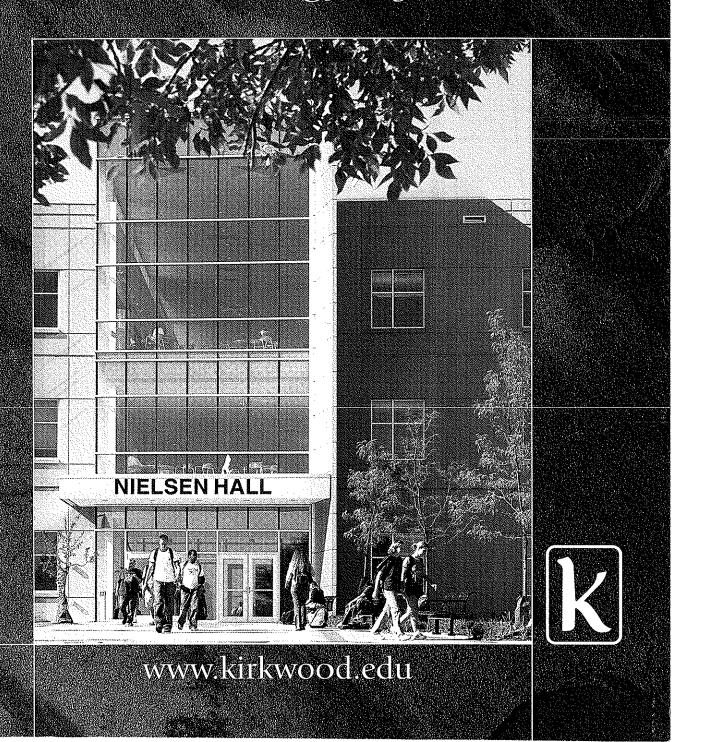
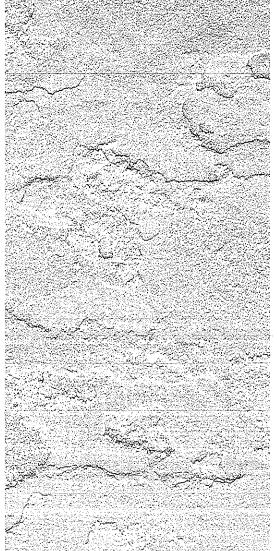
TTTTTTTO C Catalog 2003 • 2005





Kirkwood Community College



In order to remain responsive to community needs and the needs of our students, Kirkwood Community College continually reviews its programs, policies and courses. Therefore, the information in this catalog may not remain current through 2005. If you have any questions or concerns, please consult the appropriate department, as noted in the catalog.

Our Mission

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

Kirkwood Community College

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

Our Vision

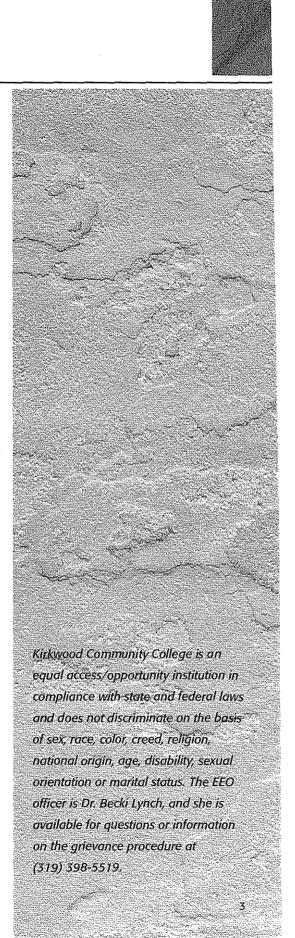
Invent, develop and deliver learning solutions for the 21st century.

Our Reliefs

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

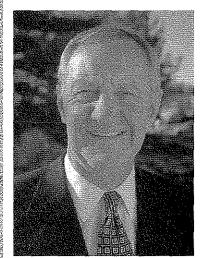
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Welcome to Kirkwood



We are very pleased that you are considering Kirkwood Community College. By looking through this catalog, you are looking into all we can offer. We believe Kirkwood is one of the best decisions you could make in selecting a college.

I have had the pleasure to see Kirkwood grow since I joined the college in 1979. In fall of 2002, we served nearly 14,000 credit students! As the needs of our Midwest economy have evolved, grown and changed, we have adapted, grown and learned as a college to meet those needs. We think you'll find a dynamic, flexible and learning-centered faculty, staff and fellow students here at Kirkwood.

The college has been honored with awards, commendations and citations along the road of growth and change. We are pleased to be a part of the League for Innovation in the Community College, a consortium of 19 two-year colleges in the US and Canada. As a group, League colleges are constantly exploring new programs and initiatives to help our students be more productive and successful. Our efforts and partnerships with area business, industry and other educational institutions recently caught the attention of the National Alliance of Business. In the fall of 2000, this influential organization of American business leaders chose Kirkwood as the NAB's Community College of the Year.

All those honors are gratifying to us, but it all comes down to our individual students learning, doing and succeeding. More than anything, that is our wish for you. When you achieve your goals, we ask that you take a moment to tell us of that success. Your achievement is our reward.

One of the best ways to learn more about us is to see Kirkwood for yourself. Visit our main campus, one of our learning centers, or learn more about us on the web, at www.kirkwood.edu. Many hundreds of Kirkwood people stand by to assist you on your unique path to success. We look forward to helping you discover how learning can be a part of your life.

Sincerely,

Dr. Norm Nielsen

President

Why Kirkwood?

Obvious question — You want an education and training that will enable you to a bright successful future. You want a college that will work for you. The more you know about Kirkwood, the more you see it makes so much sense.

Kirkwood is Quality.

- Experienced faculty who care about your success.
- Average size of a credit class is 24 students.
- Individual attention.
- · New and updated facilities.
- Named Community College of the Year by the National Alliance of Business.
- A Vanguard College based on its institutional commitment to learning.

Kirkwood is Value.

- Tuition at Kirkwood is \$78 per credit hour — a 15 hour semester would cost \$1,170 (cost based at the time of this printing).
- Offers scholarships, financial aid and loans.
- · Day, evening and Internet classes.
- Ten off-campus learning centers.

Kirkwood is Transferable.

- Over 50% of graduates transfer to a four-year college.
- Take general education classes and transfer.
- Undecided? Explore your options and transfer as a junior.
- Transfer to colleges across town or across the nation.

Our Student Body

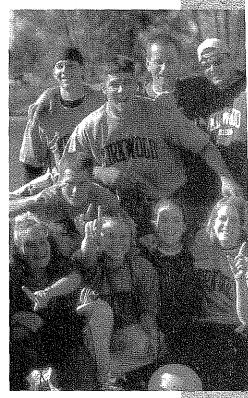
Kirkwood is here for you. We're here for the recent high school graduate who wants to transfer to a four-year university or start a career. We're here for the avid computer user who builds web pages for his friends on weekends and dreams of one day launching his own Internet company. We're here for the older adult who wants to learn a new language for the trip of a lifetime.

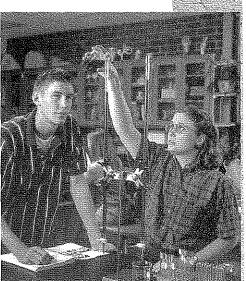
We have traditional age students, working students looking to improve their job skills, senior citizen students, and people with many different priorities from diverse life situations. They come from every community in our service area and around the world.

Fitting College into Your Life

Because we provide many advantages—you can fit Kirkwood into your life.

- Day, evening and weekend classes.
- Small classes averaging 24 students. Plenty of individual attention.
- Experienced instructors who know and care about you.
- Up-to-date information in your classes.
- An extensive list of programs and schedule options.
- Ten off-campus learning centers.
- Anytime/Anywhere learning through the Internet.









Academic Calendars

Spring Semester 2003

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

Summer Term 2003

.. College holiday, no classes, offices closed May 26.....

Full Summer Session

June 2Last day to add full session classes without signatures July 4College holiday, no classes, offices closed July 25Last day for partial withdrawal from fu session schedule	lay 27	Classes begin
July 4College holiday, no classes, offices closed July 25Last day for partial withdrawal from fu session schedule		
offices closed July 25Last day for partial withdrawal from fu		without signatures
session schedule	ıly 4	. College holiday, no classes,
session schedule	Na managana na managan	offices closed
	ıly 25	
August 14 End of full summer session	ugust 14	. End of full summer session

1st Summer Session	
May 27	Classes begin
	Last day to add 1st session classes
	without signatures
June 24	Last day for partial withdrawal from 1st session schedule
	1st session schedule
July 3	End of 1st summer session
Mid-summer Session June 9	more de la companya d
June 9	Classes begin
long 11	Last day to add mid specian dascos

Mid-summer Se	
June 9	
	Last day to add mid-session classes
	without signatures
July 4	College holiday, no classes,
	offices closed
July 8	Last day for partial withdrawal from
•	mid-session schedule
July 18	End of mid-summer session
2nd Cummor C	ession
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July 9	
July 3	without signatures
August 5	Last day for partial withdrawal from
. Mugust J	rapr day for Pardai withdrawai notti

Please check www.kirkwood.edu for additional calendar information.

2nd session schedule End of 2nd summer session

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

Fall Semester 2003

August 18 – 22	Late registration
August 25	Classes begin
August 29	Last day to add classes without signature:
September 1	College holiday, no classes, offices close
November 17	Last day for partial withdrawal
	Student recess days
Nov 27 28	College holiday, no classes, offices close
	Last day for complete withdrawal
December 12 - 18.	
December 18	End of term
	College holidays, offices closed

Spring Semester 2004

. College holidays, offices closed
Late registration
. Classes begin
. Last day to add classes without signatures
. Student recess day
. Student recess days
. College holiday, no classes, offices closed
. Student recess day
. Last day for partial withdrawal
Last day for complete withdrawal
. Final exams
.End of term
. Commencement

Summer Term 2004

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

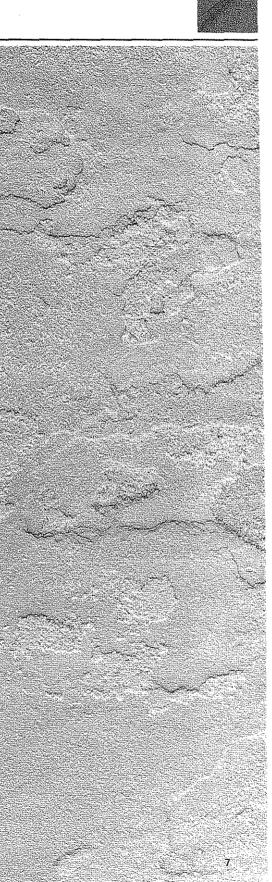
... Classes begin ... Last day to add 1st session classes without signature ... College holiday, no classes, offices closed ... Last day for partial withdrawal from 1st session schedule .End of 1st summer session-

iviiū-summer Session	and the control of th
June 7	Classes begin
June 9	Last day to add mid-session classes
	without signatures
July 5	College holiday, no classes, offices closed
July 7	Last day for partial withdrawal from
DELY PERSONAL PROPERTY OF A STORY AND A ST	mid-session schedule
July 16	mid-session schedule End of mid-summer session
and Common Constant	

24.7 1 - manning	
2nd Summer S	Session
July 6	Classes begin
July 8	Last day to add 2nd session classes
•	without signatures
August 4	Last day for partial withdrawal from 2nd
J	session schedule
August 13	End of 2nd summer session

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Admissions Services

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

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

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

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

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



Applying for Admission

Submit your completed application to Admissions Services, 116 lowa Hall, Kirkwood Community College, PO Box 2068, Cedar Rapids, IA 52406-2068; FAX (319) 398-1244. If you need an application, call Admissions Services.

You can also apply online at www.kirkwood.edu/apply. There is no application fee.

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

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

Other documents may be needed:

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

English Language Proficiency

134 Linn Hall (319) 398-5581 qmay@kirkwood.cc.ia.us

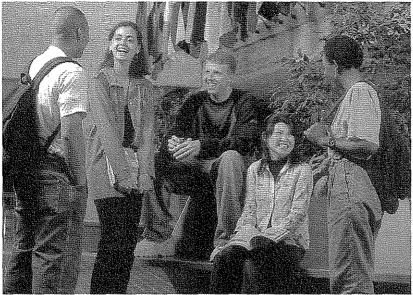
To assure that students whose first language is not English are prepared to complete college-level coursework, proficiency in English must be demonstrated. These students, including graduates of American high schools, VISA students, permanent residents, refugees and U.S. citizens, can demonstrate English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

- an ACT composite score of 15 or higher with an English subscore of 15 or higher, or;
- an SAT verbal score of 290 or higher, or;
- a standard TOEFL score of 500 or higher or the computer-based equivalent score of 173 or higher, or;
- a Kirkwood English as a Second Language (ESL) placement score of Level Six.
 Note: All test scores must be earned within the two years prior to applying to the college.

Students may not register for credit classes until completing Level Five of the ESL program.

Developmental credit is awarded for ESL classes with a maximum of two credit hours allowed toward an associate degree.

Non-VISA students who want to obtain the basic English language skills and knowledge necessary for employment and self-sufficiency should contact the Kirkwood Lincoln Learning Center at (319) 398-0142.



VISA Students

134 Linn Hall (319) 398-5579 or (319) 398-5293 gglick@kirkwood.cc.ia.us

In addition to demonstrating English language proficiency, VISA students wanting to enroll in credit classes or programs must be 18 years of age or older and submit the following items:

- 1. An application form.
- Official secondary school and college transcripts.
- 3. Official evidence of adequate financial resources.
- 4. A health record.

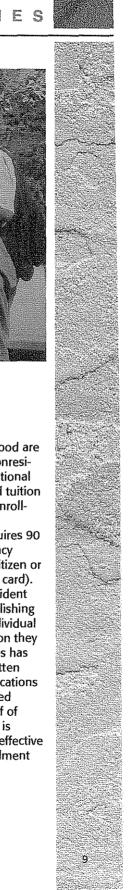
Further information and assistance is available in the International Student Office.

Residence Qualifications

(319) 398-5477

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

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



Tuition

The tuition charges established by the Kirkwood board of trustees at the time of this printing, October 2002, are as follows:

Iowa Residents

- \$78 per credit hour per semester.
- Tuition for an average, full-time schedule (15 semester hours) is \$1,170 per semester.

Nonresidents

- \$156 per credit hour per semester.
- Tuition for an average, full-time schedule (15 semester hours) is \$2,340 per semester.

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

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

Refund of Tuition

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

Through the 1st week of the course start date - 100 percent Through the 2nd week of the course start date - 50 percent

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

Full refunds of tuition are given when students must withdraw due to:

a) medical reasons as recommended and certified by a licensed physician*;

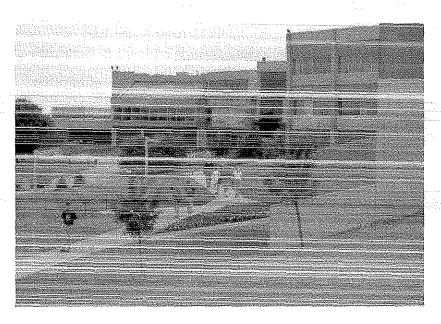
b) induction, but not enlistment, into the U.S. armed services.

Refunds are made in these cases only if applied for by the end of the term in which the student withdrew.

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

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

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



Academic Policies

Unit of Credit

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

Course Load

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

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

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

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

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

Assignments and Examinations

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

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

Grading System

Kirkwood grades and their values are listed below:

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

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

Other grades:

E......Excused without credit
I......Incomplete

N Audit

O Original grade removed

P..... Passing credit

Q..... No credit

T...... Credit by examination

W Student withdrawal from course

X...... Course repeated

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

Grade reports will be given over the phone only through K-TRAC, (319) 398-5412 or (800) 332-8833. You may also access your grades at the Kirkwood web site, www.kirkwood.edu, by choosing the "Explore Kirkwood" link and then the "Online Registration" link.

Incomplete Grades

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

Honors Program Credits

Honors Program credits are paid for by the Kirkwood Foundation. Eligible students may receive up to 4 free Honors credits.

Fraudulent Academic Credentials

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

Adds, Drops and Withdrawal of Registration

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

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

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

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

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

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

Reinstatement Policy

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

One-time Waiver Policy

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

Credit Assignment in Emergency Situations

After completing at least two-thirds of an academic term, a student may petition to receive a grade and credit for all courses in the program at the time of such emergency situations as:

- induction, but not enlistment, into the United States armed services;
- serious personal or family illness requiring the student to withdraw from all classes;
- death in the immediate family; or
- other similar emergency circumstances that prevent the student from completing the academic term.

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



Academic Progress

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

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

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

Disciplinary Probation and Suspension

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

Readmission

Students who have withdrawn from the college in good standing and who desire to be readmitted should apply directly to Enrollment Services. Students who are readmitted after absence from the college and who desire an associate degree will be required to fulfill the current graduation requirements.

Auditing Courses

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

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

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

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

Repeating Courses for a Better Grade

Students may repeat courses taken at Kirkwood to try to improve their original grade. The original grade will be changed to an "X," which carries no credit and has no effect on the grade point average. However, if the course is repeated, and the student gets a lower grade, both grades will remain on the transcript.

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

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

Forgiveness of Failing Grades

Grades of "F" (or any other failing grades) can be changed to "O" (no credit) if the student is currently enrolled, tuition has been paid and:

- the student has not been enrolled in any program of higher education for a period of at least three consecutive years from the date of last attendance; or
- the student has honorably served in the U.S. armed services for at least two years since receiving the failing grade.





Registering for Honors Program Credit

Students eligible to participate in the Honors Program should contact the Honors Program Faculty Chair. In order to register for the 1 credit Honors Project, students must submit a completed Add Form to Enrollment Services and send copies of the Honors Project Learning Contract to the designated recipients.

Dean's List

Students with outstanding academic records are named to the Dean's list. To qualify, a student must have completed 12 credit hours of graded coursework and achieved a grade point average of 3.3 or higher. A minimum of 6 graded credit hours must be earned in the term of the award.

Phi Theta Kappa

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

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

Honors Program

Outstanding students at Kirkwood have the opportunity to participate in the Kirkwood Community College Honors Program. In this program, students work closely with a Kirkwood Honors faculty member and learn more about a chosen discipline. Students develop a project based on one of the annual Phi Theta Kappa Honors topics or on an approved alternative topic. Completed projects are eligible for cash awards in the Honors Project Competition held each semester. Students who successfully complete an Honors project are also eligible for several scholarship opportunities at Cornell College, Coe College, and Mt. Mercy College. To participate in the Honors Program, students must have earned at least 12 semester credits at Kirkwood and must have a cumulative GPA of 3.5 or higher. The Honors Program is associated with the Phi Theta Kappa Honors Society. However, students do not have to be a PTK member to participate in the Honors Program.

Student Record Retention Policy

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

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

Transcripts

Transcripts are available through Enrollment Services. If students want transcripts sent anywhere other than to another college or themselves, they must submit a request in writing with their signature. In accordance with common higher education practice, only transcripts mailed from the registrar's office of one college to another are considered official; faxed transcripts and transcripts that have been in the possession of students are not official.

Filing a Graduation Application

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

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

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

Change of Major

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

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

Earning Multiple Awards

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

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

For each additional:

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

Transfer of Credit from Other Institutions

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

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

- a) part of the curriculum of an associate degree program equivalent to any of the associate degrees offered by Kirkwood; or
- b) for a bachelor's degree or part of a baccalaureate program.

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

- Grades of "F" (or any other failing grades) for transfer students will be ignored in the computation of a cumulative transfer grade point average if any of the following conditions are met:
- a) The courses involved were taken during or after the 1972 fall quarter and before the 1981-82 fall quarter; or
- b) The student has not been enrolled in any program of higher education leading to an associate degree or bachelor's degree for a period of at least three consecutive years since receiving the "F"; or
- c) The student has served in the U.S. armed services for at least two years or any smaller portion thereof if discharged with a serviceconnected disability.
- Grades corresponding to "D-" or better will be accepted for transfer into Arts and Sciences majors and will be accepted toward fulfilling general education requirements for Applied Science majors. Higher grades may be required for some program courses.
- 3. Decisions about the applicability of transfer courses toward Kirkwood requirements will be made by Enrollment Services and reported to the student. Any questions regarding such decisions should be directed to that office.

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

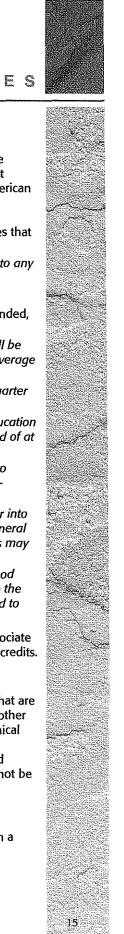
Acceptance of Vocational-Technical Credit

Kirkwood accepts the vocational-technical credits earned in courses that are part of associate of applied science degree programs at Kirkwood or other lowa community colleges. Such credits are herein referred to as technical credits.

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

Residency Requirement

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



Special Policies and Student Rights

Special Notice to Students

Each student is responsible for being familiar with the information appearing in this catalog. Failure to read the regulations will not be considered an excuse for noncompliance.

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

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

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

Family Educational Rights and Privacy Act (FERPA)

The college complies with the Family Educational Rights and Privacy Act of 1974. The law provides three fundamental rights to students who attend postsecondary institutions:

- Right to inspect and review education records.
- Right to request to amend education records.
- Right to limit disclosure of "personally identifiable information" contained in education records.

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

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

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

Academic Assessment Policy

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

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

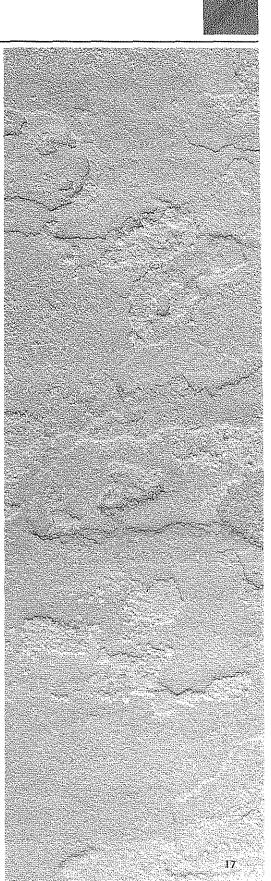
In compliance with Public Law 105-

Public Information

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

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Student Development (Counseling)

123 Linn Hall • (319) 398-5471 lowa City • (319) 887-3658 counsel@kirkwood.cc.ia.us

Student Advocacy

123 Linn Hall 398-5471

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

- · Valuing diversity
- Respect for and the management of resources
- · Promoting opportunities for educational growth and development
- · Encouraging a spirit of ethical judgement
- · Learning to engage in a sustained and independent search for truth
- Maintaining an orderly, civil and safe campus environment
 If you have concerns about these areas, contact the Dean of Students,
 123 Linn Hall, or phone 398-5471.

Evening Supervision

123 Linn Hall 398-5471

Contact the evening staff with concerns about personal safety, illness, security or an emergency situation. The evening staff contacts Kirkwood Security and the Evening Manager to assist with problems, provide support, and serve students and staff.



Advising Center

139 Linn Hall • 398-5540 Iowa City • (319) 887-3642

The Advising Center is open Monday through Thursday 8 a.m. to 6 p.m. and Friday 8 a.m. to 5 p.m. Academic advisors are available to:

- Assist with initial placement in reading, writing and mathematics courses
- Assist with developing academic plans appropriate to the major being pursued
- Clarify course requirements to complete an Arts and Sciences degree or transfer plan
- Refer students to support services when needed

Students who are planning to transfer to another educational institution can receive assistance from the Advising Center. The center serves as a liaison between Kirkwood and four-year colleges and universities. Students may use the Advising Center to obtain transfer materials or to do a computer search for information on other colleges.

Admissions representatives from four-year colleges and universities also use the center to meet with prospective students.

Counseling Services 123 Linn Hall 398-5471

If you need help with academic concerns, career plans or personal concerns, counselors are available Monday through Friday during the day and Monday through Thursday evenings. Staff is also available at the Intake Office, 123 Linn Hall, to provide general Kirkwood information or refer you to the appropriate staff member, agency or counselor. The following assistance and services are available:

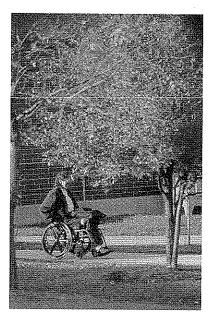
- · Personal counseling
- Student advocacy
- Career and educational planning
- College/university transfer information
- Resource Library
- Course and curriculum information
- Personal Development classes (Human Potential Lab, Career Decision-making,
- Job-seeking Skills, other credit classes)
- Counseling Corner (found on Kirkwood's web site www.kirkwood.edu)

Vocational Rehabilitation

123 Linn Hall 398-4925

The Vocational Rehabilitation office works with Iowans with disabilities to complete the following:

- Finding employment or expanding skills to increase employment possibilities
- Gaining accessibility to school or work and increasing independence
- Finding financial support through counseling and guidance
- Determining eligibility for Kirkwood programs and help with the college application process



Project START

123 Linn Hall 398-4934

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

START assistance is available for a maximum of two consecutive semesters. Referrals are accepted on an ongoing basis from community agencies and Kirkwood counselors, instructors and staff. Project START began as a cooperative effort between Kirkwood and the Hall-Perrine Foundation and receives continued funding by the Kirkwood Foundation.

Online Services www.kirkwood.edu

If you'd rather visit the Student Development office online, check out our web site. You can post a question or concern at the Counseling Corner and receive a response within 24 hours.

We also have a Counseling Services Resource Library with nearly 20 brochures and articles for you to browse through. Topics range from depression to midlife career changes to how to prepare for exams.

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Learning Services

133 Linn Hall • (319) 398-5574 • palbaug@kirkwood.cc.ia.us www.kirkwood.edu/learningservices

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

Testing

139 Linn Hall

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

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

Personal Achievement 133 Linn Hall (319) 398-5574

Personal Achievement (PA) offers developmental classes in writing, mathematics, pre-algebra, basic study skills or a 12-credit college prep block, Basic Writing and How to Be Successful in College. Upon enrollment, a short interview and diagnostic testing help identify the student's academic strengths and weaknesses. Based upon the results, a plan of instruction is developed with each student. Classes are offered in an individualized or small-group setting.

Workplace Communications

This program serves to develop communication competencies of students in the Applied Science and Technology programs. Courses within the Workplace Communications program build on one another to provide students with practical, applied knowledge of how to communicate in the workplace.

Tutor Program

133 Linn Hall

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

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



Student Support Services

133 Linn Hall

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

Recipients of these services must be citizens or nationals of the United States who are currently enrolled in a credit program. They must also meet at least one of the following requirements:

- 1) first-generation student;
- 2) financial aid eligible; and/or
- 3) presence of a disability.

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

Disability Support Services

133 Linn Hall (319) 398-5574

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

Skill Center

147 Linn Hall

The Skill Center is a CARF-accredited Comprehensive Vocational Evaluation and Employment Skill Training program that helps individuals with disabilities determine their potential for competitive employment or further educational training.

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

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

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

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

Perkins Vocational Education Services

147 Linn Hall

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

VITAL

143 Linn Hall (319) 398-5574

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

Financial Aid

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

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

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

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

Eligibility Requirements

All students seeking financial aid must:

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

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

How to Apply for Financial Aid

To apply for grants or loans, follow these steps:

- Obtain and submit the Federal Application for Federal Student Aid (FAFSA) as soon as possible after January 1. The FAFSA form can be completed on-line at www.kirkwood.edu/financialaid/ howtoapply.html
- Within four weeks, expect to receive a Student Aid Report (SAR) in response. You can expect to receive an award letter based on the application received, Additional documents

may be required, and, in some cases, the verification process may change the award.

3. Follow all instructions on the award letter.

Types of Aid

- Pell Grant Gift aid. Everyone must apply for this grant to be considered for any need-based aid.
- Supplemental Educational Opportunity Grant – Gift aid. For students with the greatest financial need.
- Perkins Loan Low-interest loan with long-term payments beginning nine months after termination of at least half-time enrollment.
- Coilege Work-Study Hourly wages while working at the college. Work hours are arranged with consideration of the student's class schedule.
- Federal Family Educational
 Lean Program (FFELP) Low
 variable interest rate loan (not
 to exceed 8.25 percent) with
 long-term payments beginning
 six months after termination of
 at least half-time enrollment.
- Parent Loan for Undergraduate
 Students (PLUS) Variable
 interest rate loan (not to exceed
 9 percent) with long-term
 payments beginning on the day
 the loan is disbursed.
- Iowa Vocational Technical Grant - Gitt aid. For vocationaltechnical, full-time students.

 lowa Grants – Gift aid. Based on financial need with priority given to the neediest applicants.

Scholarships

(319) 398-5485

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

HOPE Scholarship

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

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

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

Veterans Services

216 Kirkwood Hall • (319) 398-5633

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

Veterans Benefits

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

To be eligible for veterans educational benefits, a student must:

- be eligible under one of the benefit programs of the Department of Veterans Affairs;
- be pursuing courses at least as a half-time student to receive monthly benefits;
- maintain a 2.0 grade point average for graduation or show satisfactory progress each term while on academic probation;
- 4. pursue one major at a time;
- 5. take only courses applicable to the stated, current major.

Servicemembers Opportunity Colleges

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

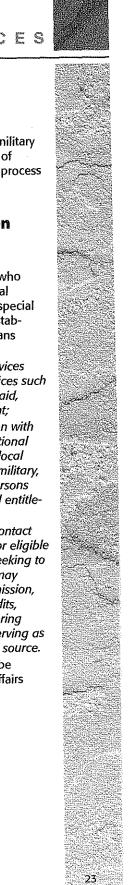
As an SOC member, Kirkwood recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training.

Veterans Education Outreach Program (VEOP)

Recognizing that students who receive veterans educational benefits periodically need special services, the college has established the VEOP. The veterans affairs specialist offers to:

- coordinate veterans services with other campus services such as admission, financial aid, counseling or placement;
- maintain effective liaison with military reserve and national guard units, as well as local members of the active military, to identify and serve persons eligible for benefits and entitlements;
- serve as the principal contact person and advocate for eligible persons attending or seeking to attend Kirkwood. This may include facilitating admission, evaluating military credits, developing and monitoring degree programs, or serving as an information-referral source.

Further questions should be directed to the veterans affairs specialist.



Student Life

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

Student Senate

Student Senate is the official representative body for Kirkwood students. Senate objectives are to:

- provide a means for organized student expression in the college;
- encourage and promote interest in college affairs and activities;
- provide a means whereby the administration of the college may be made aware of student needs, opinions and attitudes;
- develop and promote activities that will enrich the social, cultural and academic life of Kirkwood students.

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

Social and Special Events

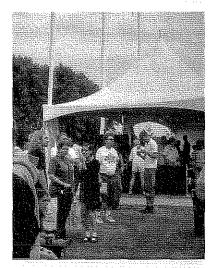
Student Life coordinates special campus activities based on recommendations from the Student Senate and the Kirkwood Activities Programming and Services (KAPS) team. Some of these events take place during activity hour (11:15 a.m. to 12:10 p.m.) while others, such as dances, take place in the evening.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

Clubs and Organizations

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

Career Directions

On a monthly basis, Career Directions Workshops are offered to Kirkwood students and the community. Career Directions provides an overview of employment and educational resources available at Kirkwood. The facilitators will review trends, career assessment tools, life changes that affect job seekers, resumes, and interviewing skills.





Additional Services & Activities

Bookstore

Cedar Rapids (319) 398-5469 Iowa City (319) 887-3640

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

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

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

Bus Service

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

Child Care Center (319) 398-1256

The child care center provides a warm, nurturing learning environment for the children of students, staff, and the community. Child care is available to children age 2 1/2

months through 5 years*. The center also serves as a learning laboratory for several Kirkwood instructional programs.

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

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

* A summer program serves children 6-10 years.

English Department Writing Center

115 Linn Hall

Come to the Writing Center when you need an objective reader for your paragraphs, essays, research papers, journals, reports, resumes, and other writing-related assignments for any class. We are not a proofreading service, but we are English composition teachers who will read your work and collaborate with you to improve your writing. As a result, you learn how to become a more effective writer.

The Writing Center's hours are posted each semester. Although you may drop in at any time, it is wise to plan ahead and sign up for an appointment in advance in the Writing Center. You may also call 398-5411, extension 5055 for an appointment. Students taking classes at off-campus sites may fax papers to the Writing Center and schedule a telephone conference. Please check at the off-campus site for details.

English Department COW Center

The COW (Center for Online Writing) is an option for those students who have Internet connections and cannot adjust their schedules for the face-to-face writing center. No appointment is needed during the school year, and the COW is checked Monday-Friday. Turn-around time is typically 48 hours for students who can attach their papers using MS Word doc or text. Or, students may paste their papers into the actual email. This service may be accessed from the Kirkwood homepage or by typing in the following url: http:// www.kirkwood.edu/english/ kcccow/cow.htm

Food Service

(319) 398-5468

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

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

All facilities are open to the public.

Vending machines are located in Linn Hall lobby, on second floor lowa Hall, in the East Campus lounge and in several other locations on campus.

25



Health Service

(319) 398-5588 aganske@kirkwood.cc.ia.us

Campus Health, Iowa Hall, is staffed Monday through Friday, 8 a.m. to 4:30 p.m., by a registered nurse under the direction of a consulting physician.

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

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

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

Check out the Health Directory at www.kirkwood.edu/healthresource or the Campus Health website at www.kirkwood.edu/ campushealth/index.html

Housing

(319) 398-5596 jtroutm@kirkwood.cc.ia.us

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

Parking

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

Security Services

(319) 398-5561

Campus security personnel may be contacted through any college office and the Plant Services office, Monday through Friday, 7 a.m. to 5 p.m., at (319) 398-5561. Between 5 p.m. and 8:30 p.m., Monday through Thursday, the evening supervisor, (319) 398-5471, will contact security. On weekends, holidays or anytime 24 hour a day, security can be contacted by calling (319) 389-1774.

Emergency phones are located at various locations around campus.

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

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

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

Sports Intramural Sports

(319) 398-5596

itroutm@kirkwood.cc.ia.us

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

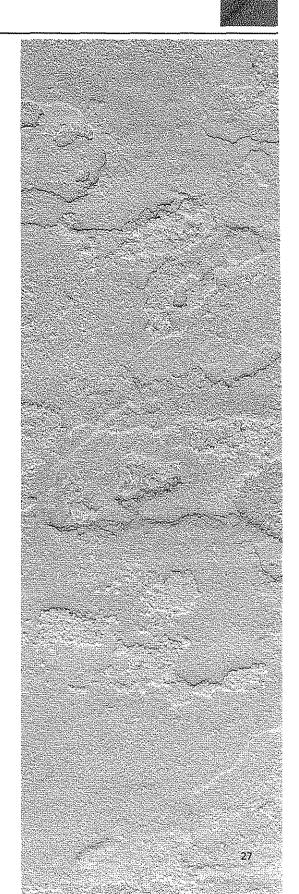
Intercollegiate Athletics (319) 398-4909

mhuffma@kirkwood.cc.ia.us
Kirkwood offers six intercollegiate
sports: men's and women's
basketball; women's volleyball;
baseball; softball; and men's golf.
Tryouts are held in the fall for each
sport. Kirkwood's athletic programs
are respected throughout the state
and across the nation. Several
athletes have been named AllAmericans and many play at fouryear colleges.



Arts and Sciences

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ARTS AND SCIENCES . ARTS AND SCIENCES

Curriculum

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

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

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

Accounting

Agricultural Transfer

Anthropology

Art

Biochemistry

Biology Biotechnology

Broadcasting

Business Administration

Chemistry Communications

Communication Media/Public

Relations

Community Corrections

Computer Science Criminal Justice

Disability Services Careers

Early Childhood Education

Economics
Education Careers
Engineering

English

Environmental Science

Finance

Fisheries and Wildlife Biology

Foreign Language

Forestry Geology

Health Services Administration

History

Interdisciplinary Studies

Journalism

Legal/Paralegal Studies

Liberal Arts Literature Mathematics Media Arts

Medical Technology

Music

Nursing (BSN) Philosophy Photography Physical Education

Physics

Political Science

Pre-Chiropractic Medicine

Pre-Dentistry Pre-Medicine

Pre-Occupational Therapy

Pre-Pharmacy

Pre-Physician's Assistant

Pre-Physical Therapy Pre-Veterinary Medicine

Psychology Religion

Sign Language Interpreter Training

Social Work (Human Services)

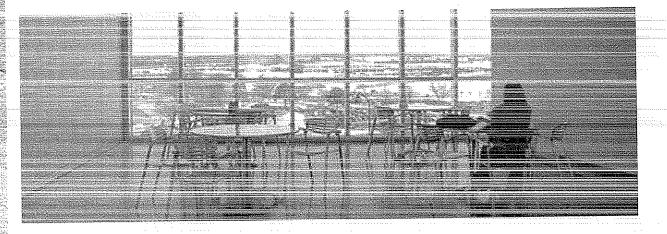
Sociology

Special Education

Speech Statistics

Technical Communications

Theatre



Enrollment Requirements for Arts and Sciences Students

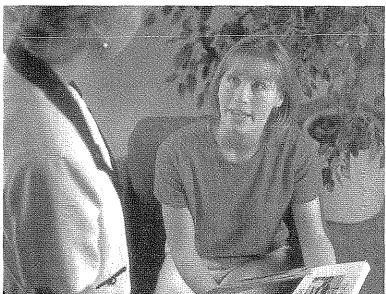
Students planning to enroll in an Arts and Sciences writing course (Elements of Writing, Composition I or College Writing) are required to provide one of the following:

- ACT scores not older than three years;
- COMPASS/ASSET scores (reading and writing components) not older than three years; or
- their college transcript showing successful completion of the appropriate prerequisite.

Students planning to enroll in an Arts and Sciences mathematics course are required to provide one of the following:

- ACT scores not older than one year;
- A COMPASS/ASSET mathematics score not older than one year; or
- their college transcript showing successful completion of the appropriate prerequisite.









ARTS AND SCIENCES . ARTS AND SCIENCES

Arts and Sciences Degrees

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

Associate of Arts (A.A.) Degree Requirements

- 1. Earn a minimum of 62 semester hours of credit.
- 2. Complete16 semester hours in residence at Kirkwood.
- 3. Maintain a minimum cumulative grade point average of 2.0.
- 4. Complete one approved diversity course (see page 32).
- 5. Of the 62 semester hours required for the degree, a minimum of 41 semester hours must be in the core area and 21 semester hours in the elective area.
- 6. The 41 semester hours of core requirements must be completed as follows:

Communication - Writing	5
Communication - Speech	3
Humanities	9
History-Cultures	
Social Science	99
watematics	
Science	ϵ
Соге	
Electivos	

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

ARTS AND SCIENCES . ARTS AND SCIENCES

Associate of Science (A.S.) Degree Requirements

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

Core requirement areas	Credit
Communication - Writing	5
Communication - Speech	
Humanities and/or History Gultures	9
Social Science	6
Mathematics/Science At least one mathematics course at the college level must be included i these 20 semester hours)	
Tore	
Electives	19
iotal	62

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

Associate of Science/Career Option (A.S./C.O.) Degree Requirements

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

Core requirement areas	Creditz
Communication - Writing	5
Communication - Speech	,,
Humanities and/or History-Cultures	6
Social Science	
Mathematics/Science (Mathematics must be college level)	<u></u>
Core//	
Career Option courses	
Electives	

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

Aller our file of the second o

Arts and Sciences Diversity Courses

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

Arts and Humanities American Pluralism American Sign Language II, III, IV Chinese (Elementary II, Intermediate I, II) French (Elementary II, Intermediate I and II) Spanish (Elementary II, Intermediate I and II) German (Elementary II) Introduction to Cultural Anthropology Introduction to Non-Western Philosophy Introduction to Religions of the East Introduction to World Religions Judaism, Christianity and Islam Religion in the United States Social Science Asian Economic Systems Holocaust and Genocide in Memory and Literature Understanding Cultures: Latin America Understanding Cultures: Modern China Understanding Cultures: Pacific Societies Understanding Cultures: Modern Japan Understanding Cultures: The Mideast Race Relations in the Criminal Justice System Social Aspects of Deaf Culture Exceptional Persons

Literature of the African Peoples

Literature and Cuiture: Women and Work

Electives

Electives are transferable courses required for completing all three Arts and Sciences degrees. They go beyond core and general education requirements in providing an opportunity to pursue subjects of special interest. All students are encouraged to fulfill their electives by taking courses that are not listed as core or general education requirements. Students pursuing the associate of arts or associate of science degree have numerous options to complete their electives:

- · Elective courses are offered each semester in most departments.
- Up to 16 "U" (technical course) credits may be used as electives.
- · Two "D" (developmental-level) credits may serve as electives.
- · All "T" (transfer-level) courses may serve as electives.
- Independent study or honors courses may serve as electives.
 Students in special majors or Career Option programs may be required to take specific courses to satisfy their program requirements.

Credit By Examination

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

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

Service Learning

225 Cedar Hall 398-5899, ext. 5019 jmcmeni@kirkwood.cc.ia.us

Students can combine community service with classroom learning in a number of Kirkwood courses. A faculty member may assign community service work as a course requirement. The Service Learning project is jointly coordinated by the individual faculty member and the Coordinator of Student Learning with an appropriate outside service agency. Students will engage in service to address genuine community needs. The service is directly related to their academic course work. Students will also engage in structured reflections, which may take many different forms: journals, portfolios, interviews, oral, and/or written reports.

Honors Program

See page 14.

English

Special Services for Arts and Sciences Students

Advising, Testing and Transfer Center

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

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

Introduction to Liberal Arts: Academic Orientation

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

Study Abroad Programs 134 Linn Hall

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

Study abroad programs may be offered for credit or noncredit, although most programs are for credit. Students are encouraged to participate in these unique educational and cultural experiences since a study abroad experience may enhance a student's employment opportunities. Some are offered as short-term summer programs, while the semester in England is offered each fall. Shortterm program sites for 2003 included Jamaica, Costa Rica and Mexico, and Australia. Inquire about current opportunities at the International Studies office, 134 Linn Hall.





ARTS AND SCIENCES . ARTS AND SCIENCES

Arts and Sciences Core Courses

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

	ALL
	Core
	COIC
	Applicable
	Аррисаріе
	Course No.
	COMMUN
\$0	CC112T
50	or
	CC113T
	and
	CC114T
	or
	CC115T
Sec.	*Note: Stude:
2	determine ap
	will be requir
	transcripts.
23	•
	COMMUN
	CC130T
	or
	CC132T
1	00.02.
	HISTORY -
	Students of
2	credit hou
,	either list
	either list
	Group A - In
	•
	FO200T
	FO300T
	FO210T
	FO320T
	FO220T
	FO240T
	FO360T
2000 2000	SI102T
502	SI201T
8	HI100T
65.6	,

Course No.	Course Name	Credits
COMMUN	ICATION – WRITING*	
CC112T or	College Writing (Comp I-II equivaler	ıt) 5
CC113T and	Composition I	3
CC114T or	Composition If	3
CC115T	Composition II: Technical Writing	3
	ts must have taken the ACT or COMPASS pla	

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

COMMUNICATION - SPEECH

CC130T	Fundamentals of 0	Communication 3	
or			
CC132T	Public Speaking	3	į.

HISTORY - CULTURES

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

Group A - Introductory Courses

FO200T	Elementary French II
FO300T	Intermediate French I
FO210T	Elementary Spanish II
FO320T	Intermediate Spanish I
FO220T	Elementary German II
FO240T	Elementary Chinese II
FO360T	Intermediate Chinese I
SI102T	American Sign Language II
SI201T	American Sign Language III
HI100T	Ancient Mediterranean World
HI110T	Europe - Age of Monarchy
HI120T	Europe - Age of Revolution
HI130T	Europe - Age of Nationalism
HI140T	U.S. History: Agrarian America
HI150T	U.S. History: Industrial America
HI170T	History of Science
HM102T	Introduction to Cultural Anthropology
PN115T	Introduction to World Religions
PN116T	Judaism, Christianity and Islam
PN117T	Introduction to Religions of the East
F0310T	Intermediate French II

Course No.	Course Name	Credits
FO330T	Intermediate Spanish II	3
FO361T	Intermediate Chinese II	4
SI202T	American Sign Language IV	3
IN120T	Understanding Cultures: Latin America	3
IN122T	Understanding Cultures: Pacific Societie	es 3
IN124T	Understanding Cultures: Modern China	3
or		
IN123T	Understanding Cultures: The Mideast	3
or		
IN125T	Understanding Cultures: Modern Japan	3
Group B - Oth	er Courses	
PN131T	Religion in the United States	3
PN161T	Holocaust and Genocide in Memory	
	and Literature	3
SHILLSONALLTIS		

HUMANITIES

LR222T

LR224T

LR225T

LR226T

HM100T

HM101T HM105T

HM106T

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

Group A - Arts and Ideas

AR100T	Art Appreciation	3
AR105T	Art History: Ancient to 1400	3
AR106T	Art History: 1400 to Modern	3
DM110T	Introduction to Theatre	3
HM134T	Film History	3
HM136T	Film Analysis	3
HM234T	Introduction to Film	
	(Prereq: CC112T or CC113T)	3
MC100T	Music Appreciation	3
PN101T	Introduction to Philosophy	3
PN105T	Basic Reasoning	3
PN109T	Introduction to Ethics	3
PN121T	Introduction to Non-Western Philosophy	3
Group B - Lite	rature (Prereg: CC112T or CC113T)	
LR203T	Forms of Literature: The Story Cycle	3
LR204T	Forms of Literature: Nonfiction	3
LR205T	Forms of Literature: Drama	3
LR206T	Forms of Literature: Fiction	3
LR207T	Forms of Literature: Poetry	3

Literature and Culture: American Dreams ... 3

Literature and Culture: Women and Work ... 3

Literary Themes: Beyond Bartleby 3

The Search for Identity 3

Encounters in Humanities 3
American Pluralism 3

Working in America 3

Culture and Technology...... 3

Literary Themes: Literature and

Group C - Interdisciplinary Humanities

ARTS AND SCIENCES . ARTS AND SCIENCES

Credits

MT115T	Statistical Ideas 3
MT118T	College Algebra 3
MT120T	Finite Mathematics 3
MT125T	Fundamentals of Statistics 4
MT130T	Business Calculus 3
MT150T	Pre-Calculus I 5
MT151T	Pre-Calculus II5
MT152T	Accelerated Pre-Calculus 5
MT160T	Calculus I 4
MT161T	Calculus II 4
MT262T	Calculus III 4
MT270T	Differential Equations 4
*Note: Student	s must take the ACT or COMPASS placement test to
	ropriate placement in beginning mathematics courses.
SCIENCE	
	S./C.O. degree seeking students select from
Group A be	low.
Group A	
BI100T	College Biology for Non-Majors 3
BI110T	College Biology I for Majors4
BI111T	College Biology II for Majors 4
BI120T	General Botany 4
BI125T	Human Biology (no lab)3
BI135T	Microbes and Society (no lab)
CN100T	Introduction to Chemistry 3
CN101T	Introduction to Chemistry Lab 1
CN102T	Bio-Organic Chemistry 4
CN110T	General Chemistry I 4
CN111T	General Chemistry II 4
EP121T	The Environment: Natural Science
	Perspectives (no lab)
ES110T	Introductory Geology* 3
or	, ,,
ES112T	Environmental Geology* 3
ES112T	Environmental Geology* 3
ES111T	Introductory Geology Lab 1
ES113T	Environmental Geology Lab 1
ES120T	Evolution of the Earth 3
ES121T	Evolution of the Earth Lab 1
IN170T	Human Evolution (no lab) 3
PA100T	Introductory Physics 3
PA105T	Astronomy 3
PA150T	College Physics I 4
PA151T	College Physics II4
PA210T	Classical Physics I 5
PA211T	Classical Physics II 5

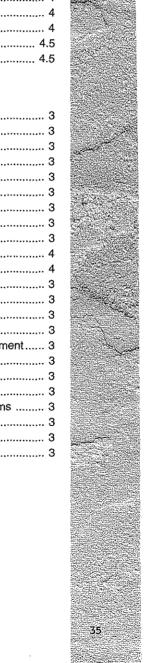
Course No.

MATHEMATICS*

Course Name

MT110T Mathematics for Decision Making 3

Course No.	Course Name Credits
	e seeking students select from Group A listed
above and	from Group B listed below.
Group B	
BitaoT	Microbiology 4
BI131T	Microbiology Lab for Biotechnology 1
BI150T	Human Anatomy and Physiology I 4
BI151T	Human Anatomy and Physiology II
BI200T	Vertebrate Zoology 4
BI210T	Invertebrate Zoology 4
BI215T	Genetics4
CN200T	Quantitative Analysis 4
CN2007	Organic Chemistry I
CN2101	Organic Chemistry I
ONZIII	Organic Orientistry it
SOCIAL SC	CIENCE
CJ100T	Introduction to Criminal Justice 3
CJ240T	Juvenile Delinquency
CJ250T	Criminology 3
EO120T	Principles of Macroeconomics
EO130T	Principles of Microeconomics
EO150T	Asian Economic Systems
EU300T	Educational Psychology3
GY100T	Human Geography 3
HA200T	Exceptional Persons
IN230T	Research and Reasoning
LA100T	Paralegal Studies Orientation
MD100T	Mass Media
PC100T	General Psychology
PC200T	Developmental Psychology
PC210T	Social Psychology3
PC230T	Psychology of Disorders and Treatment 3
PO100T	American Government 3
PO130T	International Relations
PO140T	Comparative Governments
SL110T	Human Service Policy and Programs 3
SY100T	Introduction to Sociology
SY110T	Marriage and the Family 3
SY120T	Social Problems
011201	Goolgi i robienta



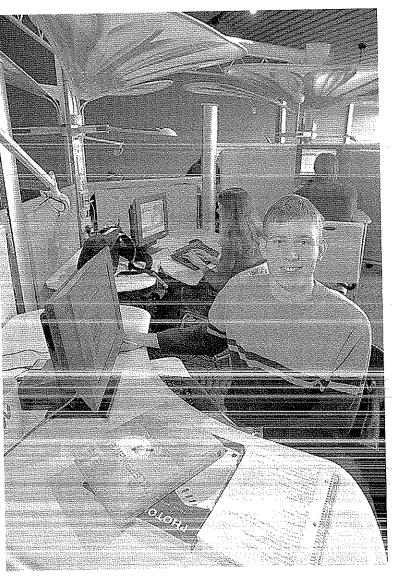


Degree Programs with Special Transfer Agreements

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

for more information.

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

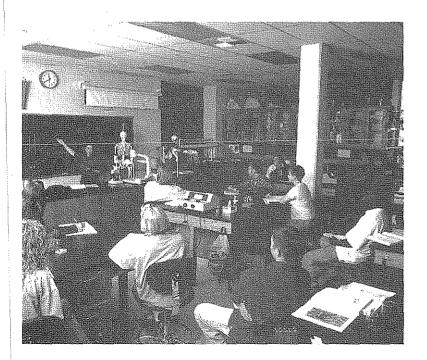


Agricultural Transfer
Washington Hall
(319) 398-5609
kvisser@kirkwood.cc.ia.us

See Ag Science on page 61

Biotechnology Curriculum:

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



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

In cooperation with universities in the state, as well as representatives from local biotechnology companies, a comprehensive curriculum has been developed that will transfer to a variety of four-year colleges and universities where students can complete their bachelor of science degree in Biology with an emphasis in Biotechnology.

Entry time: Fall, spring or summer

Length: 2 years

Associate of science degree Award:

37

ADVANCE

Resource Center 1030 5th Avenue SE (319) 398-1050 advance@kirkwood.cc.ia.us

See Business and Information Technology (Department on page 108

Business Administration

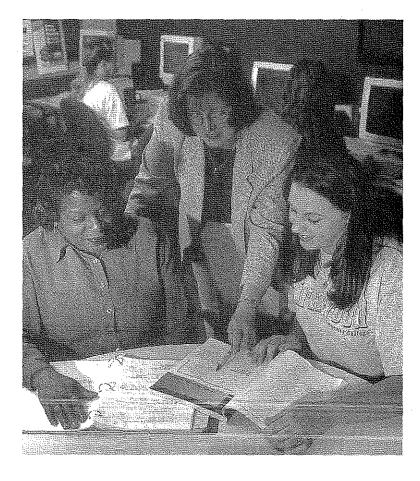
203 Nielsen Hall (319) 398-5416 business@kirkwood.cc.ia.us

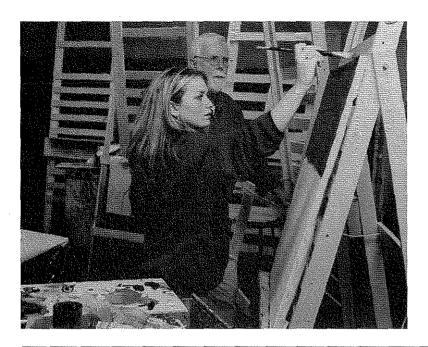
See Business and Information Technology Department on page 109

Education Careers

(319) 398-5511 jterndr@kirkwood.cc.ia.us

See Career Option Department on page 54





Fine and Performing Arts 336 Cedar Hall

336 Cedar Hall (319) 398-4956 kconrad@kirkwood.cc.ia.us

Kirkwood offers associate of arts degree majors in Art, Music and Theatre. Students complete general education courses and courses in the major that prepare them to enter a transfer institution as a junior. Portfolio development (Art majors) and performance skills (Music and Theatre majors) are emphasized.

Art Curriculum:

riisi yeai,	-	he area of emphasis:
·	AR120T	Design I 3
	AR130T	Drawing I 3
	AR105T or	Art History: Ancient to 1400 3
	AR106T	Art History: 1400 to Present
Second y	ear, or after co	ompleting courses above:
At least or	ne course in ea	ch of the following:
	PG100T	Photography 3
	AR110T	Ceramics 3
	or	
	AR160T	Sculpture3
	or	
	AR140T	Painting 3
	or	
	AR150T	Printmaking 3

level in any studio area including drawing 3

Art

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

Entry time: Fall, spring, summer Length; 2 years (4 semesters) Award: Associate of arts degree

Music

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

Entry time: Fall, spring, summer Length: 2 years (4 semesters) Award: Associate of arts degree

Music Curriculum:

Arts and Sciences core requirements plus: First year: Music Appreciation 3 MC100T MC105T Aural Skills I...... 1 MC107T Music Theory II3 MC106T Aural Skills II MC108T Plus private music lessons, chorale and/or band, ensemble/s. Second year: Advanced Music Theory I3 MC205T Advanced Aural Skills I 1 MC207T MC206T Advanced Aural Skills II 1 MC208T Plus private music lessons, chorale and/or band, ensemble/s. Depending on proficiency level, students may be required to take the following: Introduction to Music Theory 3 Jazz clinic, improvisation and music technology courses are recommended electives.

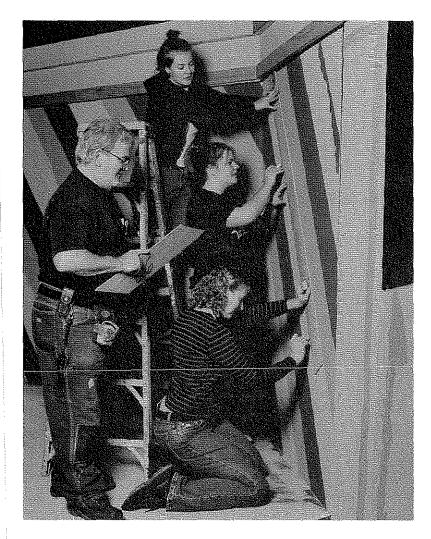


Theatre Curriculum:

Arts and Sciences core requirements plus:

	DM110T	Introduction to Theatre	3
***************************************	DM120T	Acting I	3
	DM130T	Stagecraft	. 4
	DM220T	Acting II	3
	DM180T	Acting Practicum	1
	DM190T	Technical Practicum	

Recommended electives include film, dramatic literature, design, drawing and music courses.



Theatre

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

Entry time: Fall, spring, summer Length: 2 years (4 semesters) Award: Associate of arts degree



Liberal Arts

139 Linn Hall (319) 398-5540

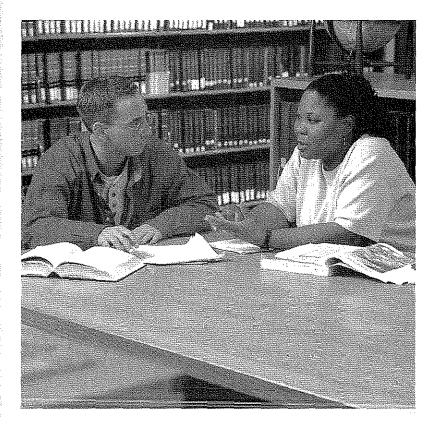
Liberal Arts majors complete general education and elective courses that prepare them for transfer and allow them to sample a variety of courses before choosing a major. Liberal Arts majors typically take writing, math and speech courses early to acquire foundational skills they'll use in other general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

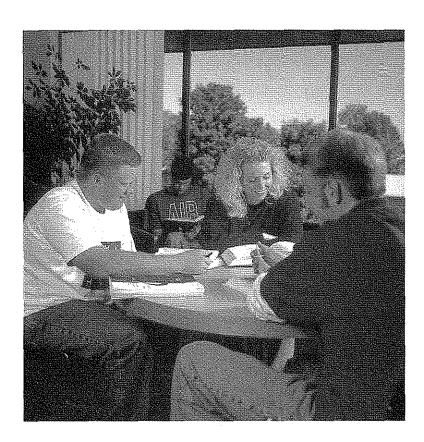
Kirkwood has articulation agreements with lowa's Regents' universities. However, it's advisable to check with the transfer institution on specific requirements, especially foreign language and diversity requirements.

Entry time: Fall, spring, or summer

Length: 2 years

Award: Associate of arts degree





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

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

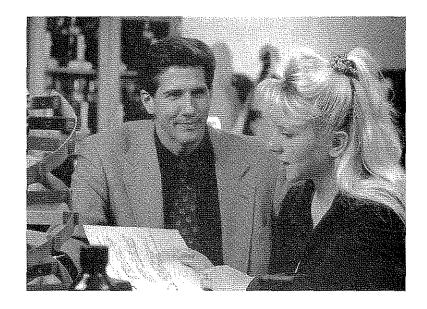
The Health Sciences department offers an associate of applied science degree program (ADN program) that also transfers to many colleges offering the BSN.



Pre-Computer Science

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

Pre-Computer Science offers the first two years of a bachelor's degree in Computer Science. Students take liberal arts general education classes while learning basic programming skills and developing the mathematical maturity required for advanced study in computer science. Since Computer Science programs at four-year colleges and universities vary, students are advised to contact transfer institutions early to learn about their specific requirements.



Associate of Arts (Pre-Computer Science)

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

Entry time: Fall, spring or summer Length: 2 years Award: Associate of arts degree

Associate of Arts (Pre-Computer Science) Curriculum: MT160T' MT161T Calculus II 4 CR110T **CR111T** Computer Science II 4 Program Design and Development 4 **CR112T** or **CR220T** Computer Organization and Assembly Language Programming 4 CC120T Discrete Computational Structures 3 College Writing 5 CR112T or CC113T & CC114T Composition I and II (or CC115T, Technical Writing)6 Fundamentals of Communication 3 CC130T or CC132T Public Speaking 3 A two-semester sequence of science courses. Choose from: BITTOT & BI111T College Biology i and ii (for majors)8 CN110T & General Chemistry I and II8 CN111T PA150T & PA151T College Physics I and II 8 PA210T & Classical Physics I and II 10 PA211T Humanities9 Electives

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

Associate of Science (Pre-Computer Science) Curriculum: MT160T* MT161T Calculus II 4 CR110T Computer Science I 4 **CR111T** Computer Science II 4 **CR112T** Program Design and Development 4 or **CR220T** Computer Organization and Assembly Language Programming 4 CC120T Discrete Computational Structures 3 **CR112T** College Writing 5 or Composition I 3 CC113T & CC114T Composition II (or CC115T, Technical Writing) 3 CC130T Fundamentals of Communication 3 or CC132T Public Speaking 3 A two-semester sequence of science courses. Choose from: BI110T & BI111T College Biology I and II (for majors) 8 CN110T & CN111T General Chemistry I and II 8 PA150T & College Physics I and II 8 PA151T PA210T & Classical Physics I and II10 PA211T History-Cultures and/or Humanities 9 Social Science 6 Electives 5-8

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

Calculus I.

Associate of Science (Pre-Computer Science)

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



Pre-Engineering

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

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

Entry time: Fall, spring or summer

Length: 2 years

Award: Associate of science degree

Pre-Engineering Curriculum:

	MT160T*	Calculus I	4
	MT161T	Calculus II	4
	MT262T	Calculus III	4
	MT270T	Differential Equations	4
Selected co	urses in Engi	neering	
	EN100T	Engineering Orientation	. 1
	EN160T	Engineering I	3
	EN165T	Engineering II	3
	EN170T	Materials Science	3
	EN180T	Statics	3
	EN280T	Dynamics	3
,	EN282T	Introduction to Electrical Science	3
	EN290T	Thermodynamics	3
****	CN100T	General Chemistry 1	4
,	CN111T	General Chemistry II	4
	PA210T	Classical Physics I	5
	PA211T	Classical Physics II	5
	CC113T	Composition I	3
	CC114T	Composition II	3
	CC130T	Fundamentals of Communication	3
		Social Science	6
	•	Humanities/History-Cultures	9

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

Technical Communications Curriculum:

41 hours o	of Arts and Sci	ence core requirements plus:
	CC116T	Professional Communication5
(Note: 2 of i	these hours are pa	art of the 41 core hours.)
		Presenting Information on the
		World Wide Web 3
	CC221T	Module One 1
	CC222T	Module Two 1
	CCC223T	Module Three 1
	CC251T	Reporting and Researching in the Workplace 3
***************************************	OF127U	Desktop Publishing
Three cre	dits from the fo	ollowing courses:
	CC250T	Collaborative Projects in the Workplace
		Environment 1-3, Lab
*****	CC252T	Internship 1-3, Lab
in consulta	ation with Techi	nical Communications faculty, students will select
a minimun	n of 6 credit ho	urs from the courses listed below to specialize in
one of the	following areas	s: virtual environments, writing and business
environme	nts, or graphic	s and layout.
	OF154U	Introduction to Multimedia 3
	MD999T	Computers in Media Production 3
	CC216T	Editing a Literary Magazine 3
	DG114U	Microcomputer Operating Systems 3
	DG159U	Introduction to HTML/Web Page Design 3
	MD120T	Newswriting and Reporting 3
	AD115T	Organizational Behavior 3
	HM106T	Culture and Technology 3
	HM107T	Communication and Culture 3
	MD130T	Promotion and Public Relations 3
*****	MR108T	International Marketing3
-	MD200T	Photojournalism2
***************************************	MR106T	Principles of Advertising 3
	MD999T	Special Projects in Media 1-3

Technical Communications

117K Linn Hall (319) 398-4998 cstump@kirkwood.cc.ia.us

Beginning with a solid Arts and Sciences core, the Technical Communications major is suited for students who want to pursue a four-year degree or seek entry-level employment following graduation from Kirkwood.

Technical communicators are trained to write and edit manuals (consumer, product and instructional), employee handbooks, post-marketing and product marketing publications, web pages, and documentation to support virtual environments.

Entry time: Fall or spring
Length: 4 to 6 semesters
Award: Associate of arts degree

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

Business

Accounting 49)
Banking and Finance)
International Business)
Marketing 49)

Industrial Technologies

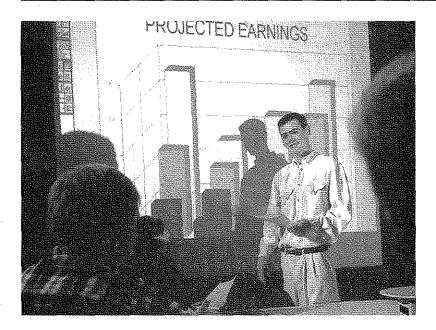
Construction Management 49	9
Fire Science 49	9

Social Science

ommunication wedia/Public Relations	50
riminal Justice	51
Disabilities Services Careers	52.
arly Childhood Education	53
ducation Careers	
luman Services	55
egal Assistant/Paralegal	56
egal Assistant/Paralegalign Language Interpreter Training	57

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Business



203 Nielsen Hall (319) 398-5416 business.department@kirkwood.edu

Accounting (CO)

See Business and Information Technology Department on Page 75

Banking and Finance (CO)

See Business and Information Technology Department on Page 96

International **Business (CO)**

See Business and Information Technology Department on Page 103

Marketing (CO)

See Business and Information Technology on Page 104

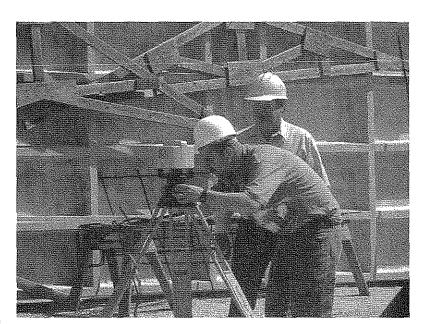
(319) 398-4983 industrial.tech@kirkwood.edu

Contruction Management (CO) See Industrial Technology on Page 135

Fire Science (CO)

See Industrial Technology on Page 141

Industrial Technologies



Social Science

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

Communication Media/Public Relations

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

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

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

The Communique, Kirkwood's student newspaper, is housed in the Communication Media/Public Relations program.

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

Entry time: Fall, spring or summer

Length: 2 years

Award: Associate of arts degree
Associate of science/career

option degree

Career Opportunities

o doumaliste

Photojournalist

Media consultant

Advertising consultant

* Radio/TV on-air talent

---Radie/TV-technical-suppo

Communication Media/Public Relations Curriculum:

Arts and Sciences core requirements plus: MD100T Mass Media 3 Newswriting and Reporting 3 MD120T Promotion and Public Relations 3 MD130T MD999T Special Projects 1 MD800T Communication Media/PR Field Experience . 3 Additional required program courses depending upon the career specialization chosen: **AR120T** Fundamentals of Design 1 3 **AR121T** Fundamentals of Design II 3 **AR130T AR131T** Fundamentals of Drawing II 3 Principles of Selling 3 MR103T MR101T Introduction to Media Ethics 3 PN109T **PG100T** Beginning Photography 3 PG200T Intermediate Photography2 Advanced Black and White Photography 2 **PG210T** Photojournalism 2 MD200T MD205T Introduction to Electronic Production 2 MD210T MD215T PG220T Public Speaking 3 CC132T Broadcast Writing and Performance 3 MD220T MD105T Practical Reporting/ENG2 Principles of Advertising3 MR106T or MR101T Principles of Marketing 3 Required Courses for the Public Relations Program: Wass Media **MD100T** Newswriting and Reporting3 MD120T MD130T Principles of Marketing3 **MR101T** Public Speaking 3 CC132T MD800T Communication Media/

PR Field Experience3

Criminal Justice Curriculum:

CJ250T

Arts and	Sciences core	requirements plus	
	Justice core c	•	
	CJ100T	Introduction to Criminal Justice	. з
	CJ110T	Criminal Law	
	CJ215T	Police Culture and Ethics	. з
	CJ240T	Juvenile Delinquency	
	CJ230T	Constitutional Law	
	CJ270T	Race Relations and the Criminal	
		Justice System	. 3
		Electives from area of emphasis	
_aw Enfo	orcement Empl	hasis	
	minimum of tv		
	CJ120T	Patrol Procedures	. з
	CJ125T	Community Oriented Policing	. 3
	CJ140T	Traffic Safety and Accident Investigation	
	CJ160T	Applications of Criminal Law	
	CJ150T	History of the Police in America	
	CJ210T	Community Corrections	
	CJ250T	Criminology	
	CJ260T	Criminal Evidence	
	CJ130T	Investigations	. 3
Correctio	ons Emphasis		
Choose a	minimum of tw	vo electives:	
	SY120T	Social Problems	. 3
	PC200T	Developmental Psychology	. з
	CJ220T	Penology	
	PC210T	Social Psychology	
	C.1215T	Police Culture and Ethics	

Criminology 3

Criminal Justice

(319) 398-5899, ext. 5202 mpenrod@kirkwood.cc.ia.us

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

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

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

Entry time: Fall, spring or summer Length: 2 years

Associate of arts degree Associate of science/career

option degree

Career Opportunities

- · Police officer
- · Detective

- Award:

- Warden
- Parole officer

Disabilities Services Careers

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

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

The curriculum is designed with a set of core courses and four major areas of emphasis: special education, rehabilitation, residential services and job coaching.

Students may complete the requirements for the lowa Paraeducator Certification by taking courses in the program.

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

Diploma
Associate of arts degree
Associate of science/
career option degree

Career Opportunities

- Social worker
- accomselors.
- Nursing home worker.
- Group home worker
- ¥ zulolò (doa(chi:
- - Special education leacheid - - Paraoducator

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Disabilities Services Careers Curriculum:

Arts and Sciences core re	quirements plus:
HA100T	Introduction to Disabilities Services 3
or	
HA105T	Making a Difference 3
HA120T	Observation and Management of Behavior 3
HA130T	Mainstreaming 3
HA110T	Health Aspects of Disabilities2
HA200T	Exceptional Persons 3
HA800T	Disabilities Services Field Experience
	and Seminar 6
PC100T	General Psychology3
PC200T	Developmental Psychology 3
	C.P.R. Certification
DG145U	Microcomputer Literacy 1
Required Courses for Job	Coach Certificate:
HA100T	Introduction to Disabilities Services 3
HA300T	Job Coaching3
 HA803T	Job Coaching Field
AND THE PROPERTY OF THE PROPER	Experience and Seminar 3

Paraeducator Certificate – The Iowa Department of Education has approved courses leading to the Iowa Paraeducator Certification. Completion of two courses, Making a Difference or Introduction to Disabilities Services Careers plus Observation and Management of Behavior meets the requirement of the Generalist Paraeducator Certification. The Mainstreaming course meets the requirements of the Level II Area of Concentration – Special Education Certification. Graduates of the program qualify for the Advanced Paraeducator Certification.

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

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

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

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

Early Childhood Education Curriculum:

One-year Diploma (30 hours)

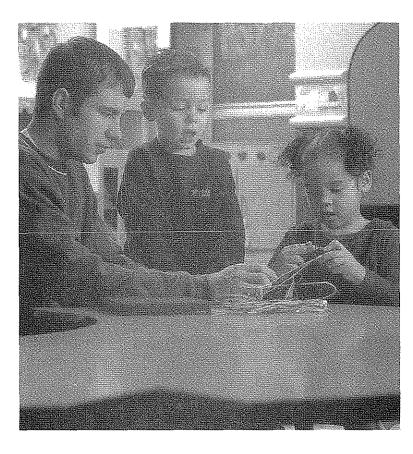
	EY100T	Introduction to Early Childhood Education	. 3
	EY110T	Curriculum and Activities I	. З
	EY120T	Curriculum and Activities II	. 3
***************************************	EY160T	Child Guidance and Behavior Management	. 3
***************************************	EY140T	Health and Safety and Nutrition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

Associate of Arts Degree

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

Associate of Science/Career Option Degree

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



Early Childhood Education

(319) 398-1258
mnollsc@kirkwood.cc.ia.us
(för Elementary Education, see Education Careers)

The Early Childhood Education program provides several options for students interested in the care and education of young children. One of the unique characteristics of this program is the use of the college's Child Care Center located on the main campus. The center has specific instructional areas designed to serve as a laboratory for this program.

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

Entry time: Fall, spring or summer

Length: 2 years

Award: One-year diploma

Associate of arts degree Associate of science/ career option degree

Career Opportunities

- Daycare lead teacher
- Daycare assistant
- · Daycare manager/director

Education Careers

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

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

Entry time: Fall, spring or summer. Length; 2 years (4 semesters) Award: Associate of arts degree

Career Opportunities

- Elementary education teacher
- Secondary education teacher:
- --- Teadhers aide...
- e Principal

Education Careers Curriculum:

EU152T

EU151T

EU150T

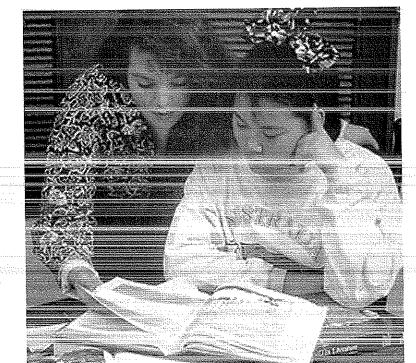
SY110T

Arts and Sciences core requirements plus: Introduction to Teaching 3 EU110T General Psychology 3 PC100T Developmental Psychology 3 PC200T Field Experience/Education2,3 **EU800T** or Literacy Tutor Experience2 EU151T or EU150T Plus three additional courses from the following list: Educational Psychology and Measurement .. 3 **EU300T** Exceptional Persons 3 HA200T Foundations of Education 3 **EU130T** Educational Technology 3 **EU140T** Math for Elementary Teachers 3 MT112T Children's Literature 3 LR240T Mainstreaming......3 **HA130T** Introduction to Ethics: Education 3 , PN109T Introduction to Physical Education2 RN150T Introduction to Early Childhood Education 3 **EY100T**

Literacy Tutor Experience 1

Literacy Tutor Experience 3

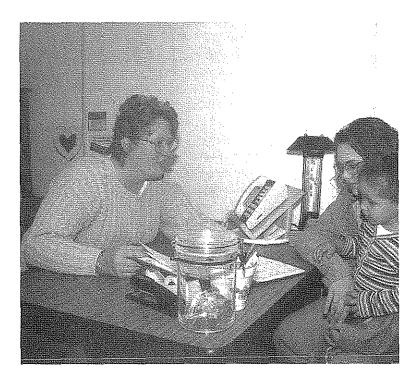
Marriage and the Family 3



Human Services Curriculum:

Arts and Sciences core requirements plus:

TI Human Ger	rices Career Orientation 3
0T Human Serv	rice Policy and Programs 3
0T Observation	Skills 3
1T Basic Proble	m Solving Skills3
0T Field Experi	ence and Seminar6
00T General Psy	chology 3
00T Developmer	tal Psychology3
20T Social Probl	ems 3
30T Group Comi	nunication3
45U Microcompu	ter Literacy 1
	OT Human Service OT Observation OT Basic Proble OT Field Experic OT General Psy OT Development OT Social Proble OT Group Comi



Human Services

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

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

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

Basic computer literacy is required.

Contact coordinator for specific requirements.

Entry time: Fall, spring or summer

Length: 2 years...

Avvard:

Associate of Arts degree Associate of science/

Associate of science/ career option degree

Career Opportunities

- Social worker
- Counselor

Legal Assistant/ Paralegal

(319) 398-5576 wgeertz@kirkwood.cc.ia.us

This American Bar Association-approved. program prepares students for entry-level positions in the growing job market locally and nationwide for Paralegals (Legal Assistants): Graduates find interesting and responsible positions in large and small law firms, corporate legal departments, and other businesses and government offices. The program may also provide career enhancement credentials for people already employed in law-related work. Students who have gone on to law school to becomeattorneys have found the program served as a valuable "pre-law" experience.

For most students, the Associate of Arts transfer degree program will be most appropriate. Students planning to transfer complete the AA arts and sciences core requirements, the program core courses, and six hours from among the list of program electives. Those who pursue the Associate of Science/Career Option degree take the arts and sciences core requirements for that degree, the program core courses, and eight hours of program electives. Students who have already completed AA or BA degrees take the program core courses and six hours of program electives.

Length:

Entry time: Fall, spring or summer 2 years (2 semesters for ==

Award:

those entering with AA or BA) Associate of Arts or Associate of Science/ Career Option (plus option to add legal Secretarial Skills confificate)

Career Opportunities

Paralegal students may enhance entry-level employment skills by cross training in legal secretarial skills, using the AS/CO degree's free elective credit hours to pursue a certificate through the Legal Office Administration program. Four classes, not connected with the paralegal program, are required. Upon completion of the paralegal degree such students will be awarded a Legal Office Skills certificate from the Business Education Department. See course descriptions for OF104T, OF121U, OF122U and OF124U in the Office Administration listings.

Paralegal Studies Orientation...... 3

Legal Assistant/Paralegal Curriculum:

LA100T

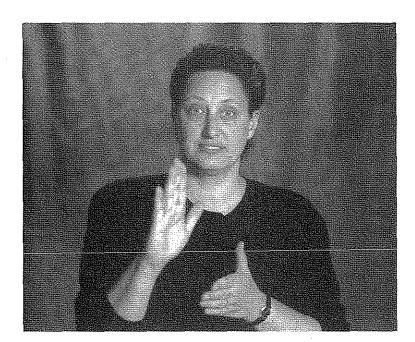
Arts and Sciences core requirements plus program courses:

	LA1021	Legal Etnics	ł
	LA103T	Fundamentals of Legal Research and Writing . 2	2
	LA106T	Torts	2
	LA108T	Contracts	2
	LA110T	Civil Litigation	
	LA107T	Advanced Legal Research and Writing	2
	LA800T	Legal Assistant Internship	
Program Ele	ectives:		
	LA120T	Estate Planning/Administration	
· · · · · · · · · · · · · · · · · · ·	LA125T	Real Estate Law	
	LA130T	Bankruptcy Law	2
	LA130T	Family Law	2
	LA140T	Administrative Law	4
	LA143T	Investigations for Paralegals	4
	LA145T	Business Organization Law	
	1 A 4 4 77 T	Environmental Law	1

Sign Language Interpreter Training Curriculum:

Arts and Sciences core requirements plus:

Water to the same of the same	SI100T	American Sign Language I	4
	SI141T	Sign Skills Lab I	2
*****	SI122T	Social Aspects of Deaf Culture	З
	SI131T	Introduction to Interpreting	З
	SI102T	American Sign Language II	4
	SI241T	Sign Skills Lab II	2
	SI201T	American Sign Language III	3
	SI202T	American Sign Language IV	3
	SI231T	Interpreting I	4
	S1232T	Interpreting II	3
	S1800T	Practicum and Seminar	6
	SI170T	Professional Issues	2
	SI155T	Process Analysis	4
	SI125T	Sign Systems in the Educational Setting	З
	SI270T	Special Setting	2



Sign Language Interpreter Training

(319) 398-5480 lkrog@kirkwood.ecia.us

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

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

Entry time: Fall

Length: 2 years (5 semesters

including summer)

Award: Associate of science/

career option degree Associate of arts

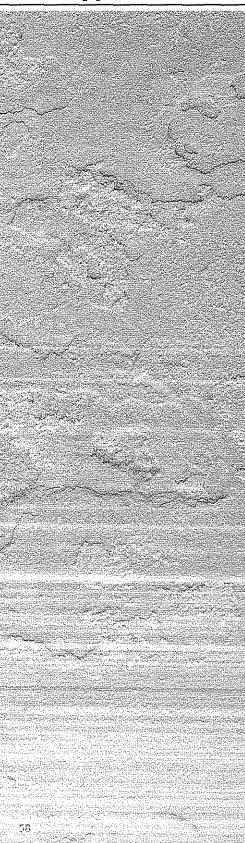
Career Opportunities

- Interpreter for the deal
- Teacher.
- · Social worker for the deaf
- Vocational rehab counselor for the deaf
- Counselor for the deal
- American sign language for foreign language credit.





Applied Science and Technology



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

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

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

Enrollment Requirements for Applied Science and Technology Programs

Students planning to enroll in an Applied Science and Technology program are required to:

- 1. Complete a Kirkwood Community College application form and send it to Enrollment Services;
- 2. Take the COMPASS placement test;
- 3. Attend a program orientation conference;
- 4. Complete the student health form if applying for most Health Sciences programs.

Associate of Applied Science Degree Requirements

To receive an associate of applied science degree, the following requirements must be completed:

- Earn 62-86 semester hours of credit in the courses required for the specific Applied Science program.
- Earn 16 semester hours in residence at Kirkwood in the program for which the degree is sought.
- Maintain a minimum cumulative grade point average of 2.0.
- Complete a minimum of 15 semester credit hours of coursework in the following basic learning core:

Communication 2 courses

Humanities At least 1 course

Social Science At least 1 course

Mathematics/Science At least 1 course

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

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



Diploma Requirements

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

Certificate Requirements

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

Credit by Examination

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

Waiver Credits

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

Transfer of Credit from Other Institutions

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

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

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

Veterans Educational Benefits

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







Agricultural Sciences

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Agricultural Business and Technology

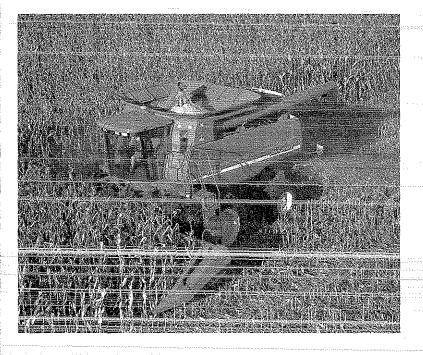
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BUSINESS AND INFORMATION TECHNOLOGY

Agricultural Business and Technology

Agricultural Transfer Curriculum:

Arts and Sciences core courses plus 21 credits of electives, which may include the following ag courses:

	AETOTI	reeds and reeding	
	AE102T	Agricultural Accounting	
-	AE103T	Elements of Farm Management	
	AE105T	Fundamentals of Soil Science	
	AE104T	Principles of Crop Production	
	AE107T	Survey of Animal Industry	
***************************************	AE108T	Agricultural Finance	



Agricultural Transfer Washington Hall

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

Students in the Agricultural Transfer program can earn their associate degree then transfer as a junior to a four-year college or university. By earning an associate degree at Kirkwood, students have their general education courses taken care of, which means they can dig right into their major-related courses at their transfer school.

Entry Time: Fall, spring or summer Length: 2 years (4 semesters) Award: Associate of science or associate of arts degree



Agricultural GPS/GIS Technology

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

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

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

Entry Time: Fall or spring Length:

2 years (4 semesters,

1 summer)

Award: Associate of applied science degree

Career Opportunities

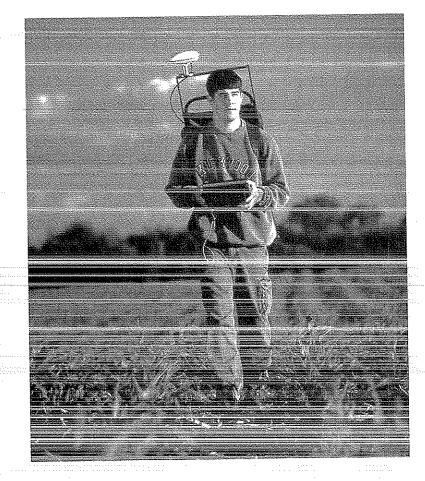
GPS/GIS graduates work as:

- ==Ei Steconicians
- e Gustomi applicators
- rio GIS specialists :
- েরিS coordinators in agriculture.

natural resources and other industries

Agricultural GPS/GIS Technology Curriculum:

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



		·	
	or		
I	CC113T	Composition I	3
	AE101T	Feeds and Feeding	3
	AE702U	Ag Leadership*	1
	AE118U	Intro to Precision Farming	3
	AE402U	Livestock Physiology	4
	AF701U	Mathematics I - Agriculture	3

AE110T	Ag Commodities Marketing 3
PC105U	Human Relations3
AE205U	Intro. to Tech. Chemistry 4

Advanced Livestock Judging 2

Row Crop Production 3

Livestock Housing & Equipment/Swine 2

Agricultural Fertilizers and Chemicals 3

Principles of Crop Production 3

Fundamentals of Soil Science 3

Field Crop Harvesting and Drying 3

Combine Operation and Adjustment 2

Advanced Workplace Communications 2

 AE103T	Elements of Farm Management 3
 AE127U	Integrated Pest Management3
 AE108T	Ag Finance3
	Computer Competency 3

Specialty Requirement Courses AE109U Com

DG102T

CC120U

 AE407T	Swine Reproduction and Management	5
 AE408U	Beef Industry and Feedlot Management	5
 AE409U	Sheep Production	2.5
 AE410U	Sheep Breeding and Reproduction	2.5
 AE411U	Beef Cow/Calf Production	3
 AE412T	Livestock Management Swine	3
 AE413U	Sheep Feeding and Nutrition	з
 AE414U	Swine Enterprise Management	з
AE415U	Beef Breeding/Reproduction/Nutrition	5
 AE418T	Livestock Behavior and Welfare/Swine	3
 AE419U	Beef Science Management	З
 AE420U	Ewe and Lamb Management	
 AE421U	Beef and Dairy Artificial Insemination	
 AF422U	Livestock Evaluation and Selection	

AE423U

AE425U

AE428T

AE111U

AE104T

AE105T

AE710U

PM227U

Agricultural Production Management

(3.19) 398-5609 kvisser@kirkwood.cc.ia.us

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

This program includes an internship.

Entry Time: Fall or spring

Length: 2 years (4 semesters,

1 summer)

Award: Associate of applied science degree

Career Opportunities

Opportunities for Ag Production graduates include:

- Farm operators
- Livestock product sales & services
- Agricultural product buyers
- Feed and equipment sales

Approved Agricultural Sciences courses *May be repeated as an elective.

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

Agriculture Business students prepare for a careers in the agricultural sales and service industry. You'll study sales, advertising, merchandising, economics, farm manage ment, marketing, agronomy and animal science. Students are required to complete an internship.

Entry Time: Fall or spring

2 years (4 semesters, Length:

1 summer)

Award:

Associate of applied

science degree

Diploma (2 semesters, Option:

I summer)

Career Opportunities

Opportunities for Ag Business graduates - Induare:

- y Trevillizer applicator...
- A Territory salesperson
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- -celacidente ana économique con ou construcción de la construcción de la construcción de la construcción de la

Agriculture Business Curriculum:

	AE101U	Introduction to Agribusiness	3
	AE102U	Principles of Agribusiness	3
*****	AE103U	Agricultural Economics	3
	AE105U	Ag Mechanics - Agribusiness	2
	AE107U	Agricultural Salesmanship	3
	AE110T	Ag Commodities Marketing	3
	CC110U	Workplace Communications	2
	and		
	CC120U	Adv. Workplace Communication	2
	or		
	CC113T	Composition I	
	AE701U	Mathematics I - Agriculture	
	AE103T	Elements of Farm Management	
	AE105T	Fundamentals of Soil Science	
	AE107T	Survey of Animal Industry	
	AE702U	Ag Leadership *	1
	AE101T	Feeds and Feeding	
	AE801U	Employment Internship *	
	AE104T	Principles of Crop Production	
	AE102T	Agricultural Accounting	
	PC105U	Human Relations	3
. 5 <u> </u>	AE108T	Agricultural Finance	3
	AE118U	Intro to Precision Farming	3
	AE111U	Ag Fertilizers & Chemicals	
	AE127U	Integrated Pest Management	
	AE205U	Intro to Tech. Chemistry	4
		Computer Competency	3
		Humanities/History-Cultures	. 3



Horse Science Technology Curriculum:

	AE508U	Horse Breeds Selection2
	AE509U	Horse Production Proficiency 3
	AE510U	Health and Performance Management 3
	CC110U	Workplace Communications2
	AE702U	Ag Leadership1
	AE501U	Genetics and Horse Breeding 3
PH	AE801U	Employment Internship 4
	AE102T	Agricultural Accounting3
	AE502U	Horse Nutrition 3
	AE503U	Training I1
***************************************	AE802U	Employment Seminar 1
***************************************	AE504U	Legs, Hoof and Farrier Science2
	AE954U	Horse Projects*1-3
	AE505U	Horse Judging2
******	AE526U	Horsemanship Balanced Seat1
	AE506U	Training II 3
	PC105U	Human Relations 3
	CC120U	Advanced Workplace Communications 2
		First Aid/CPR requirement 0.5
***************************************	AE507U	Training III2
****	AE515U	Agricultural Mechanics - Horse Science 3
	AE516U	Facilities Maintenance 2
		Horsemanship requirement 6
		Math requirement 3
		Humanities/History-Cultures3
		Merchandising requirement 3
		Management requirement 3
		Computer requirement3
Canadalty I	Parviromant C	Courses
эрестану г	Requirement C AE514U	
	AE5140 AE511U	Intro to Horsemanship Balanced Seat
***************************************	AE5110 AE512U	Long Lining and Driving Techniques
		Advanced Western Horsemanship
	AE513U	•
	AE527U	Advanced Horsemanship Techniques 2
	AE728U	Ag Construction and Repair
	DG102T	Intro to Microcomputers and DP
***************************************	AE109U	Computer Application - Ag
	AE518U	Horse Shows
	AE520U	Management of the Racing Thoroughbred 3
	AE523U	Trimming the Horse's Hoof
***************************************	AE524U	Trail Riding
	AE525U	Horse Business Practices
	AE701U	Mathematics I - Agriculture 3

Colt Starting 2

AE529U

Horse Science Technology

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

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

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

Entry Time: Fall

Length: Award: 2 years (4 semesters) Associate of applied science degree

Diploma option available

Career Opportunities

Horse Science grads with a two-year degree can work as:

- Greens
- Assistant stable managers/trainers
- Sales associates in feed and tack stores
- Some graduates own boarding stables, breeding farms or horse dealerships

^{*}To be repeated.

Animal Health Technology

Small Animal Services -Veterinary Assistant

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

Small Animal Services students prepare for careers working with animals in settings such as pet shops, animal control agencies, boarding kennels, grooming salons or in animal care for vet clinics. Students complete a 192 hour internship at a veterinary clinic, pet store or kennel, which allows them to apply their skills to an actual work setting. A summer internship is required.

Entry Time: Fall

Length: 1 year (2 semesters,

1 summer)

Award: Diploma

Career Opportunities

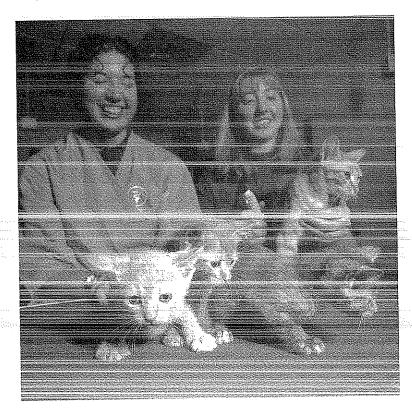
Most graduates are employed as

- Kennel workers
- -c-Doverdomas
- n: AVereimany assistant.
- aca/campaiv receptionist
- Annial control officer
- THE TRANSPORT OF THE PROPERTY OF THE PROPERTY

Small Animal Services - Veterinary Assistant Curriculum:

	AE201U	Animal Behavior/Kennel Management	5
		Canine & Feline Nutrition	
	AE310U		
	AE302U	Veterinary Law and Ethics	
	AE702U	Ag Leadership*	
	CC110U	Workplace Communications	2
	PC105U	Human Relations	3
	AE308U	Veterinary computer Apps	2
	AE306U	Veterinary Reception Skills	3
	AE307U	Veterinary Assisting	З
	AE311U	Pet Grooming I	1.5
		CPR Requirement	5
	AE305U	Pharmacy Skills for V.A	
	AE309U	Veterinary Medical Terminology	
		Ag Career Orientation	
	AE206U		
	AE702U	Ag Leadership	1
	AE801U	Employment Internship	3

*May be repeated as an elective.



Veterinary Technician Curriculum:

	AE201U	Animal Behavior/Kennel Management 5
******	PC105U	Human Relations 3
	AE202U	Animal Anatomy and Physiology I 3
	AE203U	Animal Anatomy and Physiology II 4
	AE221U	Animal Husbandry 3
	AE204U	Veterinary Pharmacology 3
		Chemistry requirement 4
	AE309U	Veterinary Medical Terminology 1
	AE206U	Ag Career Orientation1
	AE702U	Ag Leadership* 1
	BI130T	Microbiology 4
	AE212U	Veterinary Clinic Pathology I 3
	AE209U	Animal Nursing I 3
	CC113T	Composition I 3
	CC114T	Composition II 3
	or	
	or CC130T	Fundamentals of Communication 3
		Fundamentals of Communication
	CC130T	
	CC130T AE801U	Employment Internship** 4
	CC130T AE801U AE216U	Employment Internship** 4 Small Animal Cage Bird Medicine 4
	CC130T AE801U AE216U AE210U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U AE802U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U AE802U AE215U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U AE802U AE215U AE211U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U AE802U AE215U AE211U AE214U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U AE802U AE215U AE211U AE214U AE214U	Employment Internship**
	CC130T AE801U AE216U AE210U AE213U AE208U AE802U AE215U AE211U AE214U AE214U	Employment Internship**

Veterinary Technician

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

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

Entry Time: Summer

Length: 2 years (4 semesters,

2 summers)

Award:

Associate of applied

- science degree

Career Opportunities

Most Vet Tech grads work in:

- . Small, mixed or large animal practices.
- Humane societies
- Animal shelters
- Zoos
- Specialty veterinary practices
- Pet shop.
- · Biological research labs
- Animal control agencies.
- Veterinary teaching hospitals
- State and federal agencies.

^{*}May be repeated as elective.

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

Career Studies – Ag Science

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

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

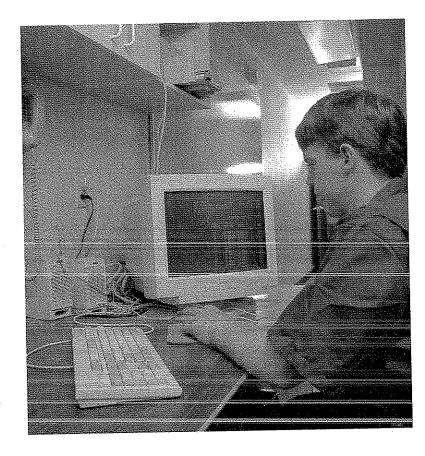
may not be satisfied by an existing Applied Science and Technology program.

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

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

Career Studies - Ag Science Curriculum:

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



Career Opportunities

Craduates of the Career Studies

program are prepared for careers
that they have identified as their
program goal

Floriculture and Horticulture

Floral Careers Curriculum:

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

^{**}Must be repeated



Floral Careers

(319) 398-5441 wjohnso@kirkwood.cc.ia.us

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

Entry Time: Fall

Length: 1 year (2 semesters,

1 summer)

Award: Diploma

Career Opportunities

As a Floral Career graduate you can work as:

- Retail florist
- Floral wedding consultant.
- Flower shop owner or manager
- Wholesale florist.
- · Silk and dried floral designer.
- Greenhouse grower
- Craft store owner or employee.
- Food store flower shop manager

^{*}May be repeated

Golf Course and Turfgrass Management

(319) 398-5441 wjohnso@kirkwood.cc.ia.us

Keeping lawns in top shape takes a lot of skill and know-how. Students in this program learn to maintain the turf and grounds at personal residences, golf courses, athletic fields, parks, recreation areas, and college and university campuses:

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

Entry Time: Summer or fall

2 years (3 1/2 semesters,

1 summer)

Associate of applied Award:

science degree

Applications of GPS AF117U

Golf Course and Turfgrass Management Curriculum:

 ME () ()	· Arteria and a control of the contr
AE606U	Pest Management4
AE601U	Turfgrass Management3
AE603U	Horticulture Equipment Operation 3
AE602U	Plant Material I 3
AE607U	Horticulture Construction I3
AE611U	Soil and Water Conservation3
CC113T	Composition I 3
or	
 CC110U	Workplace Communications2
 CC120U	Advanced Workplace Communications 2
AE646U	Horticulture Botany2
 AE613U	Horticulture Math2
AE609U	Drawing/Design I 3
AE604U	Plant Material Maintenance 3
PC105U	Human Relations3
	CPR/First Aid Requirement 0.5
AE650U	Grounds Computer Apps2
AE801U	Employment Internship**4
AE641U	Irrigation Design2
AE629U	Grounds Maintenance3
 AE645U	Irrigation Installation and Repair2
AE633U	Golf Course Maintenance 3
AE634U	Advanced Turfgrass Management 3
AE631U	Pesticide Applications1
 AE621U	Avian Wildlife3
AE628U	Grounds Management Problems3
	Humanities/History-Cultures3

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

Career Opportunities

....Seasonal and full=time are available as..... en Colf course assistant SuperVision

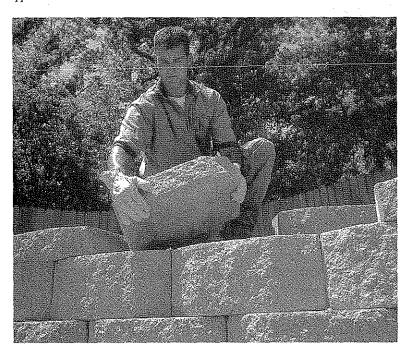
- Turf grass manager
- Lawn care company-foreman.
- s sales representative for equipment.

Landscape, Nursery and Garden Center Management Curriculum:

	AE606U	Pest Management 4
	AE601U	Turfgrass Management 3
	AE603U	Horticulture Equipment Operation 3
	AE602U	Plant Materials I 3
***************************************	AE607U	Horticulture Construction I 3
	AE611U	Soil and Water Conservation 3
	CC110U	Workplace Communications2
****	CC120U	Advanced Workplace Communications 2
	AE646U	Horticulture Botany2
	AE613U	Horticulture Math2
	AE609U	Drawing/Design I 3
	AE604U	Plant Material Maintenance 3
	PC105U	Human Relations 3
		CPR/First Aid Requirement 0.5
	AE651U	Computer Application for Landscape Industry2
****	AE801U	Employment Internship** 4
	AE615U	Herbaceous Plant Material 3
*****	AE605U	Plant Materials II
	AE616U	Landscape Business Operation 2
	AE610U	Drawing/Design II 3
PA	AE612U	Plant Propagation 3
	AE625U	Commercial Plant Production 3
******	AE626U	Interior Plantscape 3
	AE624U	Greenhouse Management 3
		Humanities/History-Cultures 3

[&]quot;Applications of Global Positioning Systems" is available as an elective course.

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



Landscape, Nursery and Garden Center Management

(319) 398-5441 wjohnso@kirkwood.cc.ia.us

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

Entry Time: Summer or fall

Length: 2 years (3 1/2 semesters,

1 summer)

Award: Associate of applied

science degree

Career Opportunities

Landscape graduates work as:

- Landscape designers for private home or corporate campuses
- Garden center or greenhouse managers or salespeople
- Commercial grounds foremen.



Parks and Natural Resources

(319) 398-5441 wjohnso@kirkwood.cc.ia.us

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

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

Entry Time: Summer or fall =

Length:

2 years (3 1/2 semesters,

1 summer)

Award: 🐃 Associate of applied science degree

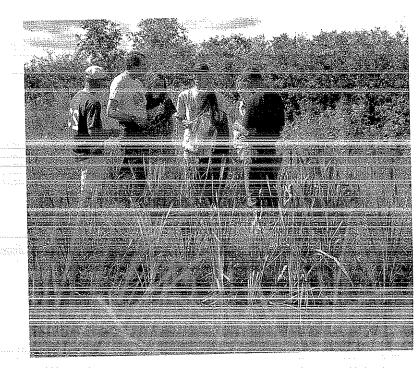
Career Opportunities

- Seasonal and full time are available as: City or county park as a park attens. mada nteo erra (Ulai Simo
- · . Conservation, landscaping or environ-Karikati dan kalaturan (Co. 🗕
- rii keeli dirikayariin araaniin

Parks and Natural Resources Curriculum:

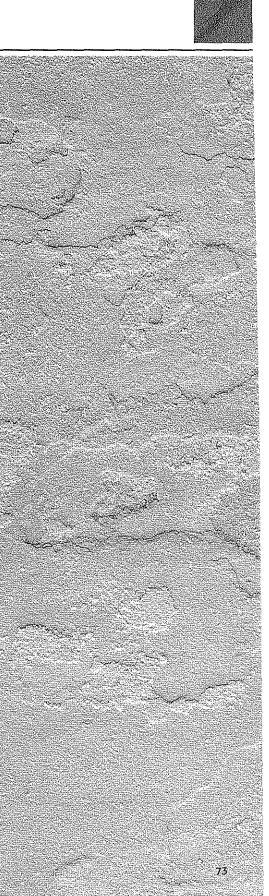
	AE601U	Turfgrass Management3
	AE603U	Horticulture Equipment Operation 3
	AE602U	Plant Material I3
	AE607U	Horticulture Construction I3
	AE611U	Soil and Water Conservation 3
	AE617U	Plant of the Wild 3
	CC110U	Workplace Communications2
	CC120U	Advanced Workplace Communications 2
	AE646U	Horticulture Botany2
	AE613U	Horticulture Math2
	AE609U	Drawing/Design I 3
	AE604U	Plant Material Maintenance 3
	PC105U	Human Relations3
		CPR/First Aid Requirement 0.5
	AE801U	Employment Internship** 4
	AE620U	Park Maintenance3
	AE623U	Park and Recreation Administration 3
	AE621U	Avian Wildlife 3
	AE637U	Natural Resources Appreciation 3
	AE622U	Aquatic Wildlife3
	AE636U	Wildlife Management 3
	AE618U	Mammalian Wildlife3
	AE635U	Natural Resources Interpretation3
	AE117U	Applications of GPS
		Humanities/History-Cultures3
***		tion of 24 semester credits or program coordinator

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



Business and Information Technology

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Accounting

AND

Accounting **Associate**

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

The Accounting Associate program provides students with the background they need to enter general accounting, cost accounting, finance, credit, auditing or other specialized areas of financial accounting and financial reporting.

A degree in accounting provides you with a variety of options and opportunities An accounting degree can also lead to a career with the FBI.

Today's accountant can choose from a variety of career paths, including several that could easily land her or him in the CEO's corner office, and can choose among a wide range and size of employers.

Entry time: Fall, spring, summer Length: 2 years (4 semesters) Award: Associate of applied science degree

Accounting Associate Curriculum:

First Semester

	AO101T	Principles of Accounting I 4
**************************************	DG102T	Intro to Micros and DP 3
*,	CC113T	Composition I 3
A	OF103T	Business Math and Machines 3
	AO109U	Payroll Accounting 2
4,	OF113T	Keyboarding I 1.5
Second Sei	mester	
·	AO102T	Principles of Accounting II4
	AO113T	Accounting Spreadsheets 4
	CC115T	Composition II: Technical Writing 3
	MT120T	Finite Math3
	•	Humanities or History/Culture Core3
Third Seme	ester	
	AO104T	Intermediate Accounting I4
	AO107T	Income Tax4
	AO114T	Accounting Database2
	CC130T	Fundamentals of Communication 3
	EO130T	Principles of Microeconomics 3
Fourth Sem	ester	
	AO103T	Cost (Managerial) Accounting 4
	AO116T	Integrated Accounting Systems 4
	AD144U	Employment Seminar 1
		Computer Elective3
		Elective

Career Opportunities

- LEADDINISMS
- BudgeLolifcers
- Telepaningers
- . Financial analysis and managers

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- статы Хүнайний сезені (Эсэнер) ісе (Эдикий Меся

BUSINESS AND INFORMATION TECHNOLOGY

Accounting Career Option Curriculum:

First Seme	ester		
V	AO101T	Principles of Accounting I	. 4
	DG102T	Intro to Micros and DP	
***************************************	CC113T	Composition I	. 3
	MT120T	Finite Math	
	CC130T	Fundamentals of Communication	
Second Se	emester		
h	AO102T	Principles of Accounting II	. 4
	AO113T	Accounting Spreadsheets	
	CC114T	Composition II	
· · · · · · · · · · · · · · · · · · ·	MT125T	Fundamentals of Statistics	
Third Seme	ester		
	AO104T	Intermediate Accounting I	4
	AO107T	Income Tax	
	LA160T	Business Law I	3
	EO120T	Principles of Macroeconomics	3
		Humanities or History/Cultures Core	3
Fourth Sen	nester		
	AO105T	Intermediate Accounting II	4
	AO103T	Cost Accounting	
	EO130T	Principles of Microeconomics	
***************************************	AD144U	Employment Seminar	1
		Humanities or History/Cultures Core	

Accounting Career Option

203 Nielsen Hall (319) 398-5416_ business@kirkwood.cc.ia.us

Accounting Career Option prepares students for careers in accounting and provides transferability to an accounting program at a four-year college. Credits from this program transfer to many institutions, including Mount Mercy, Northwest Missouri State University and Coe College, where students may complete a Bachelor of Business Administration degree.

This program differs from the Associate of Applied Science degree program in accounting by requiring more of the core courses needed to transfer to a four-year college.

Entry time: Fall, spring, summer Length: 2 years (4 semesters) Award: Associate of science/ career option degree

Career Opportunities

A degree in accounting provides you with a variety of options and opportunities. An accounting degree can also lead to a career with the FBI

- Cost accountant
- AppraisersBudget officers
- Loan officers
- · Financial analysts
- and managers Actuaries
- Underwriters
- Tax collectors and

- revenue agents Securities sales Representatives Purchasing agents

Hospitality

217 lowa Hall (319) 398-5468 business@kirkwood.cc.ia.us

Students in Kirkwood's Food Service program prepare for careers through practical experience in management, food preparation and service. Instructors supervise students in the daily operation of The Class Act, a student-operated restaurant on campus which features fine dining for Kirkwood staff, students and the public. Students also prepare selected food items in the kitchen and bakery for the college cafeteria. In addition to management techniques and food preparation, instruction covers related technical subjects such as financial record keeping, food fundamentals, nutrition, computers, food purchasing, sanitation, equipment, human relations, and the safety and legal aspects of the food industry.

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

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



BUSINESS AND INFORMATION TECHNOLOGY

Culinary Arts Curriculum:

First Seme	ester		
******	HO118U	Food Production I	4
	HO134U	Menu Planning and Nutrition	3
	HO122U	Food Fundamentals I	3
***************************************	PC105U	Human Relations	3
	HO135U	Sanitation/Safety/Equipment	2
***************************************	MT102U	Basic Math	2
Second Se	emester		
	HO138U	Purchasing and Cost Control	3
	HO123U	Food Fundamentals II	3
·	HO119U	Food Production II	4
	CC110U	Workplace Communication	2
	DG145U	Microcomputer Literacy	1
		Elective	3
	•		
Third Sem			
	CC120U	Advanced Workplace Comm	
	HO146U	Classical Cuisine	
	HO145U	Artistic Display	
************	HO124U	Culinary Arts I	
	AO102U	Accounting Concepts	
	HO142U	Hospitality Personnel Mgmt	
		Humanities Elective	. 3
Fourth Ser	mester		
***************************************	HO125U	Culinary Arts II	. 4
	HO146U	Classical Cuisine	
	HO144U	Food and Culture	. 3
	AD144U	Employment Seminar	. 1
	HO133U	Intro to Wines and Spirits	
***************************************	HO137U	Garde Manger	. 2
	⊔∩110H	Dining Doom Tochniques	

Culinary Arts

217 Jowa Hall (319) 398-5468 business@kirkwood.cc.ia.us

The Culinary Arts program prepares students for entry-level positions as chefs and other food service professionals.

Chefs plan and direct the overall kitchen operations including purchasing, inventory control, food production and menu planning. They must be familiar with a variety of the field's concepts, practices and procedures. Many typically supervise kitchen workers and cooking assistants and report directly to top management.

Opportunities for planning, preparing and servicing catered events on campus are also available to students. All students in laboratory courses wear professional uniforms.

Entry time: Fall, spring, summer Length: 2 years (4 semesters) Award: Associate of applied science degree

Career Opportunities

- Chefs
- Cooks
- Catering managers
- Food service professionals.

This program is fully accredited by the American Culinary Federation Accrediting Commission, which provides graduates with nationally recognized certification upon completion.

BUSINESS

AND

INFORMATION TECHNOLOGY

Culinary Arts Bakery Certificate (319) 398-5468 business@kirkwood.cc.ta.us

The bakery certificate is designed to prepare students for entry-level bakery employment. Students prepare for their careers through practical experience in preparation of baked goods.

Bakery workers prepare specialty desserts, breads, rolls, muffins, biscuits and pastries for a variety of settings. A wide degree of creativity and latitude is encouraged.

Entry time: Length: Award:

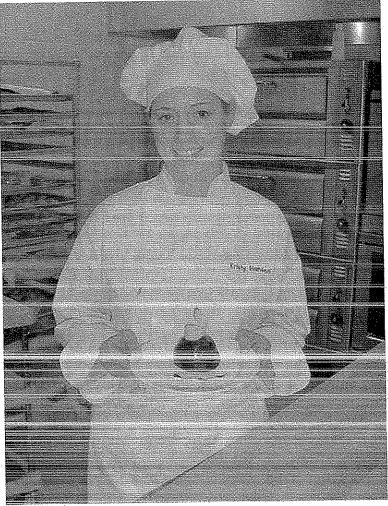
Fall or spring
1 year (2 semesters) Certificate

- ...decorating Worker
- J. o Baker

Pastry chef Bakery and confectionery

Bakery Certificate

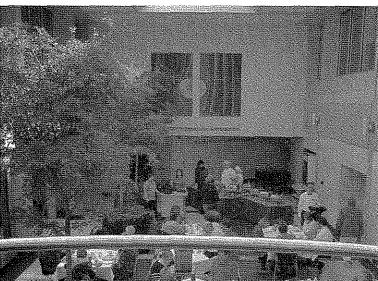
First Semes	ster	•	12.3
	HO115U	Bakery I	2
	HO140U	Basic Cake Decorating	1
		Elective	3
	HQ135U	Sanitation/Safety/Equipment	2
***************************************	MT102U	Basic Math	2
Second Se	mester		
	HO116U	International Breads	
	HO147U	International Pastries	2
	HO138U	Purchasing and Cost Control	3
,	HO148U	Science of Baking	3



BUSINESS INFORMATION TECHNOLOGY AND

Food Service Training Curriculum:

First Seme	ster		
	HO118U	Food Production I	4
	PC105U	Human Relations	3
	HO122U	Food Fundamentals I	3
	HO135U	Sanitation/Safety/Equip	2
***************************************	MT102U	Basic Math	2
	HO134U	Menu Planning & Nutrition	3
Second Se	mester		
	HO119U	Food Production II	4
	CC110U	Workplace Communication	2
***************************************	AD144U	Employment Seminar	1
		Electives	8





Food Service Training

217 Jowa Hall (319) 398-5468 business@kirkwood.cc.ia.us

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

Entry time: Length: Award:

Fall or spring 1 year (2 semesters) Diploma

Career Opportunities

Food Service workers assist cooks and chefs with the daily operations of a kitchen and dining facility. They perform a variety of tasks and have the opportunity to work in hospitals, corporate and college dining services, long term care facilities, restaurants, etc.

- Food preparation worker
 Cooking assistant
 Caleteria attendant

Restaurant Management

217 Iowa Hall (319) 398-5468 business@kirkwood.cc.ia.us

The curriculum allows students flexibility in selecting a major interest within the food service industry. In addition to-management techniques and food preparation, instruction covers related technical subjects including nutrition, purchasing, sanitation, computers, human relations and legal aspects of the hospitality industry. This major prepares students for entry-level management positions.

This program is fully accredited by the American Culinary Federation Accrediting Commission, which provides graduates with nationally recognized certification upon completion.

Graduates from this program can transfer to lowa State University and pursue a 4-year degree in Hotel, Restaurant, and Institutional Management.

Entry time: Fall, spring, summer Length: 2 years (4 semesters) Award: Associate of applied science degree

Restaurant Management Curriculum:

First Semester			
····		Food Production I 4	
		Menu Planning and Nutrition3	
-		Food Fundamentals I 3	
- 1	HO135U	Sanitation/Safety/Equipment2	
	MT102U	Basic Math2	
Second Seme	ester		
	HO119U	Food Production II4	
	HO138U	Purchasing and Cost Control 3	
	HO142U	Hospitality Personnel Management 3	
***************************************	DG145U	Microcomputer Literacy 1	
	MR101T	Principles of Marketing 3	
	or		
***************************************	MR106T	Principles of Advertising 3	
	CC110U	Workplace Communication 2	
Third Semest	er		
	PC105U	Human Relations 3	
	HO146U	Classical Cuisine 1	
	HO113U	Dining Room Techniques4	}
	AO102U	Accounting Concepts	3
	CC130T	Fundamentals of Communication	3
	H0117U	Restaurant Law	3
Fourth Seme	ster		
	HO146U	Classical Cuisine	
	AD144U	Employment Seminar	
	HO103T	Hospitality Management	
	HO144U	Food and Culture	3
		Elective	
		Humanities Elective	3

Career Opportunities

Restaurant managers oversee the daily
operations of a food service establishment
and perform a wide variety of complex tasks.
This may include ensuring quality service for
patrons, maintaining inventory, accounting,
marketing, supervising and many others. A
wide degree of creativity and latitude is
expected in the field.

Restaurants : Country Clubs : Hotels