to Chemistry I, 4 cr.
The first of two general survey courses introducing the student to general, organic and biological chemistry. Topics covered are chemical calculations, atomic structure, nuclear chemistry,
periodic relations, gas laws, solid state, solutions, and acids and bases. Lecture and laboratory.

SC175A Introduction to Chemistry II, 4 cr.
Continuation of SC174A. Covers kinetics and equilibrium of chemical reactions as well as acid-base theory. Hydrocarbon naming and reactions are also covered, including alcohols, carbohydrates, amines, acids, acid derivatives, lipids, amino acids, nucleic acids and proteins, DNA, RNA and metabolism. Lecture and laboratory. Prerequisite: SC174A.

SC176A Introduction to Chemistry II, 3 cr.
The lecture portion of SC175A. Prerequisite: SC174A.

SS177A Introduction to Chemistry II Lab, 1 cr.
Laboratory to accompany SC176A; same as the laboratory portion of SC175A.

SC183A General Physics I Lecture, 3 cr.
The lecture portion of SC184A.

SC184A General Physics I, 4 cr.
Demonstrations, lectures, recitations and laboratory work beginning a two semester sequence covering the subject. Mechanics is primarily covered during the first semester. Recommended for pre-medical, dental, pharmacy and for liberal arts student interested in the sciences. Prerequisite: An elementary understanding of algebra, trigonometry and geometry from high school study.

SC184B General Physics Laboratory, 0 cr.
A separately scheduled laboratory for SC184A.

SC185A General Physics II, 4 cr.
Continuation of SC184A. Thermodynamics, electricity and magnetism are covered in this semester. Lecture and laboratory. Prerequisite: SC184A.

SC185B General Physics Laboratory, 0 cr.
A separately scheduled laboratory for SC185A.

SC196A General Chemistry I, 5 cr.
The properties of matter in terms of modern chemical principles. Topics covered are measurements, stoichiometry, atomic structure, chemical reactions, periodic relationships, gas laws, thermochmistry, quantum theory, solutions and equilibrium and inter- and intra-molecular forces. Problem solving in each of the areas is included. Lecture and laboratory. Prerequisite: High school chemistry and mathematics.

SC197A General Chemistry II Lecture, 3 cr.
Acids and bases, oxidation/reduction, solubility product, nuclear chemistry, kinetics, equilibrium, thermodynamics, electrochemistry, coordination complexes, qualitative analysis, and an introduction to organic chemistry. Problem solving in each of the areas is included. Includes microscale and semi-microscale laboratory as well as semi-microscale qualitative analysis. Prerequisite: Successful completion of SC196A.

SC198A General Chemistry II Laboratory, 2 cr.
An optional laboratory for SC197A. Includes microscale and semi-microscale laboratory as well as semi-microscale qualitative analysis. Prior or concurrent registration in SC197A required.

SC201A Projects in Biology, 1 cr.
Students develop and conduct their own research projects, work on actual research projects with biologists at the Department of Natural Resources, or research and conduct problem solving projects. Students must have instructor’s permission to enroll.

SC211A Infinity Scholars II—Seminar, 1 cr.
A research/capstone project in the area of study for students receiving a NSF-CSEM scholarship. Prerequisite: NSF-CSEM scholarship recipient and sophomore status.

SC220A Biology I, 4 cr.
Introduction to biology concepts with emphasis on ecology, cellular biology, reproduction and development, genetics and evolution. Lecture and laboratory.

SC220B Biology I Laboratory, 0 cr.
A separately scheduled laboratory for SC220A.

SC225A Organic Chemistry I, 5 cr.
Modern organic chemistry, including nomenclature, syntheses, structure, bonding, reactions and reaction mechanisms, and carbon and its compounds. This course is designed for students majoring in pre-medicine, pre-veterinary medicine, chemistry, biological sciences and for anyone planning to pursue further studies in chemistry. Includes microscale and semi-microscale laboratory as well as semi-microscale organic qualitative analysis. Lecture and laboratory. Prerequisite: Successful completion of SC197A and SC198A.

SC230A Biology II, 4 cr.
Introduction to biology concepts with emphasis on kingdoms; taxonomy and a survey of invertebrate and vertebrate organisms; plant structures and physiology; and animal systems. Lecture and laboratory. Prerequisite: SC220A.

SC230B Biology II Laboratory, 0 cr.
A separately scheduled laboratory for SC230A.

SC235A Organic Chemistry II Lecture, 3 cr.
Classes of organic compounds studied will be aldehydes, ketones, carboxylic acids and carboxylic acid derivatives, amines and nitrogen derived compounds. Aromatic compounds, reactions, reaction mechanisms, carbohydrates, nucleic acids and proteins are covered. Prerequisite: SC225A.

SC236A Organic Chemistry II Laboratory, 2 cr.
An optional laboratory to accompany SC235A. Includes microscale and semi-microscale laboratory as well as semi-microscale organic qualitative analysis. Prior or concurrent registration in SC235A required.

SC240A Human Anatomy and Physiology, 4 cr.
Structure and function of the human body with emphasis on cells, tissues and all major organ systems. Anatomy and physiology are integrated at the cellular level and at the organ/system level. Lecture and laboratory.

SC248A Microbiology, 4 cr.
General microbiology designed for the science major and nursing students. Emphasis on morphology, physiology, microbial genetics, immunology, pathology, epidemiology, and laboratory techniques. Lecture and laboratory. Prerequisite: SC220A or SC271A.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC249A</td>
<td>Microbiology Laboratory, 1 cr.</td>
<td>1</td>
<td>The laboratory-only portion of SC248A.</td>
</tr>
<tr>
<td>SC265A</td>
<td>Field Biology, 4 cr.</td>
<td>4</td>
<td>Basic field study of the various types of ecosystems common to the Iowa Great Lakes region. Identification of plants and animals which inhabit these ecosystems. Specimen collection techniques, use of taxonomic keys, using water quality analysis equipment and ecological field methods. Lecture and laboratory.</td>
</tr>
<tr>
<td>SC270A</td>
<td>Human Physiology, 4 cr.</td>
<td>4</td>
<td>Physiology and biochemistry of the human body. Designed for the health science major. Lecture and laboratory.</td>
</tr>
<tr>
<td>SC271A</td>
<td>Human Anatomy, 4 cr.</td>
<td>4</td>
<td>Structure and function of the human body, with emphasis on structure. The basic functioning of the cell and all body systems are included. Designed for the health science major. Lecture and laboratory.</td>
</tr>
<tr>
<td>SC272A</td>
<td>Human Anatomy Essentials, 1 cr.</td>
<td>1</td>
<td>A human anatomy course for nursing students needing additional credit in this area. Does not count toward associate degree (AA or AS) science requirement.</td>
</tr>
<tr>
<td>SC274A</td>
<td>Anatomy and Physiology I, 4 cr.</td>
<td>4</td>
<td>An advanced study of anatomy and physiology. The relationship between body structure and function and homeostasis forms the basis for the course. Pathological processes that result in dysfunction and disease are presented. Major topics include cell biology, histology, skin, skeletal, muscular, and nervous systems.</td>
</tr>
<tr>
<td>SC275A</td>
<td>Anatomy and Physiology II, 4 cr.</td>
<td>4</td>
<td>An advanced study of anatomy and physiology. The relationship between body structure and function and homeostasis forms the basis for the course. Pathological processes that result in dysfunction and disease are presented. Major topics include digestive, endocrine, circulatory, lymphatic, respiratory, urinary, and fluid, electrolyte, and acid-base balance.</td>
</tr>
<tr>
<td>SC280A</td>
<td>Organic Chemistry-Special, 2 cr.</td>
<td>2</td>
<td>Special problems in organic chemistry to cover deficiencies in a student's organic chemistry background.</td>
</tr>
<tr>
<td>SC284A</td>
<td>Engineering Physics I, 5 cr.</td>
<td>5</td>
<td>Demonstrations, lectures recitations and laboratory work beginning a two-semester sequence covering the subject. Mechanics is primarily covered in the first semester. Recommended for those planning to major in engineering, physics, chemistry and mathematics. Prerequisite: concurrent enrollment or a previous course in calculus.</td>
</tr>
<tr>
<td>SC285A</td>
<td>Engineering Physics II, 5 cr.</td>
<td>5</td>
<td>Continuation of SC284A. Thermodynamics and electricity and magnetism are covered in this course. Lecture and laboratory.</td>
</tr>
<tr>
<td>SC286A</td>
<td>Special Projects in Physics, 2 cr.</td>
<td>2</td>
<td>Special problems in engineering physics to cover deficiencies in a student's physics background.</td>
</tr>
</tbody>
</table>

### Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS101A</td>
<td>Orientation to College, 0 cr.</td>
<td>0</td>
<td>An introduction to academic and personal information related to Iowa Lakes Community College. This information is vital for student success. P/Q Grading.</td>
</tr>
<tr>
<td>SS102A</td>
<td>Student Senate Leadership I, 1 cr.</td>
<td>1</td>
<td>Encouraging academic excellence within the realm of providing social, recreational, educational and cultural activities.</td>
</tr>
<tr>
<td>SS103A</td>
<td>Introduction to Political Science, 3 cr.</td>
<td>3</td>
<td>A general introductory course in the fundamental concepts, institutions, principles and procedures of political science. Background in classical political theory through exposure to ideas of past political philosophers (such as Aristotle, Machiavelli, Hobbes, Locke, Marx and others). Studies comparative systems through consideration of the governments of Great Britain, France and Canada.</td>
</tr>
<tr>
<td>SS104A</td>
<td>Career Exploration, 2 cr.</td>
<td>2</td>
<td>Students learn about themselves, theories about careers, and resources available to assist in the career exploration and decision-making process.</td>
</tr>
<tr>
<td>SS110A</td>
<td>Student Senate Leadership II, 1 cr.</td>
<td>1</td>
<td>Students are provided an opportunity to participate in the operation of the college, both academically and socially.</td>
</tr>
<tr>
<td>SS111A</td>
<td>Student Leadership Skills, 1 cr.</td>
<td>1</td>
<td>Leadership skills, peer helping skills and comprehensive information designed for students concerning alcohol use. Students will design prevention messages for presentation in their other classes.</td>
</tr>
<tr>
<td>SS113A</td>
<td>Introduction to Sociology, 3 cr.</td>
<td>3</td>
<td>Reviews sociology as an academic discipline. Basic sociological concepts, theory and methods are examined.</td>
</tr>
<tr>
<td>SS121A</td>
<td>Social Science Interim, 1 cr.</td>
<td>1</td>
<td>Supplemental enrichment course related to the Social Sciences which includes special projects. P/Q grading.</td>
</tr>
<tr>
<td>SS123A</td>
<td>Social Problems, 3 cr.</td>
<td>3</td>
<td>Discusses social change, social disorganization, group and individual deviation, social movements and the nature, origin and types of social problems.</td>
</tr>
<tr>
<td>SS130A</td>
<td>Asian Studies, 3 cr.</td>
<td>3</td>
<td>This interdisciplinary course provides students with an understanding of the historical and geographical context of the development of Northeast and Southeast Asia.</td>
</tr>
<tr>
<td>SS133A</td>
<td>Introduction to Social Work, 3 cr.</td>
<td>3</td>
<td>An introductory course in social welfare systems and social work practice that surveys the historical development of the social work profession in conjunction with the development of the social welfare services in the United States.</td>
</tr>
<tr>
<td>SS143A</td>
<td>American Government, 3 cr.</td>
<td>3</td>
<td>Review of basic fundamentals of American government including federalism, the political process, the presidency, the congress and the judicial system.</td>
</tr>
<tr>
<td>SS146A</td>
<td>Western Civilization I, to 1715, 3 cr.</td>
<td>3</td>
<td>Surveys the origins of human civilization in the Near East, the great rise of Greece and Rome and concludes with the Enlightenment.</td>
</tr>
<tr>
<td>SS147A</td>
<td>Western Civilization II, 1715-Present, 3 cr.</td>
<td>3</td>
<td>Examines an extremely dynamic phase of European and world history.</td>
</tr>
</tbody>
</table>
Course Descriptions

SS153A State and Local Government, 3 cr.
Course examines the principles and practices of American state and local government as well as applications and case studies in each area.

SS156A American History I, to 1877, 3 cr.
Study of national foundations, colonial background, revolution, confederation and institutions; nationalism and expansion. The growth of democracy and war plus reconstruction are analyzed.

SS157A American History II, 1877-Present, 3 cr.
Covers re-union growth of big business, expansion and World War I, rise to world power, isolation, modern industry, depression, recovery and internationalism.

SS163A World Regional Geography, 3 cr.
Introductory course in college geography dealing with location, interaction and interdependence of countries of the world.

SS166A Geography/Human Geography, 3 cr.
Survey course introducing students to the geographical study of the relationship of humans to the environment and the spatial patterns of human activities.

SS173A American Film Studies, 3 cr.
Explores Hollywood film making technically, artistically and culturally. Students will learn to actively and critically assess films, their styles and influences.

SS176A African Studies, 3 cr.
A survey of the history and contemporary life of Africa from three perspectives: African tradition, contributions of Islam and Western influence. Africa’s economic and social systems and its global relationships are also covered.

SS181A Rural Community Sociology, 3 cr.
A study of the forces that have shaped and continue to influence America’s rural communities.

SS183A Social Science Concepts, 3 cr.
Reviews major concepts from the areas of psychology; sociology; human growth and development; composition and speech communication. Articulation course for BSN students. Emphasis will be on recent research findings and a review of pertinent topics.

SS193A Social Welfare Services, 3 cr.
Goals, values and legal aspects of the social work profession. Roles of social workers in human service institutions. Service learning experience at an agency is included.

SS201A Independent Study in Social Science, 1 cr.
Independent academic projects related to social science.

SS206A The U.S. Constitution, 3 cr.
Focuses on the historical evolution of the United States Constitution with emphasis on its antecedents, interpretation, and change. Topics include a study of the Constitution’s historical background, its basic features, a study of the seven articles and twenty-six amendments, and an examination of current topics.

SS213A American Culture, 3 cr.
Introduces international students to the diverse aspects of traditions, lifestyles and issues current in midwest American culture.

SS223A Marriage and Family, 3 cr.
Study of the family in cultural, cross-cultural, historical, and social context.

SS231A Independent Study in History, 1 cr.
Independent academic projects related to history.

SS233A History of American Foreign Relations, 3 cr.
Comprehensive survey of the evolution of American foreign policy from colonial times to the present day.

SS236A African American Studies, 3 cr.
Deals with the experience of blacks in the history of the United States. Topics include African Heritage, the slave trade, slavery in the Antebellum South, the Civil War and emancipation, the Jim Crow era, the Harlem Renaissance, the civil rights struggle, and modern black America.

SS237A History of American Foreign Relations, 3 cr.
Comprehensive survey of the evolution of American foreign policy from colonial times to the present day.

SS243A History of International Relations, 3 cr.
Historical study of elements of national power and the formulation of foreign policy. Examination of national, state and international politics from 1871 to the present international organization law and future prospects.

SS250A Introduction to Comparative Politics, 3 cr.
Survey of the methods, ideologies and main ideas in the field of comparative politics. Introduction to comparative research. Study and comparison of governments and institutions across nine nation-states.

SS253A World Politics, 3 cr.
The study of international politics and the interaction between state and non-state actors, with emphasis on those elements underlying the international political system.

SS256A History of Iowa, 3 cr.
Provides an understanding of the history of Iowa as it relates to international history. Special attention is given to ethnic groups and their contributions.

SS263A Classical Heritage, 3 cr.
An introduction to music and art in the western world. The period from Classical Greece to the present is studied.

SS273A Minority Culture, 3 cr.
Survey of the contributions that various minorities have made to the development of the United States.

SS277A Cultural Anthropology, 3 cr.
Introduction to the comparative study of culture and social organization from the anthropological point of view.

SS280A Global Perspective, 3 cr.
A survey course to identify and analyze the variety and extent of global economic, political, social and cultural problems and issues.

SS283A American Indian and Culture I, 3 cr.
A survey of the important events and cultures of the Native American people from the earliest times to the reservation era. The survey will be limited to the Native people of the United States and Alaska.
Course Descriptions

SS284A American Indian History and Culture II, 3 cr.
A survey of the social, cultural, political and economic history of the Indian people of North America from the mid-nineteenth century to the present.

SS293A United States History (1945-present), 3 cr.
Investigation of the rise of the United States after World War II to the modern country of the present. Topics include: aftermath of World War II, nuclear power, the Cold War, Vietnam, diplomacy, presidential power, and family life.

Speech

SP101A Speech Activities I, 1 cr.
Students receive credit for participating in intercollegiate speech competition in a variety of individual speaking events.

SP103A Fundamentals of Speech Communication, 3 cr.
Development of the basic skills involved in variety of speaking situations, including oral presentations and interpersonal speaking. Emphasis is placed on organization, voice, articulation, listening, non-verbal communication, critical thinking, and methods of dealing with speech comprehension.

SP111A Speech Activities II, 1 cr.
Continuation of SP101A.

SP113A Introduction to Theatre, 2 cr.
SP114A Introduction to Theatre, 3 cr.
Introduces drama as a separate literary form as approached historically from Greek drama to the present, including both classic and contemporary drama.

SP122A Public Speaking, 2 cr.
Creation, organization and delivery of original speeches, oral interpretation of literature, group discussion, and debate.

SP123A Public Speaking, 3 cr.
In-depth study of the public speaker’s responsibilities in a variety of group communication settings, including special occasion speeches, oral interpretation, informative and persuasive speaking.

SP133A Fundamentals of Acting
Introduces students to acting and allows them to gain an awareness of the fundamentals of acting. Students will use exercise, analysis, and scene work to understand the art of acting. Students will be exposed to a variety of techniques, philosophies and approaches.

SP142A Interpersonal Speech, 2 cr.
Designed to improve ability in speaking to others in interpersonal situations such as conversation, relationships, business, and group discussions.

SP143A Interpersonal Communication, 3 cr.
Examines how humans communicate in one-on-one situations through personal and professional relationships.

SP201A Theatre Participatory Workshop, 1 cr.
Each workshop will stress a love for theatre and may focus on any of, but not limited to, the following areas: playwrights; acting schools-of-thought; and roles within the theater such as director, set designer, costume designer, etc. Repeatable for credit.

Surgical Technology

ST111C Surgical Technology Practicum I, 1 cr.
Clinical course with emphasis on the application of knowledge and skills in the lab and clinical setting. Students begin to gain experience for functioning in the operating room as a surgical technologist. Corequisites: ST114C and ST117C.

ST112C Microbiology-ST, 2 cr.
This course includes the correlation of the relationship to the practice of sterile technique and infection control in the operative setting. The student will use the microscope to contrast and compare the structure and characteristics of microorganisms.

ST116C Introduction to Surgical Technology, 4 cr.
Study of professional responsibilities and conduct; operating room environment; fire and electrical safety; universal precautions; and operating room safety. Basic microbiology and its relationship to healing and the many types of pharmacological agents used in surgery will be included.

ST118C Surgical Techniques I, 6 cr.
The principles of aseptic techniques including methods of sterilization and disinfection; procedures for scrubbing, gowning and gloving; and the means for sanitizing the operating room. Includes preoperative routine.

ST121C Surgical Technology Practicum II, 1 cr.
Clinical course with emphasis on application of knowledge from the previous and current semesters. Clinical supervision is accomplished through use of a preceptor at a cooperating health care faculty. The course applies skills learned in previous courses and helps the student gain experience to be able to function at the entry level for employment. Prerequisites: ST111C, ST114C and ST117C. Corequisites: concurrent registration in ST124C and ST126C.

ST122C Patient Care Concepts, 2 cr.
This course will introduce the student to the practice of surgical technology. The student is introduced to ancillary areas of the surgical environment to assess patient’s needs and learn pre and postoperative routine.

ST124C Surgical Techniques II, 4 cr.
This course completes the study of surgical techniques, specifically supplies and equipment. Operating furniture and equipment; sutures and sponges; drainage systems; counts; and a final encompassing unit on establishing a sterile field are covered. Prerequisites: ST111C, ST114C and ST117C.

ST126C Surgical Procedures, 6 cr.
This course addresses diagnostic, general and specialized surgery. General surgery covers procedures on hernias, thyroid and breast. Other units deal with common procedures and special instruments needed for specialized surgery in the following areas: gastrointestinal; obstetrics and gynecology; genitourinary; ear, nose and throat; ophthalmic; plastic; orthopedic; neurosurgery; thoracic; and cardiovascular/Peripheral surgery. Prerequisites: ST111C, ST114C and ST117C.

ST131C Surgical Technology Practicum III, 8 cr.
Clinical course with continued application of knowledge and skills in the clinical setting of a cooperative health care facility. This
course refines and hones the surgical technology student's skills by gaining experience in a concentrated time frame resulting in readiness to function at the entry level of employment. Prerequisites: ST111C, ST114C, ST117C, ST121C, ST124C and SC126C.

ST132C Pharmacology-ST, 2 cr.
This course emphasizes the classifications of medications used in surgery. The student will become familiar with the general terminology used with medication application.

Tourism Management

TR113A Introduction to Tourism, 3 cr.
The tourism industry, reasons for travel, the economic, social and psychological impacts of tourism, basics of service for tourists and an introduction to tourist destination development.

TR116A Travel Geography, 3 cr.
World geography as it pertains to travel and tourism on the basis of economic benefits, cultural and geographic locations and their ability to attract tourism.

TR121A Directed Study Tour I, 1 cr.
Participation in a group study tour to a selected destination, noting the various aspects of the travel industry. Each student will present a written critique at the conclusion of the tour.

TR124A Reservations and Ticketing, 4 cr.
Introductory course in planning, scheduling and ticketing travel reservations for airlines, Amtrak and cruise ships. Travel resource books are reviewed and a brief orientation to international documents and travel agency customer service is included.

TR129A Group Tour Management, 3 cr.
This course examines the group tour industry. Topics covered include why customers take group tours, the importance of tour guides and escorts, and working with other suppliers.

TR133A Trends in Tourism, 3 cr.
Covers current topics in the travel and tourism industry as they continually change due to new technology and societal trends.

TR134A Tourism Marketing, 3 cr.
Analyzes marketing and public relations techniques used in the travel and tourism industry to promote tourism and attract visitors or customers.

TR211A Directed Study Tour II, 1 cr.
Participation in a group study tour to a selected destination, noting the various aspects of the travel industry. Each student will present a written critique at the conclusion of the tour.

TR216A Computerized Reservation Systems, 4 cr.
Hands-on experience with a system which simulates the APOLLO system. An introduction to SABRE is available by individual instruction.

TR225A Tourism Practicum, 5 cr.
Work in a travel or tourism organization. Students will be required to keep a log showing hours worked and job experiences. Prerequisite: Approval of the instructor.

Welding

WE111C Oxy-acetylene Theory, 4 cr.
Oxy-acetylene welding in correlation with identification of metals; care and use of welding equipment; selection of rods and fluxes; and safety. Lecture and laboratory.

WE112C Electrical Arc Theory, 5 Cr
Safety factors and practices relating to welding machines, electrodes and positions used in arc welding. Lecture and laboratory.

WE113C Blueprint Reading, 3 cr.
Blueprint reading and layout to develop essential skills to permit use of blueprints in job-like situations.

WE114C Structural Welding, 4 cr.
Designed to develop techniques required to properly weld structural steel and pass the AWS certification examination. Lecture and laboratory. Prerequisites: WE111C and WE112C.

WE115C Brazing and Soldering, 2 cr.
Identification of metal and what filler is needed to join these materials. Prerequisites: WE111C and WE112C.

WE121C MIG and TIG Theory, 2 cr.
Studies the necessary fundamentals of the metallic inert gas and tungsten gas processes.

WE122C MIG and TIG Laboratory, 3 cr.
Studies MIG and TIG welding in correlation with the use of equipment, variables, safety and data for welding metals. Prerequisite: WE121C.

WE123C Pipe Welding, 5 cr.
Develops the exacting techniques required to properly weld pipe installations. Lecture and laboratory. Prerequisites: WE112C, WE121C, WE122C.

WE124C Special Processing, 3 cr.
Ferrous to ferrous, nonferrous to nonferrous and hardsurfacing used in the welding field today. Lecture and laboratory. Prerequisites: WE111C and WE112C.

WE125C Production Welding, 3 cr.
Work is done quickly, uniformly and close to tolerances. Design layout and building jigs from prints are required. Prerequisites: WE121C and WE122C.

WE126C Pipeline Welding Qualification, 3 cr.
Application of safe procedures, theory and practice in the repair of metals using oxy-acetylene, arc and gas metal arc welding processes. Students are taught in a hands-on setting the basic procedures for repairing fractured metal.
BOARDS OF DIRECTORS

Jack Tatman, President, District 3, Spirit Lake
John Hand, Vice President, District 6, Emmetsburg
Ann Barry, District 4, Spencer
Lynn Kueck, District 7, Algona
Bud Kyle, District 5, Milford
Jan Lund, District 2, Estherville
Jim Miller, District 1, Ringsted

PRESIDENT’S COUNCIL

Mike Hupfer (2002)
President
B.S.E., M.A., Truman State University; Ph.D. Iowa State University;
J.D., University of Northern Kentucky

Thomas Brotherton (2003)
Executive Dean, Emmetsburg Campus
B.A., University of Iowa; M.A., University of Nebraska-Omaha

Jane Sewell Campbell (1994)
Executive Director of Marketing
B.A., University of Northern Iowa

Julie Carlson (1985)
Dean of Enrollment Management
B.A., Mankato State University; M.A., University of Iowa

Kitty Conover (1994)
Spencer Campus Director, Weekend College Coordinator
B.S., Iowa State University; M.A., Drake University

Judy Cook (1984)
Executive Director of Planning & Development
B.A., Augustana College (Illinois); M.A., University of Iowa

Delaine Hiney (1992)
Executive Director of Physical Plant
A.A., Iowa Lakes Community College; B.A., Briar Cliff College
M.A., Colorado State University

Trudy Kattner (1985)
Alona Campus Director, Evening College Coordinator
B.A., Cornell College; M.A., Antioch University

Robert L’Heureux (1985)
Chief Financial Officer
B.A., Simpson College; M.A., University of Iowa

Clark Marshall (1986)
Executive Director of Economic Development/Continuing Education
Business management experience, 14 years

Mary Mohni (2003)
Executive Dean, Estherville Campus
B.A., Buena Vista University; M.A., University of Minnesota

Valerie Newhouse (1998)
Vice President of Administration
B.A., Buena Vista University; M.A., University of Iowa

Aileen Schacherer (1993)
Spirit Lake Campus Director
B.A., Mankato State University; M.A., University of Iowa

Richard Underbakke (2002)
Chief Academic Officer
A.S., Des Moines Area Community College; B.A., Simpson
College; M.A., Drake University; Ph.D., Capella University

ADDITIONAL MEMBERS COMPRISING
ADMINISTRATIVE STAFF

Randy Beernink (1983)
Director, Computer Center
B.A., Northwestern College; M.A., University of Iowa

John Beneke (1991)
Director, Financial Aid (1991)
B.A., Buena Vista University

Brenda Colegrove (1997)
Director of Libraries
B.S., M.A., Mankato State University

Mary Faber (1995)
Student Support Services/Upward Bound/Talent Search Director
B.A., University of Northern Iowa; M.A., University of Iowa

Rod Ferguson (1987)
Manager, Buildings & Grounds

Kari Hampe (1994)
Secondary Programs Director
B.S., Northwest Missouri State University; M.S., Southwest State
University

Bill Lapczenski (1983)
Auxiliary Services/Student Activities Director
A.A.S., Iowa Lakes Community College

Kelly McCarty (1999)
Small Business Development Center Director
B.A., University of Northern Iowa

Darin Moeller, (1994)
Director, Records and Registration
B.A., University of Northern Iowa

Stephen Pelzer (1998)
Business Manager
B.A., University of Northern Iowa

Ann Petersen (1980)
Director, Special Needs
B.S., University of South Dakota; M.A., University of Iowa
Bob Seigel (1997)
Technology Center Director
B.A., Ohio State University; M.B.A., National University

Jason Vande Brake (2001)
Athletics Director, Housing Director, Men’s Basketball Coach
B.A., Drake University

Tom Weideman (1984)
Computer Network Administrator
A.A.S., Western Iowa Tech Community College

Theresa Zeigler (1993)
Director of Distance and Global Education
B.A., University of Northern Iowa

FACULTY AND PROFESSIONAL STAFF

Joni Anderson (2001)
Business Administration and Management Program Coordinator
B.S., Purdue University; M.A., University of Saint Thomas

Ron Anderson (1998)
Television System/Micro Computer Network Specialist
A.A.S., North Iowa Area Community College

Elizabeth Ankeny (1993)
SAVE Program Coordinator
B.A., Augustana; M.S., Morningside; Ph.D., Colorado State University

Dave Appelhons (1986)
Print Shop Specialist
Diploma, Iowa Lakes Community College

Carol Ayres (1988)
Instrumental Music Instructor, Jazz Band Director
B.A., Buena Vista University; M.Mus.Ed., University of South Dakota

Jean Baack, R.N. (1981)
Nursing Education Instructor
Diploma in Nursing, Bishop Clarkson College, B.A., University of Iowa

Janette Bahr (1971)
Business Education Programmer
A.A., Iowa Lakes Community College

DeeAnn Bates (1998)
Continuing Education Programmer
A.A., Iowa Lakes Community College; B.A., Buena Vista University

Lecia Berven (1998)
Accounting Specialist Instructor/Coordinator
A.A., Iowa Lakes Community College; B.S., Mankato State University

Matthew Bohl (2000)
Marine/Small Engines and Motorcycle Mechanics Instructor/Coordinator
Diploma, Iowa Lakes Community College

Sally Bohmer (1992)
Alternative High School Lead Instructor
B.A., Millikin University; M.A., Ohio State University

Mike Bosch (1996)
Mathematics Instructor, Head Softball Coach
B.S., Southwest State University; M.Math Ed., Mankato State University

Daniel Bredeson (2001)
Farm Equipment and Diesel Technology Program Instructor/Coordinator
Diploma, Iowa Lakes Community College

Pat Breuer (1994)
Continuing Education Office Assistant

Rick Brichta (2002)
Marine and Small Engine and Motorcycle Mechanic Lab Assistant
Diploma, Iowa Lakes Community College

Karen Brosh (1974)
Accounts Receivable Processor

Beth Brown (1989)
Payroll Processor

Julie Buchanan (1993)
Alternative High School Lead Instructor
B.A., University of Iowa; M.S., Southwest State University

Pamela Buchholz (2001)
Journalism/Photography Program Instructor/Coordinator
B.A., Mount Marty College

Mari Miller-Burns (1999)
Speech Instructor
B.A., Concordia Lutheran College; M.A., University of Northern Iowa

Beth Burton (1999)
Business Office Assistant
A.A.S., Iowa Lakes

Brian Campbell (1971-84, 1986)
Automotive Technology Coordinator/Instructor
B.S., University of South Dakota at Springfield

Kimberly Campbell (2002)
Talent Search Advisor
B.A., University of South Dakota

Marvin Carlson (1989)
Agriculture Production Technology Coordinator/Instructor
B.S., Iowa State University

Calvin E. Christensen (1985)
Agribusiness Technology Coordinator/Instructor
B.S., M.S., Iowa State University

Rosemary Coleman (2003)
Continuing Education Health Programmer
B.A., Buena Vista University

Jody Condon (1997)
Career Development Specialist
B.A., Buena Vista University; M.S., Southwest State University

Kathryn Cornwall (1995)
Broadcast Media Program Coordinator/Instructor
B.A., Buena Vista University; M.A., University of South Dakota
Larry Danielson (1986)
Automotive Technician Instructor
Diploma, Lincoln Tech; Industry experience, 10 years

Douglas Dingel (1990)
Social Science Instructor
B.A., Morningside College; M.A., University of Denver

Steven Dobbins (2001)
Emergency Medical Services and Fire Service Programmer
Diploma, Iowa Lakes Community College

Lynn Dodge (1996)
Success Center Instructor
B.A., Iowa State University; M.A., Buena Vista University

Rebecca Domek (1997)
Upward Bound Activity Coordinator
B.A.C.H., Luther College

Marlene Donovan (1989)
Health Care Administration Coordinator/Instructor
B.A., Buena Vista University, M.A, University of Osteopathic Medicines and Health Science

Ronald Duer (1999)
Aviation Program Instructor/Co-Coordinator
A.S., Iowa Lakes Community College

Carol Dupic, R.H. (1990)
Nursing Instructor
B.S., Mankato State University M.S., Nursing, Mankato State University

Ryan Eick (1999)
Special Needs Instructor/Coordinator
B.A., Buena Vista University

Katie Elbert (2003)
Admissions Counselor
B.A., University of Northern Iowa

Kerry Erickson (1999)
Hotel and Restaurant Management Instructor
B.A., Mankato State University; M.S., Southwest State University

Michelle Erickson (1998)
Facilities Specialist
B.A., Buena Vista University

Bonnie Ewoldt (1997)
Alternative High School Lead Instructor
B.A., University of Northern Iowa; M.A., Southwest State University

Carla Fank (1998)
Tutor/Retention Specialist
B.A., Buena Vista University

Steve Farnsworth (1979-84, 1988)
Welding Instructor
A.A., Iowa Lakes Community College

Marilyn Fleming (1996)
Assistant to the Center Director

Nicole Foxhoven (2001)
SAVE Program Instructor
B.A., Buena Vista University

Diane Friesner (1987)
Computer Operator
A.A., Iowa Lakes Community College

Brett Fuelberth (1997)
Vocal Music Instructor, Choir Director
B.F.A.E., Wayne State College; M.A., University of Missouri

Mary Gengerke (1999)
Nursing Instructor
B.A., South Dakota State University

Chad Goings (2002)
Geographic Information Systems Instructor/Coordinator
B.A., University of Northern Iowa; M.A., University of Arkansas

Dana Grafft (2002)
Surgical Technology Instructor
Certificate, Western Iowa Tech

Barb Grandstaff (1988)
ABE/GED Programmer
B.A., Drake University; M.S., Iowa State University

Darwin Grimm (1982)
Business Instructor
B.A., Sioux Falls College; M.B.A., University of South Dakota

Veloy Grimm (1983)
Records and Reports Specialist
Nettleton Commercial College

Roger Guge (1984)
Admissions Counselor
B.A., Sioux Falls College

Ryck Hale (1995)
Physical Education Instructor
A.A., Iowa Lakes Community College; B.A., Sioux Falls College; M.P.E., University of Nebraska, Lincoln

Pat Hall (1977)
Aviation Program Co-Coordinator
B.S., Mankato State University

Linda Halverson (1972)
Business Instructor
B.A., M.A., University of Northern Iowa

Hotel and Restaurant Management Coordinator/Instructor
B.S., Mankato State University; M.A., University of Northern Iowa

James Hanson (2001)
Auto Collision Technology Lab Assistant

Carol Hartig (1996)
Medical Assistant, Chiropractic Assistant, Surgical Technology Programs Instructor
A.A.S., Iowa Lakes Community College; B.S.N. University of Iowa

Linda Heldt (1981)
Athletic Office Assistant
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<th>Title/Position</th>
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<td>Linda Helmers (1990)</td>
<td>Student Support Services Counselor</td>
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<td>Donald R. Hoover (1973)</td>
<td>Farm Equipment and Diesel Technology Coordinator/Instructor</td>
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<td>Kathy Jo Howard (2000)</td>
<td>Administrative Assistant</td>
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<td>Mary Jackson (1988)</td>
<td>Alternative High School Instructor</td>
<td>B.A., Rosary College</td>
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<td>Renee Jedlicka (1989)</td>
<td>Tourism Management Coordinator/Instructor</td>
<td>B.A., Loras College; M.A., Mankato State University</td>
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<tr>
<td>Debra Jones (1982)</td>
<td>Office Specialist Coordinator/Instructor</td>
<td>B.S., M.S., Mankato State University</td>
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<td>Bonnie Jongerius (1994)</td>
<td>Administrative Assistant</td>
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<td>Eileen Kadow (1999)</td>
<td>Mathematics Instructor</td>
<td>B.S., Briar Cliff; M.A., Iowa State University</td>
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<td>Linda Kautz (1980)</td>
<td>Enrollment Management Assistant</td>
<td>A.A., Iowa Lakes Community College</td>
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<td>Bob Klepper (1997)</td>
<td>Science Instructor</td>
<td>B.S., Buena Vista University; M.S., Iowa State University; Ph.D., Columbia Pacific University</td>
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<td>Deb Knight (2000)</td>
<td>Assistant to the Wellness Center Director</td>
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<td>Brenda Kulow (2002)</td>
<td>Talent Search Advisor</td>
<td>B.A., University of Northern Iowa</td>
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<td>Mary Larscheid (1994)</td>
<td>Science Instructor</td>
<td>B.S., M.S., University of Wyoming</td>
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<td>Mary Jo Lofstrom (2002)</td>
<td>Business Instructor</td>
<td>B.A., M.S., Southwest State University</td>
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<td>Lisa Mart (2001)</td>
<td>Special Needs Instructor</td>
<td>A.S., Iowa Lakes Community College</td>
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<td>Patrick McCoy (1997)</td>
<td>Computer Aided Drafting and Design Coordinator/Instructor</td>
<td>B.A., Northwest Missouri State University</td>
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<td>Dennis McDonald (1989)</td>
<td>Communications Instructor</td>
<td>B.S., Iowa State University; M.S., Mankato State University</td>
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<td>Kathy Mehan (2002)</td>
<td>Nursing Instructor</td>
<td>B.A., University of Iowa</td>
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<td>Scott Mickelsen (2001)</td>
<td>Agriculture Production Technology Coordinator/Instructor</td>
<td>B.S., M.S., Mankato State University</td>
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<tr>
<td>Lana Miller (1996)</td>
<td>Technology Specialist</td>
<td>A.A., Orange County Community College</td>
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<td>Scott Miller (2002)</td>
<td>Science Instructor</td>
<td>B.S., University of Illinois; Ph.D., Iowa State University</td>
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<td>Mary Morris (2000)</td>
<td>Secondary Instructor</td>
<td>B.A., Iowa Wesleyan; M.A., University of South Dakota</td>
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<td>Kathy Muller (1979)</td>
<td>Human Resources Coordinator</td>
<td>A.A.S., Iowa Lakes Community College</td>
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<tr>
<td>Chad Naig (2003)</td>
<td>Farm Lab Assistant</td>
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<tr>
<td>Sandra Naig (1987)</td>
<td>Bookstore Coordinator</td>
<td></td>
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<tr>
<td>Sandy Naig (1992)</td>
<td>Food Service Coordinator</td>
<td></td>
</tr>
<tr>
<td>Jason Nell (2001)</td>
<td>Success Center Instructor/Head Baseball Coach</td>
<td>B.A., University of Wisconsin-River Falls; M.A., Loras</td>
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</table>
Bryan Nelson (1998)
Secondary Broadcast Media Instructor/Coordinator
B.A., University of Kansas

Judy Nelson (2002)
Communications Instructor
B.A., Augustana; M.A., University of South Dakota

Michael Nichols (1993)
Spanish Instructor
B.A., M.A., University of Northern Iowa

Lori Nielsen (1999)
Special Needs Facilitator
B.S., Mankato State University; M.S., Southwest State University

Steve Olerich (2001)
Food Service Coordinator
A.A., Iowa Lakes Community College

Martha Olson (1999)
Nursing Instructor
B.S.N., University of Iowa; M.A., Southwest State University

Kathryn Otis (2001)
Program Advisor
B.A., University of Iowa

Cindy Oviatt (2001)
Human Resources/Academic Office Assistant
A.S., Iowa Lakes

Jamey Parker (2003)
Law Enforcement/Corrections Instructor
B.A., Wartburg

Carol Peaslee (1992)
Web Specialist

Colleen Peltz (1986)
Developmental Studies Instructor
B.S., M.S., University of Iowa

Vicki Perry (1979)
Communications Instructor
B.A., M.A., University of Northern Iowa

Anne M. Peterson (1988)
Mathematics Instructor
B.S., Iowa State University; M.S., Mankato State University

Gary S. Phillips (1982)
Environmental Studies Coordinator/Instructor
B.S., Iowa State University; M.A., Specialist, University of Northern Iowa

Greg Poe (1989)
Farm Supervisor
A.A.S., Indian Hills Community College

Brian Radtke (1999)
Student Life Facilitator, Head Women’s Basketball Coach
B.A., University of Iowa

Diana Refsell (1999)
Counselor
B.A., Upper Iowa University; M.S., Southwest State University

Denise Reimer (1987)
Sales and Marketing Management Instructor/Coordinator
A.A.S., Iowa Central Community College; B.A., University of Northern Iowa; M.S., Drake University

Greg Reimer (1986)
Information Technology Coordinator/Instructor
B.A., University of Minnesota

Jeannie Reinders (1985)
Financial Aid Specialist

Robert Roethler (2002)
Housing Coordinator
B.A., Loras; M.A., Truman State

Jolene Rogers (2000)
Planning and Development Coordinator
B.A., Buena Vista University

Angie Rose (1992)
Marketing Assistant

Vicki Rosenberg (2001)
Institutional Advancement/Foundation Coordinator
B.A.C.H., Winona State University

Tammy Rozeboom (1985)
Assistant to the Center Director

Gary Sanger (2002)
Auto Collision and Paint Technology Program Instructor/Coordinator
Certificate, Hastings Technical College

Mathematics Instructor
B.A., Gustavus Adolphus College; M.B.A., Mankato State University

Gary Schmidt (2000)
Construction Technology Instructor/Coordinator
B.A., University of Northern Iowa

Nancy Schoenewe (1987)
Communications Instructor
B.A., M.A., University of South Dakota

Donald Schouten (1983)
Science Instructor
B.S., Morningside College; M.S., Iowa State University

Linda Sievers (1989)
Learning Center
B.A., Westmar College

David Simington (2002)
Upward Bound Academic Counselor
B.A., University of Northern Iowa

Rebecca Simons (1994)
Business Instructor, Medical Secretary Coordinator
A.A.S., A.A., Iowa Lakes Community College; B.A., Mankato State University; M.A., Buena Vista University
Faculty & Staff

Jamie Simpson (1992)
Early Childhood Education/Child Care Program Instructor
B.A., Luther College; M.A., Morningside

Kathy Skelly (1998)
Social Science Instructor
B.S., M.A., Mankato State University

Jason Skoland (2001)
Computer Support Technician

Russell Slight (1998)
Criminal Justice Coordinator/Instructor
B.A. Upper Iowa University

Anne Stansbury (1981)
Assistant Admissions Director
B.A., Wichita State University, M.A., Mankato State University

Mary Steele (1988)
RSVP Director
Community service and journalism experience

Scott Stokes (2003)
Housing Manager, Assistant Basketball Coach
B.A., University of Northern Iowa

Trudy Strain-Ahrens (1997)
Talent Search Advisor
B.S., Iowa State University; M.S., Southwest State University

Anthony Stubbs (1989)
Communications Instructor
B.A., Loras College; M.A., Mankato State University

Wayne Sunde (1989)
Parts Department Coordinator
B.S., Mankato State University

Marsha Swanson (1989)
Early Childhood Education/Child Care Program Coordinator/Instructor
B.S., M.A., Iowa State University;

Richard Swanson (1989)
Agriculture Coordinator/Instructor
B.S., M.A., Iowa State University

Patricia Tedesco (1999)
Counselor
B.S., Wayne State University; M.A., Morningside

Steve Timmons (1998)
Information Technology Instructor
A.A., Iowa Lakes Community College

Scott Tschetter (1997)
Recreation Specialist Coordinator/Instructor, Volleyball Coach
B.A., Wartburg College

Anne Van De Walle (2001)
Evening Assistant Food Service Coordinator

Jack Vedder (1998)
Building and Grounds Supervisor

Theresa Waechter (1994)
Administrative Assistant
B.A., Briar Cliff College

Jenny Wagner (1998)
Allied Health Coordinator/Instructor
A.S., Iowa Lakes Community College

Lois Warner (1996)
Library Media Specialist
B.S., University of North Dakota; M.L.S., Western Michigan University

Wes Warner (1986)
Science Instructor
B.A., University of Illinois; M.A., Marquette University

Secondary Programs Assistant

Jim Weipert (1998)
Social Science Instructor
B.S., University of Northern Iowa; M.A., Washington University

Ken Whitener (2002)
Computer Specialist Coordinator/Instructor
B.A., Iowa State University; M.I.T., American Intercontinental University

Linda Wiegman (1989)
Retention/Transition Specialist
B.S., University of Nebraska; M.A., University of Iowa

Neal Williamson (1995)
Agriculture Instructor
B.S., University of Nebraska, Lincoln; M.S., Iowa State University

Debbie Wilson (1999)
Graphic Art and Design Instructor/Coordinator
A.A., A.S., Iowa Lakes Community College; B.A., University of Northern Iowa

Peggy Wilson (1978)
Accounts Payable Processor

Annette Wimmer (1985)
Institutional Assessment, Business Instructor
B.A., M.S., University of Wisconsin-Stout

Pre Nursing Coordinator, Nursing Instructor
B.S.N., College of St Teresa; M.A., University of Texas at El Paso

Al Wudel (1983)
Television Center Station Engineer
A.S., B.S., University of South Dakota at Springfield

Jeannie Wunder (1986)
Allied Health Instructor
B.S.N., Mankato State University; B.S., Iowa State University;
M.A., University of Iowa

Stacy Zylstra (1998)
Administrative Assistant
A.A., Iowa Lakes Community College
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# 2004-2006 Tentative Calendar

## FALL SEMESTER 2004
- Official Registration Days*: Aug. 19, 23, 24, 25
- Faculty Return: Aug. 25
- Offices closed until 1:00 p.m. for fall staff inservice: Aug. 26
- Orientation for Freshmen: Aug. 30
- Evening Classes Begin: Aug. 30
- Day Classes Begin: Aug. 31
- Holiday, No Classes, Offices Closed: Sept. 6
- No Classes, Offices Open: Oct. 22
- Holiday: Nov. 25, 26
- Final Exams: Dec. 15 – 21
- Last Day of Semester: Dec. 23
- All College Offices Closed: Dec. 24 – Jan. 2

## SPRING SEMESTER 2005
- No Classes, Offices Open: Jan. 3 – 11
- Official Registration Days*: Jan. 6, 7, 10, 11
- Faculty Return: Jan. 9
- First Day of Classes: Jan. 12
- No Classes, Offices Open: Jan. 17
- No Classes, Offices Open: Feb. 21
- Spring Break, Offices Open: Mar. 18 – 24
- Holiday, No Classes, Offices Closed: Mar. 25
- Final Exams: May 9 – 12
- Last Day of Semester/Commencement: May 13

## SUMMER TERM 2005
- Vocational/Technical/Career Option: Schedule will vary by program and will be published by the Deans' Offices
- Holiday, No Classes, Offices Closed: May 30
- Holiday, No Classes, Offices Closed: July 4

### First Arts & Sciences Summer Session
- Official Registration Days*: May 19, 20
- First Day of Classes: May 23
- Holiday, No Classes, Offices Closed: May 30
- Last Day of First Session: June 23

### Second Arts & Sciences Summer Session
- Official Registration Days*: June 24, 27
- First Day of Classes: June 28
- Holiday, No Classes, Offices Closed: July 4
- Last Day of Second Session: July 29
- Summer Commencement: July 29

* For students not preregistered.

## FALL SEMESTER 2005
- Official Registration Days*: Aug. 18, 22, 23, 24
- Faculty Return: Aug. 24
- Offices closed until 1:00 p.m. for fall staff inservice: Aug. 26
- Orientation for Freshmen: Aug. 29
- Evening Classes Begin: Aug. 29
- Day Classes Begin: Aug. 30
- Holiday: Sept. 5
- No Classes, Offices Open: Oct. 23
- Holiday: Nov. 14
- Final Exams: May 8 – 11
- Last Day of Semester: May 12

## SPRING SEMESTER 2006
- No Classes, Offices Open: Jan. 3 – 10
- Official Registration Days*: Jan. 5, 6, 9, 10
- Faculty Return: Jan. 9
- First Day of Classes: Jan. 11
- No Classes, Offices Open: Jan. 16
- Spring Break, Offices Open: Mar. 6 – 10
- No Classes, Offices Open: April 13
- Holiday, No Classes, Offices Closed: April 14
- Final Exams: May 8 – 11
- Last Day of Semester/Commencement: May 12

## SUMMER TERM 2006
- Vocational/Technical/Career Option: Schedule will vary by program and will be published by the Deans' Offices
- Holiday, No Classes, Offices Closed: May 29
- Holiday: July 4

### First Arts & Sciences Summer Session
- Official Registration Days*: May 18, 19
- First Day of Classes: May 22
- Holiday, No Classes, Offices Closed: May 29
- Last Day of First Session: June 22

### Second Arts & Sciences Summer Session
- Official Registration Days*: June 23, 26
- First Day of Classes: June 27
- Holiday, No Classes, Offices Closed: July 4
- Last Day of Second Session: July 28
- Summer Commencement: July 28

* This calendar is subject to change.