



# NORTH IDAHO COLLEGE

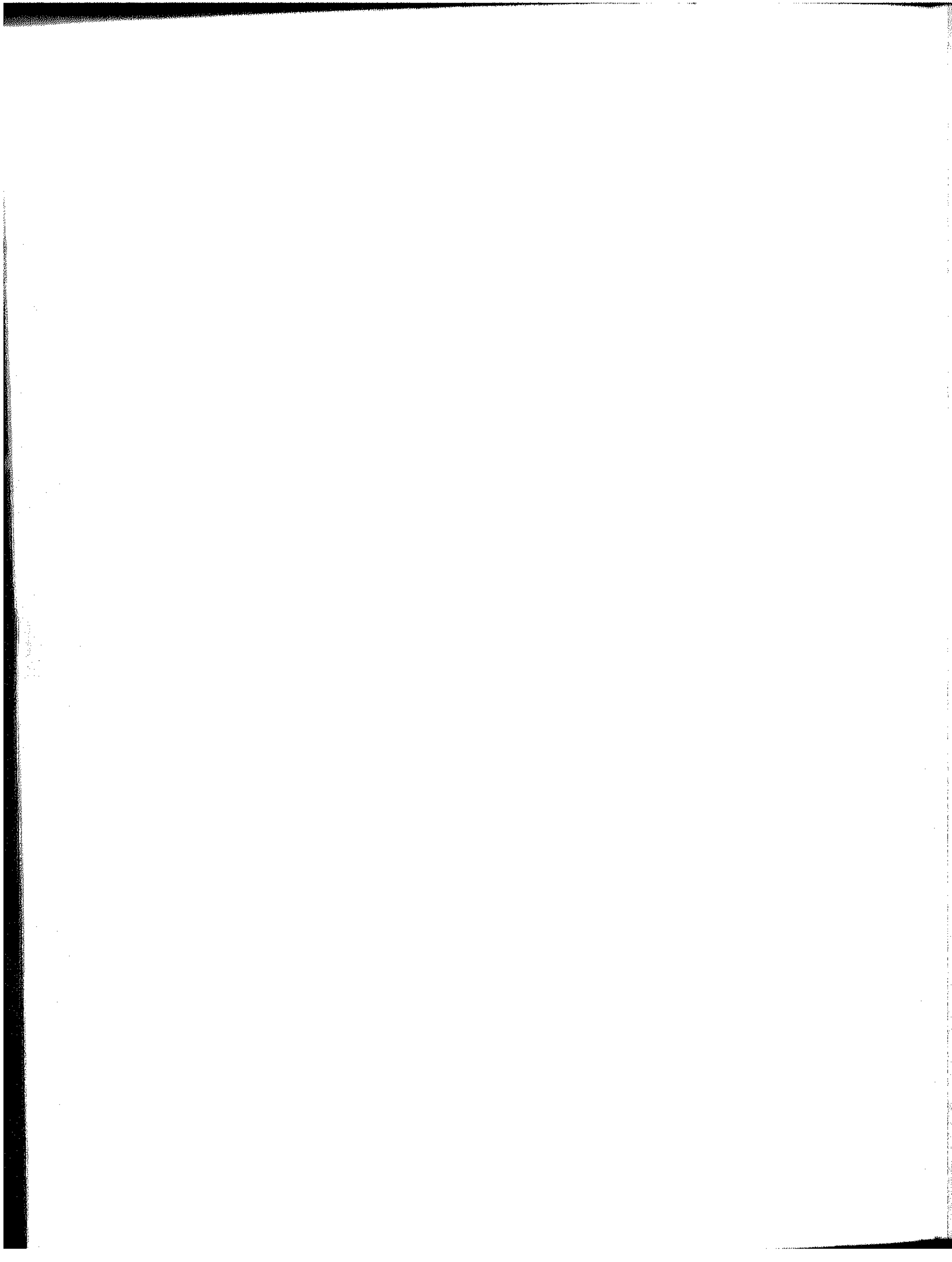


Fort Sherman Officers' Quarters

*The College on the Lake*

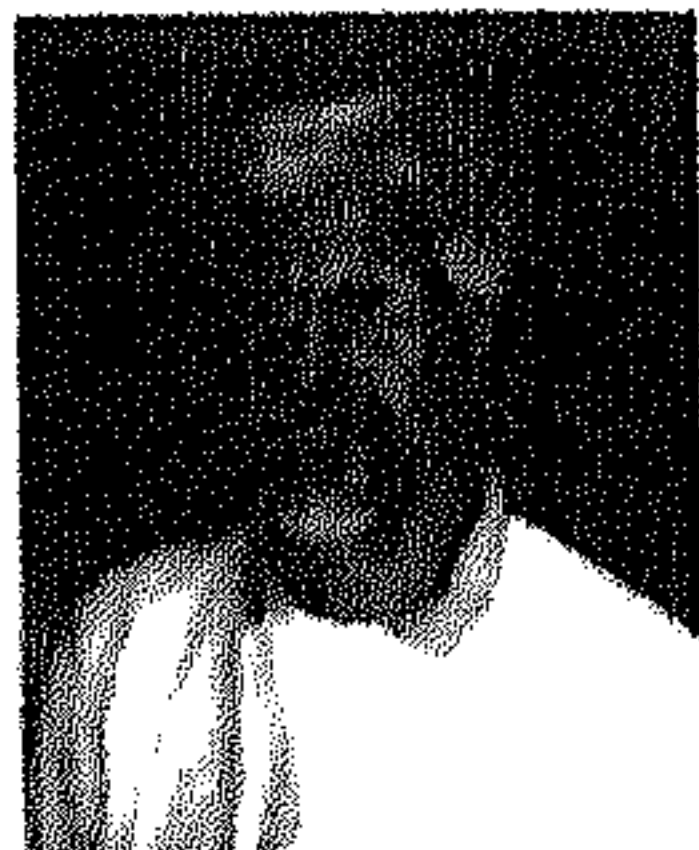
COEUR D'ALENE, IDAHO







# Welcome to North Idaho College



David Lindsay  
Dean of Students  
North Idaho College

Dear Students,

Thank you for showing interest in North Idaho College. You will find your experience here challenging, the employees helpful and the facilities modern and clean. These, coupled with your enthusiasm and hard work, will make for a positive educational experience for you and your fellow students.

This catalog will be the best tool you will have as a student. Most new students concentrate on class selection and what they will have to study as they prepare for college. Just as important, however, is learning how the college "works." It is important to learn how to change your class schedule, where the Business Office is located, and how to search other college libraries for reference materials. There are many details to learn to get the most out of your college experience and this catalog will provide you with many of those details.

Please read on and find out more about the fastest growing college in Idaho. I am very proud of this college and I believe you will be too.

Cordially,

David B. Lindsay  
Dean of Students

## North Idaho College Mission Statement

North Idaho College is committed to student success, teaching excellence, and life-long learning. As a community college, it provides quality educational experiences for its students and the community.

### Goals

1. Establish student success as the primary focus for decision making.
2. Maintain and enhance instructional excellence.
3. Provide diverse educational experiences and services which are responsive to student and community needs.
4. Nurture a positive, supportive, and productive environment for all members of the college community.
5. Foster the partnership between the community and the college.

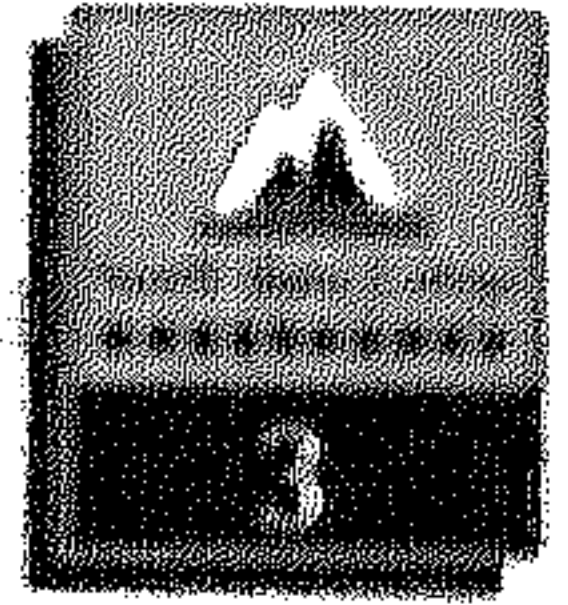


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# PHONE DIRECTORY

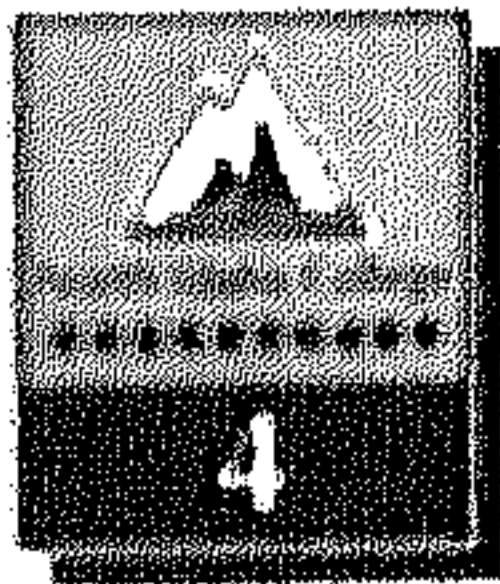


## Telephone Directory

(If calling from an on-campus phone, dial the last four digits of the number.)

<b>CAMPUS OPERATOR</b> .....	769-3300	Workshop in Learning/Community Education	769-3323
<b>GENERAL INFORMATION</b> .....	769-3300	Financial Aid	769-3300
Academic Transfer Programs .....	769-3403	Foundations	769-3370
Business & Professional Programs .....	769-7784	Graduate Education	769-7780
Communication Arts/Hong Arts .....	769-3386	Graduate, Undergrad	769-3370
English & Foreign Languages .....	769-3386	Graduate Studies	769-3300
Natural Sciences .....	769-3474	Graduate Studies	769-3300
Nursing & Allied Health .....	769-3481	Graduate Studies	769-3300
PE & Dance .....	769-3353	International Students, Study Abroad	769-3300
Social Sciences .....	769-3417	International Students	769-3300
Admissions .....	769-3311	International Students	769-3300
Adult Basic Education .....	769-3450	International Students	769-3300
Advising .....	769-3370	International Student Exchange	769-3470
Applied Technology Programs .....	769-3433	Learning Resources/Technology	769-3300
Associated Students .....	769-7800	Learning Resource, Adult Ed.	769-3450
Athletics .....	769-3348	Library .....	769-3370
Auditorium .....	769-3424	Lost and Found .....	769-3300
Auditorium Box Office .....	769-7780	Mail to Off-Camp Services	769-3300
Auxiliary Services .....	769-3361	Chancellor's Personnel	769-7780
Bookstore .....	769-3366	Chancellor's Office	769-7780
Business Office .....	769-3340	Business/Community	769-3300
Career Center .....	769-3297	Scholarship/Community	769-3300
Center for New Directions .....	769-3449	Parking Information	769-3300
Children's Center Day Care .....	769-3471	Physical Plant	769-3411
College Relations and Development .....	769-3316	Presidents	769-3300
Community Education .....	769-3444	Registrar	769-3300
Computer Services HelpDesk .....	769-4280	Residence Hall	
Computer Lab/Library/Computer Center .....	769-3280	Allen's Main Floor	769-3300
Computer Lab (Macintosh), Boswell Hall .....	769-3331	Allen's Second Floor	769-3300
Computer Services .....	769-3378	Wisconsin's Admin. Floor	769-3300
Counseling .....	769-3370	Wisconsin's Second Floor	769-3300
Disability Support Services .....	769-3370	Hall Lounge	769-3300
Emergency .....	9-911	Sex Offender Registration	769-3300
Pager .....	661-1899	Other Floors	769-3300
<b>FAX Machines</b>		Student Newspaper	769-3300
Athletics .....	769-7779	Staff Development	769-3300
Bookstore .....	769-3366	Student Activities	769-3300
Campus Safety .....	769-7788	Student Services	769-3300
Coregister Services .....	769-3288	Summer Courses	769-3300
Hedlund Center .....	769-3479	Summer & Services	769-3300
Lee Hall .....	769-4433	Workshop in Learning	769-3300
Library .....	769-3370		
Sherman Administration Building .....	769-3273		
Student Services .....	769-3292		





# OFFICE & DEPARTMENT LOCATOR

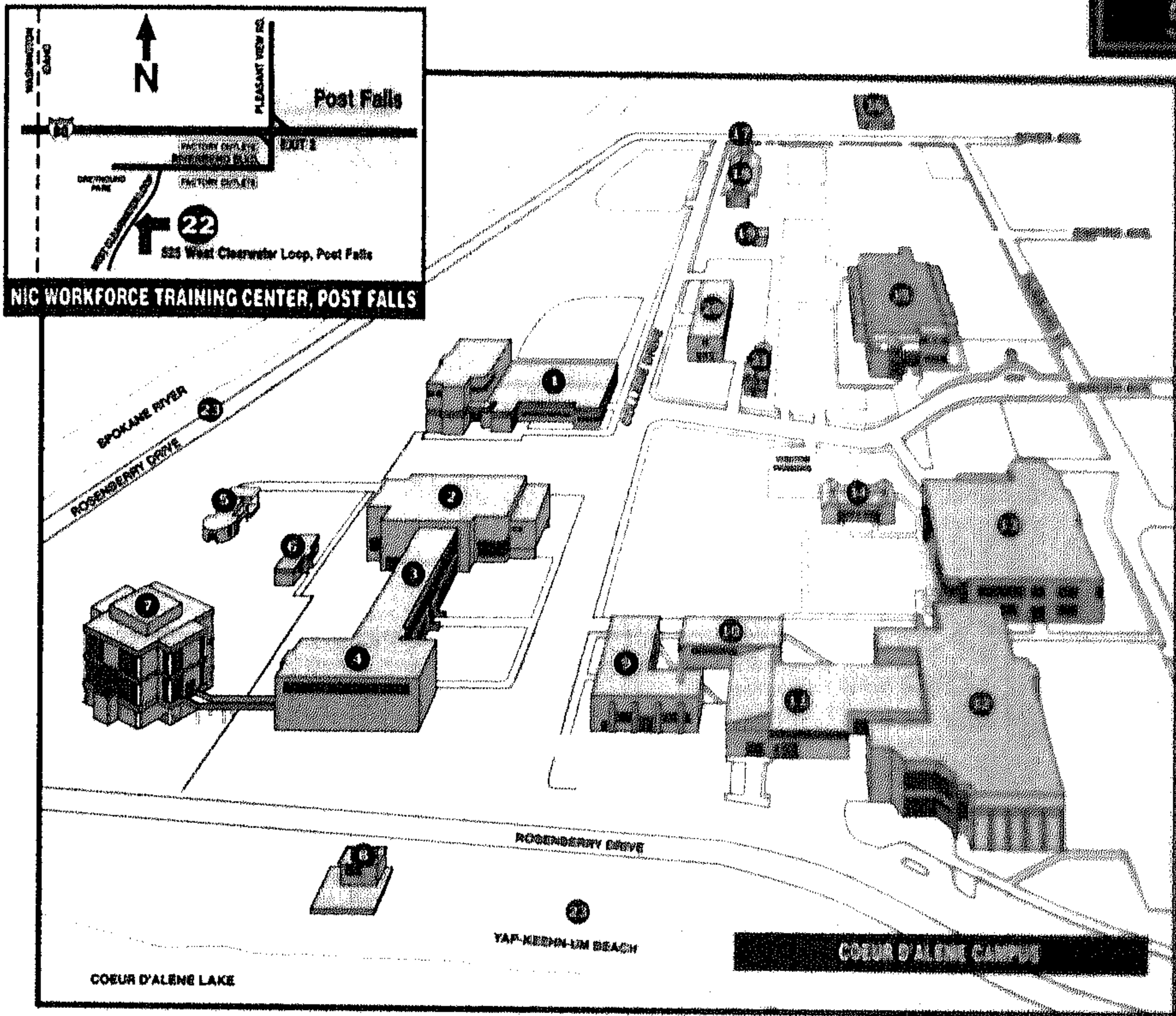
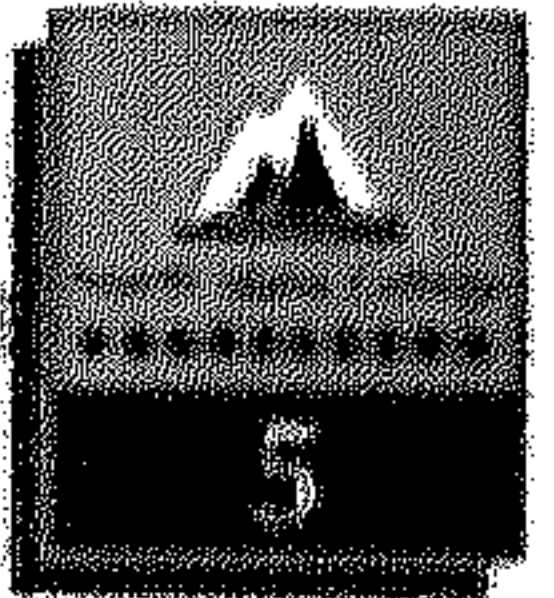
## Campus Locator

OFFICE	BUILDING
Academic Transfer Programs Office	Lee Hall
Administration Office	Lee Hall
Adult Basic Education	Kildow Hall
Advising	Hedlund 104
Adult Health Department	Post Hall
Applied Technology Division Chair	Hedlund Center
Art Department	Boswell Hall
Art Gallery	Boswell Hall
Associate Dean Transfer Programs	Lee Hall
Associate Dean Applied Technology	Hedlund Center
Associate Dean Workforce Training/Community Ed	Post Falls Training Center
Association to Advance Collegiate Schools of Business (AACSB)	Siebert Building, Lower Level
Archives	Christianson Gymnasium
Auto Body Technology	Hedlund Center
Automotive Technology	Siebert Building
Auxiliary Services	Siebert Building, Lower Level
Bookstore	Hedlund Building
Business and Professional Programs	Lee Hall
Business Office	Lee Hall
Campus Safety	River Avenue Building
Career Center	Siebert Building
Carpentry	Industrial Arts
Children's Center Day Care	Lakeside Center
College Relations	Sherman Building
Commercial Art	Boswell Hall
Communications Division	Boswell Hall
Community Education Department	Post Falls Training Center
Computer Services	Siebert Building
Computer Labs	Boswell Hall & Library/Computer Center
Counseling	Hedlund 104
Culinary Arts	Hedlund Center
Customized Training	Post Falls Training Center
Dean of Administration	Lee Hall, Business Office
Dean of Instruction	Sherman Building
Dean of College Relations	Sherman Building
Dean of Student Services	Hedlund 104
Diesel Technology	Hedlund Center
Drafting Technology	Hedlund Center
Electronics Technician	Hedlund Center
English and Foreign Language Division Chair	Boswell Hall
Financial Aid Office	Lee Hall
Foreign Language Lab	Lee Hall Annex
Health Services	Hedlund Center, 2nd Floor
Heating/Ventilation/AC/Refrigeration	Hedlund Center
History and Folklore Center	Fort Sherman Officers' Quarters
Housing Information	Siebert Hall, Lower Level

OFFICE	BUILDING
Instructional Technology	Boswell Hall, 2nd Floor
Intramural Sports Office	Siebert Building, Lower Level
Journalism	Siebert Building, 2nd Floor
Law Enforcement	Hedlund Center
Learning Center	Kildow Hall
Library	Library/Computer Center
Life Sciences Division Chair	Seiter Hall, 2nd Floor
Machining Technology	Hedlund Center
Maintenance	McLain Hall
Maintenance Mechanics	Siebert Building
Marine Technology	11th Street Marina, Coeur d'Alene
Computer Lab	Library 2nd Floor
Music Department	Boswell Hall
Natural Sciences Division Chair	Seiter Hall, 2nd Floor
Nursing Division Chair	Post Hall
Off-Campus Credit Programs	Sherman Building
Office of Instruction	Sherman Building
Outdoor Pursuits Program	Siebert Building, Lower Level
Physical Education Division	Christianson Gymnasium
Physical Therapist Assistant	Hedlund Center, 2nd Floor
Practical Nursing	Post Hall
President's Office	Sherman Building
Public Relations (College Relations)	Sherman Building
Registrar's Office	Lee Hall
<i>Sentinel</i> , Student Newspaper	Siebert Building, 2nd Floor
Social Sciences Division Chair	Lee Hall, 2nd Floor
Student Activities	Siebert Building, Lower Level
Student Government	Siebert Building, Lower Level
Student Housing/Residence Hall	Shepperd/Gridley Hall
Student Part-Time Work Referrals	Financial Aid, Lee Hall
Student Services	Hedlund 104
Summer Credit Classes Director	Sherman Building
Switchboard	Lee Hall
Theatre Department	Boswell Hall
Transportation	River Avenue Building
Art Gallery	Boswell Hall
University of Idaho Extension Office	Library/Computer Center
Veterans' Administration Representative	Lee Hall
Welding	Cd'A Industrial Park



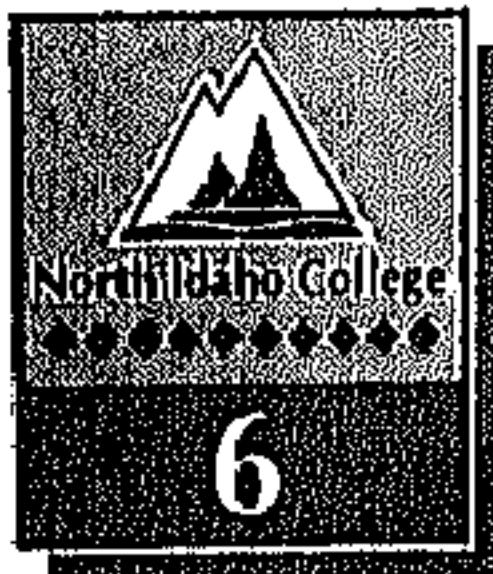
# CAMPUS MAP



- Boswell Hall 13 (BOS)** Auditorium, Instructional Technology, Classrooms, Macintosh Computer Lab
- Christianson Gymnasium 2 (GYM)**  
Cardinal Cafe (temporary)
- Edminster Student Union Building 1 (SUB)**  
Closed for Remodeling
- Fort Sherman Museum 19**
- Fort Sherman Officers' Quarters 21 (FSQ)**  
Faculty offices
- Hedlund Building 12 (HED)** Associate Dean of Applied Technology, Emery's Restaurant, Applied Technology Student Support Services Coordinator, Classrooms, Bookstore, Dean of Students, Student Services (Advising, Counseling), Student Health
- Industrial Arts 10 (IND)** Carpentry
- Kildow Memorial Hall 4 (KIL)** Learning Center, ABE/GED, Peer Tutoring, ESL
- Lakeside Center 5 (LKC)** Children's Daycare Center
- Lee Hall 3 (LEE)** Admissions, Associate Dean of Transfer Programs, Business Office, Financial Aid, Registrar, Classrooms
- Lee Hall Annex 6 (LHA)** Foreign Language Lab

- Library/Computer Center 15 (LCC)** Classroom, Computer Labs, Todd Lecture Hall, Library, Classrooms, University of Idaho
- McLain Hall 9 (MCL)** Physical Plans Office, Classrooms, Computer Labs
- Nic's at the Beach 8** Concessions & Rentals  
(Open June-September)
- Post Hall 17 (PST)** Nursing
- River Building 16** Office of Campus Safety, Parking Program, Receiving, Transportation, General/Counseling Dept.
- Seiter Hall 7 (STR)** Science and math classrooms
- Shepperd/Grifley Residence Hall 20**
- Sherman Administration Building 11 (SHAB)**  
President's Office, Human Resources, College Relations, NIC Foundation, Dean of Instruction, Extended Institutional Programs
- Siebert Building 11 (SBT)** Computer Services, Center for New Directions, The Sentinel, ASNIC Office, Career Center, Student Activities/Recreation, Auxiliary Services
- Winton Hall 18 (WIN)** Alfred Hensch, Nursing, Classrooms
- Workforce Training Center 22**
- Yap-Keehn-Um Beach 3**





# CALENDAR

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

## AUGUST '97

- 7 Admission application deadline for Fall Semester - August registration
- 13-15 General registration for Fall Semester
- 19 Faculty returns to campus
- 22 Student orientation
- 25 Fall Semester begins
- 25-29 Class add/drops
- 26 Outreach registration - Bonner and Shoshone Counties

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28	29	30				

## SEPTEMBER '97

- 1 Labor Day Holiday

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## OCTOBER '97

- 6 Last day to remove incompletes from 1997 Spring and Summer Sessions
- 13-17 Midterm week
- 15 Curriculum Day--no day classes scheduled
- 20 Midterm grades due by noon

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## NOVEMBER '97

- 3 Last day to withdraw from semester-length classes or college
- 18 Advising Day--no day classes scheduled
- 26-28 Thanksgiving Holiday

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## DECEMBER '97

- 2-4 Registration for 1998 Spring Semester (continuing students only)
- 15-18 Final examinations
- 18 Last day of Fall Semester
- 22 Final grades due by noon
- 25 Christmas Holiday
- 29 Admission application deadline for 1998 Spring Semester

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## JANUARY '98

- 1 New Year's Day Holiday
- 6 Outreach registration
- 6 Faculty returns to campus
- 7-8 General registration for 1998 Spring Semester
- 12 Spring Semester begins
- 12-16 Class add/drops by students
- 19 Martin Luther King Holiday

**LEGEND** ■ COLLEGE HOLIDAYS ■ ADVISING/CURRICULUM DAYS ○ COMMENCEMENT



# CALENDAR



## FEBRUARY '98

- 16 Presidents' Day Holiday
- 23 Last day to remove incompletes from Fall Semester

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## MARCH '98

- 3 Curriculum Day--no day classes scheduled
- 2-6 Midterm week
- 9 Midterm grades due by noon
- 23 Last day to withdraw from semester-length classes or from college
- 23-27 Popcorn Forum week
- 30-31 Spring Break

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## APRIL '98

- 1-3 Spring Break
- 23 Advising Day--no day classes scheduled
- 28-29 Registration for 1998 Fall Semester (continuing students)

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## MAY '98

- 5 General registration for Summer Session begins
- 11-14 Final examinations
- 15 Commencement
- 18 First day 4-week and 8-week technical program blocks
- 19 Final grades due by noon
- 25 Memorial Day Holiday

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## JUNE '98

- 8 Academic Summer Session begins
- 8-9 Class add/drops by students
- 12 End of 10-month technical programs

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28	29	30				

## JULY '98

- 1 Apprenticeship registration begins
- 3 Independence Day Holiday (observed)
- 8 Admission application deadline for Fall Semester - July registration
- 10 End of 11-month technical programs
- 13 Last day to withdraw from 8-week courses or from college
- 22-24 Early registration for Fall Semester (tentative)
- 27 Marine Tech summer block begins
- 30 Summer Session ends

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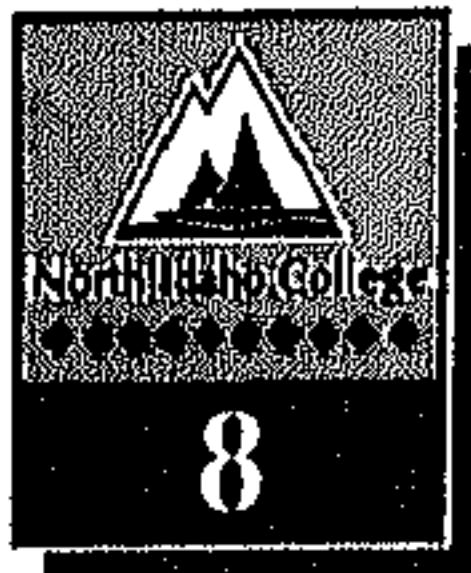
### LEGEND

■ COLLEGE HOLIDAYS

■ ADVISING/CURRICULUM DAYS

○ COMMENCEMENT





# GENERAL INFORMATION

## North Idaho College

Founded in 1933, North Idaho College is a comprehensive community college serving Idaho's five northern counties with a wide variety of programs for students of all ages. Located on the spectacular shores of Lake Coeur d'Alene and the Spokane River, North Idaho College offers the best of all worlds for learning and living. Quality instruction, small classes and a caring, talented faculty are the driving forces behind NIC's success.

NIC offers associate degrees in more than 35 transferable academic majors and associate of applied science/certificates of completion in 25 applied technology programs. Many credit courses are offered evenings and during the summer on the NIC campus and at outreach sites. NIC's enrollment in credit courses is approximately 3,700 students with classes averaging 15-20 students. NIC also includes a contemporary Workforce Training/Community Education Center which is located in the Riverbend Commerce Park in nearby Post Falls. Noncredit classes and workforce training programs serve another 6,000 students each year.

NIC's main campus in Coeur d'Alene is located amid the four-season beauty of North Idaho's world-famous recreation area. The best of outdoor fun is here, including mountain biking, boating, fishing, hunting, backpacking, hiking, camping, swimming, snowboarding and skiing.

The campus lies within the city limits of Coeur d'Alene, a 100-year-old city with a growing population of 30,500 residents.

In 1990 Coeur d'Alene was one of 10 cities in the country to be honored as an All America City. Cultural and social activities abound in this lakeside city, well-supplemented by the resources of nearby Spokane, Washington, a metropolitan area of 406,000.

## Accreditation

North Idaho College is fully accredited in all instructional areas by the Northwest Association of Schools and Colleges and the Idaho State Division of Vocational Education. The Nursing Program is accredited by the National League for Nursing.

## History

North Idaho College was first known as Coeur d'Alene Junior College, a private school that was started in 1933 and operated for six years. The state legislature, in January 1939, passed the Junior College Act, which permitted qualified areas to establish junior college districts by a vote of eligible electors. Coeur d'Alene Junior College became North Idaho Junior College in June of 1939, in compliance with the act. On July 31, 1971, the college changed its name to North Idaho College. NIC's service area is the Idaho Panhandle, which includes Kootenai, Benewah, Bonner, Shoshone, and Boundary counties.

## Open Door Policy

NIC subscribes to the philosophy of the comprehensive community college, including an "open door" admissions policy. To truly reflect its role as a community college, NIC accepts the fundamental responsibility to meet the varying needs of individuals with widely divergent interests and abilities. At the same time, NIC seeks to respond to the needs of area businesses, industries, and governmental agencies by preparing competent, trained personnel.

The commitment to an open-door admissions policy is defined as providing all eligible students with access to an appropriate educational offering at the college. NIC enrolls students seeking a post-secondary education, but reserves the right to guide students into the courses and programs that will enhance their opportunities for success.

Certain designated courses of study have special requirements for admission. The college tests and evaluates entering students to place them in the appropriate level courses. Counseling and advising go hand-in-hand with all entrance procedures.

## North Idaho College Website

North Idaho College maintains a homepage on the internet. Interested individuals are encouraged to visit NIC via the computer to get current and updated information about events, admissions, news and general information. The address for the North Idaho College web is:

<http://www.nic.edu>

E-mail may be sent to the Admissions Office at [admit@nic.edu](mailto:admit@nic.edu)

## Community Services

As a community college, North Idaho College strives to provide a quality educational environment and serve area residents through involvement in the community. Both goals are vitally important to NIC, and have resulted in a wide variety of educational offerings, programs and services designed for the college community at large.

Concerts, theatrical productions, athletic competitions, convocation programs, "Popcorn Forums," the NIC public television series and other events are offered regularly to encourage community participation and involvement. Special courses, programs and workshops meet the interests of individuals and community groups.

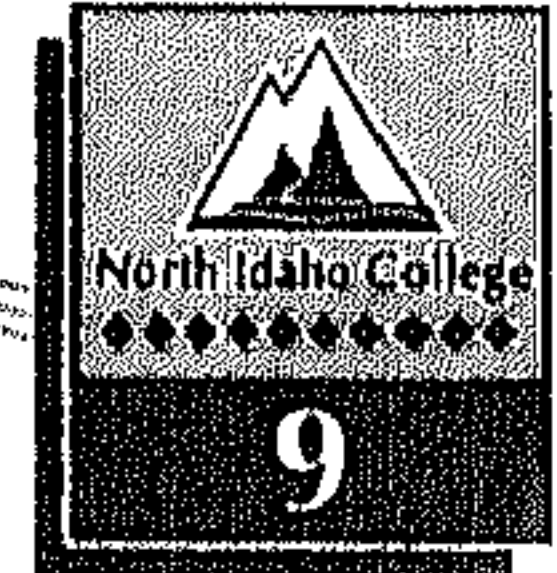
A free gold card program for senior citizens is available through the NIC College Relations Office. The gold card allows anyone 60 or older to enroll in credit classes at a 50 percent discount per credit hour and gives free admission to NIC-sponsored events. For more information, phone (208) 769-3116.

## NIC Foundation

The North Idaho College Foundation is an independent, non-profit corporation that raises and manages funds to



# GENERAL INFORMATION



support the mission of North Idaho College.

Established in 1977, the Foundation is governed by a volunteer board and works closely with the NIC Trustees and staff to provide scholarships for students, purchase needed equipment, assist in building projects, and sponsor programs for staff development, as well as other College activities.

The Foundation accepts and solicits both cash and non-cash gifts, investing and administering those funds to provide a growing source of additional support for North Idaho College, now and into the future.

Gifts to the Foundation are accepted through the Office of College Relations and Development. Further information about the Foundation is available by phoning (208) 769-3316 or writing to the Foundation at 1000 West Garden Ave., Coeur d'Alene, ID, 83814.

## **Use of NIC Facilities**

Campus facilities are available for use by qualified off-campus organizations, agencies, or groups when use does not interfere with either curricular or extracurricular programs sponsored by the College or conflict with the mission of the College. Charges for use of facilities (if required) vary.

Requests for facility use should be directed to the NIC Campus Events Committee, in care of the College Relations Office, (208) 769-3316.

## **NIC Publications**

Official North Idaho College publications such as catalogs, brochures, course and fee schedules, etc., are not to be considered as binding contracts between NIC and its students. NIC and its divisions reserve the right to: (a) withdraw or cancel classes, courses, and programs; (b) change fee schedules; (c) change the academic calendar; (d) change admission and registration requirements governing instruction in, and graduation from, the College and its various divisions; and, (e) change any other regulations affecting students. Changes shall be enacted for both prospective and presently matriculated students whenever deemed appropriate. Advance notice of such changes will be provided whenever possible.

## **Equal Opportunity**

North Idaho College subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. The college is committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, handicap, race, religion, or sex.

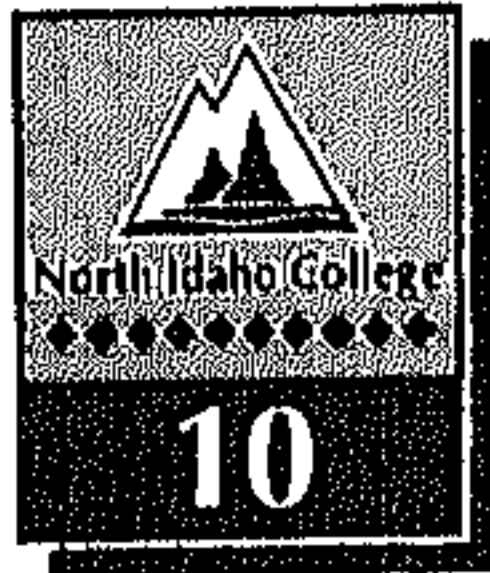
North Idaho College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission to, or operation of, its education

programs and activities or employment. NIC's equal opportunity-nondiscrimination policy meets the requirements of Title IV and Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations.

## **Drug Free Campus**

The Federal Drug Free Schools and Communities Act Amendments of 1989 require that all colleges and universities that receive federal funds develop a program to prevent the use of illicit drugs and alcohol by students and employees. Consistent with local, state and federal laws, the College will impose sanctions or seek legal remedy against students or employees who unlawfully possess, use, or distribute illicit drugs and alcohol on College property or as part of any College activity.





# ADMISSIONS

## How to Enroll at North Idaho College

If you are...



Then...



**Step 1**

Apply for Admission

**Step 2**

Take Placement Assessments

**Step 3**

Plan Educational & Career Objectives

**Step 4**

Consult an Advisor & Register for Classes

Enrolling for credit courses at NIC, Coeur d'Alene campus, working toward an associate degree or a certificate of completion... (Degree-Seeking Student)

An applicant for financial aid must be a degree-seeking student.

Enrolling for credit courses, day, evening, or weekend and not working toward a degree or certificate of completion (Non-Degree Seeking)

Enrolling for credit courses held in Kellogg, Sandpoint, and other outreach sites (Matriculating and Non-Matriculating students)

Enrolling for Community Education Courses (non-credit, special interest). Post Falls Center, Coeur d'Alene campus and all other outreach sites.

Interested in Adult Basic Education, GED, or English as a second language. Held in various locations throughout North Idaho.

Complete formal admissions process. See Admissions section of the catalog (pg. 12). Forms are available at the Admissions Office in Lee Hall and outreach sites in Kellogg and Sandpoint. Applications are also available at all high schools in Idaho.

Submit Application for Admission and \$10 application fee. (Idaho residents NOT from Kootenai County must submit Certificate of Residency).

Submit Application for Admission and \$10 application fee. Degree-seeking students should complete formal process - See Admissions section of catalog (pg. 12).

Complete registration form available in schedule. Certificate of Residency is not required. 769-3333

Application for admission is not required. Students must be at least 18 years old.

Refer to Class Schedule for information:

If you have questions about the Placement Assessment contact Student Services at 769-3370. To make a Placement Assessment appointment phone the Admissions Office at 769-3311.

Refer to Class Schedule for instructions or contact Admissions: Lee Hall, 769-3311

Refer to Class Schedule or contact Admissions at 769-3311.

Contact the Learning Center, 769-1450

Refer to program descriptions in this catalog or contact Student Services:

Medford 108  
769-3370

Contact Student Services: (optional)  
Medford 108  
769-3370

Contact Student Services: (optional)  
769-3370  
Advisable for those working toward a degree.

Contact the Learning Center, 769-1450

Refer to Class Schedule for information. For advising information contact Student Services. Registration appointments are assigned by application date. Earliest applicants receive earliest appointments.

Medford 108  
769-3370

Refer to Class Schedule for instructions or contact Student Services.

Medford 108  
769-3370

Register:

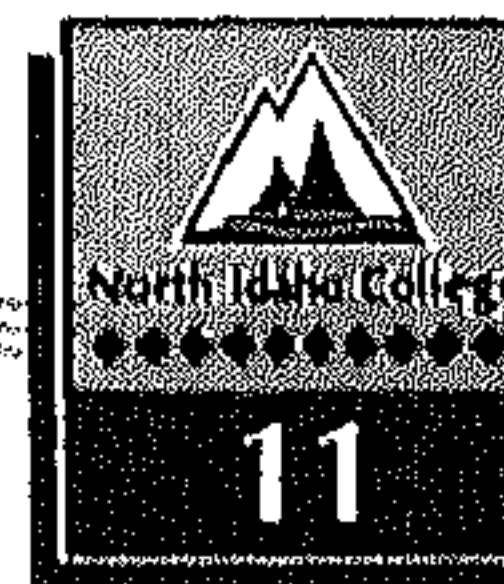
- Kellogg, Kellogg High School
  - Sandpoint, Student Staff Office
- Check Class Schedule or call the Outreach Coordinator for dates and times. 769-1450

Register:

- Post Falls
  - Coeur d'Alene
  - Kellogg, Kellogg High School
  - Sandpoint, Student Staff Office
  - Other sites, local high school
- 769-3311

Note: Certain programs such as nursing and some applied technology programs have special admission requirements. Please check with the Admissions Office if you have additional questions, (208) 769-3311, 1000 West Garden Ave., Coeur d'Alene, Idaho 83814.



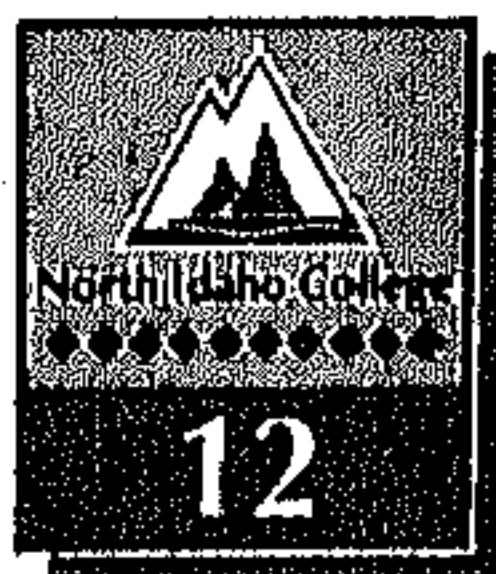


## Admissions Checklist

Non high school graduates who have not completed the GED should contact the Admissions Office. NIC has an admissions application deadline. Check with the Admissions Office for further details. (208) 769-3111.

<b>MATRICULATING STUDENTS (Degree Seeking, and Veteran Benefits or Financial Aid Recipients)</b>					
<b>Admissions Requirement</b>	<b>First Time Freshman Never Attended College (High School Graduate)</b>	<b>First Time Freshman Never Attended College (With GED Scores)</b>	<b>Transfer From Previous Colleges Never attended NIC</b>	<b>Former Student Attended NIC in Previous Semesters</b>	<b>Continuing Student (If you stay out for a semester, see Former Student.)</b>
Application for Admission	YES	YES	YES	YES	NO
\$10 Application Fee	YES One Time Fee	YES One Time Fee	YES One Time Fee	NO	NO
Certificate of Residency	YES for Idaho residents and from Kootenai County	YES for Idaho residents and from Kootenai County	YES for Idaho residents and from Kootenai County	YES for Idaho residents and from Kootenai County	NO
High School Transcript (Showing date of graduation)	YES (Official Transcript)	Official GED scores instead of transcripts	NO	NO	NO
College Transcript(s)	N/A	N/A	YES From all colleges attended	Check with Admissions Office	NO
ASSET Placement Assessment	YES	YES	Contact Admissions	Contact Admissions	If changing from an Academic to Technical Program, please see Admissions Office
<b>Additional Requirements for Selective Admission Programs</b> (See page 15 for listings) (Check with Admissions Office for Application Deadlines)					
Three Letters of Recommendation	YES	YES	YES	YES	YES
Personal Statement	YES	YES	YES	YES	YES
High School Transcript	YES (7th semester)	YES	YES	YES	See Admissions Office
GED Scores	NO	YES	NO	NO	See Admissions Office
College Transcript(s)	NO	NO	YES	See Admissions Office	See Admissions Office
<b>NON-MATRICULATING STUDENTS (Non-Degree Seeking, Not Receiving Financial Aid or Veteran's Benefits)</b>					
Application for Admission	YES	YES	YES	YES	NO
Application Fee	YES	YES	YES	NO	NO
Certificate of Residency	Idaho residents NOT from Kootenai County must file certificate with home county				NO





# ADMISSIONS

Operating as a comprehensive community college, North Idaho College accepts any student meeting minimum qualifications who can benefit from the credit-granting programs offered by the College. A diploma from an accredited high school or a G.E.D. is required to gain admission to the College as a matriculated student.

Students who intend to receive a degree or certificate from the College must submit all materials as listed below. Failure to do so will result in the student's status being changed to non-degree seeking.

Many students visit campus before applying for admission. During their visit, students can meet with an advisor to discuss academic and occupational plans. This is also a good way to learn about the requirements for various programs.

## Applying for Admission

Academic Transfer .....	Page 12
Applied Technology .....	Page 13
General Information .....	Page 14
Selective Programs .....	Page 15
Mental Health Technology .....	Page 15
Paralegal .....	Page 15
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Residency Information .....	Page 18

All applicants follow the steps listed below to enroll. Some programs have additional requirements or materials that must be submitted prior to being accepted into the program.

## Skills Assessment & Placement - ASSET

The Skills Assessment is an important part of enrollment and meets state and institutional requirements for student assessment and tracking. Since North Idaho College has an "open door" admissions policy, students are admitted with a wide range of entry skills. Entry levels in math, reading, and English skills are measured and results are used with other information in the advising process to assist students in selecting the most appropriate courses. For further information on skills assessment, contact Student Services at (208) 769-3370.

You do not need to complete the assessment if:

1. You have completed the ASSET at NIC within the last two years, or,
2. You have successfully completed at least 26 college-level semester credits, including English and college-level math, or
3. You are enrolling only in exempt courses. (See the Class Schedule when available).

If you feel you are exempt from completing the ASSET, please call the Admissions Office at (208) 769-3311.

## Degree or Certificate Seeking (Matriculating Students)

To apply for admission the following items are necessary to complete your file.

1. Application for Admission
2. \$10 application fee (Non-refundable, one-time fee)
3. **OFFICIAL** high school transcript showing date of graduation. (Official transcripts are those sent directly from the issuing school to the Admissions Office. Any hand-carried transcript received in an unsealed envelope will be considered unofficial.) Students currently enrolled in high school should wait to have their transcripts sent until after their final grades are available at the end of the academic year. (Students applying for the Associate Degree Nursing or the Licensed Practical Nursing Program **MUST** have transcripts sent after completion of their seventh semester).

OR

Official GED scores if non-high school graduate. Students who have not completed the GED or are non-high school graduates, contact the Office of Admissions.

OR

**OFFICIAL** transcripts from all colleges and universities attended. (Official transcripts are those sent directly from the issuing school to the Admissions Office. Any hand-carried transcript received in an unsealed envelope will be considered unofficial.)

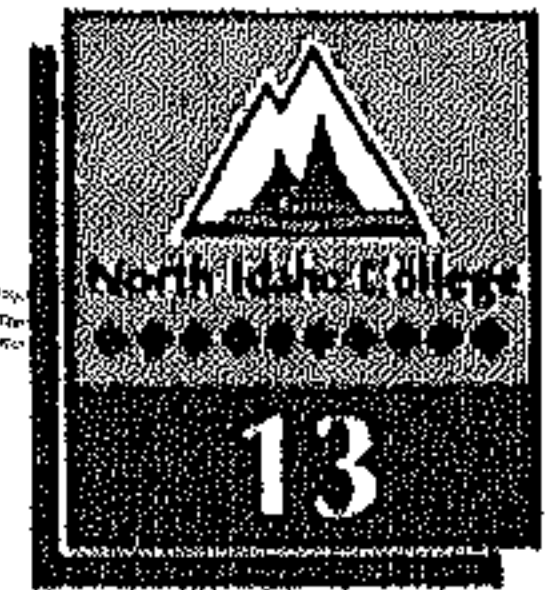
4. Schedule appointment for the ASSET Placement Assessment.
5. Certificate of Residency: Required from Idaho students whose home county is NOT Kootenai County. Please refer to page 18 for details on determining residency status. Washington Reciprocity and Western Undergraduate Exchange Students: Submit a statement of residency for eligibility to receive a reduction of out-of-state tuition. (To remain eligible for these programs students must apply each year for this waiver before June 1.) Please refer to page 19 for further information.

## Non-Degree Seeking (Non-Matriculating Students)

As an alternative education path for those who choose not to progress towards a degree, students 18 years of age or over may enroll in courses for their personal enrichment. The credits completed at North Idaho College will be maintained on a transcript. To enroll as a non-matriculating student, complete the following steps:

1. Submit Application for Admission prior to application deadline.
2. Pay \$10 application fee. (Non-refundable, one-time fee).
3. Schedule an appointment for the ASSET Placement Assessment.
4. File Certificate of Residency. This is required from





Idaho students whose home county is other than Kootenai County. See page 18 for details on determining residency status.

Title IV financial aid, Washington Reciprocity, and the Western Undergraduate Exchange (WUE) programs are not applicable for non-matriculating students. These students are not allowed to participate in any intercollegiate activity. All non-matriculated students will follow the Academic Probation and Disqualification Policy that applies to regular matriculated students.

Those students who wish to change to matriculated status should notify the Admissions Office and complete the formal admissions process.

## Applied Technology (ATEC) Admission Requirements

**Effective Fall 1997**

Many Applied Technology (ATEC) programs have limited enrollment and fill quickly. These programs are designated by an asterisk\* on the list below. Students applying for ATEC programs are only considered for acceptance after receipt of the \$10 application fee and results of the ASSET. Appointments for the ASSET are scheduled through the Admissions Office.

The ASSET is a standardized assessment of basic skills and is used for advising purposes. Assistance in improving math, language, and reading skills is available at no cost.

Decision letters (Acceptance or Wait-List) for fall semester are usually mailed the middle of April. Students accepted into a limited enrollment program must submit a non-refundable \$100 program deposit by May 1. Any student accepted after May 1 should submit the program deposit within three (3) weeks of acceptance notification.

The following programs are funded by the State Board of Vocational Education. Therefore, students must satisfy the Applied Technology regular admission requirements detailed below.

- \* Auto Body Technology
- \* Automotive Technology
- \* Carpentry
- \* Computer Applications in Business
- \* Culinary Arts
- \* Diesel Technology
- \* Drafting Technology
- \* Electronics Technology
- \* Heating, Ventilation, Refrigeration, and Air Conditioning  
Law Enforcement
- \* Machine Technology
- \* Maintenance Mechanics/Millwright
- \* Marine Mechanics
- Office Information Specialist
- Office Assistant
- Retail Studies (Administrative, Legal, Medical)
- Small Business Management
- \* Welding Technology

\* Limited Enrollment programs

## Applied Technology Regular Admission

(This policy was initiated and approved by the Idaho State Board of Education).

Students desiring *Regular Admission* to any of Idaho's technical colleges must meet the following standards. Students planning to enroll in programs of a technical nature are also strongly encouraged to complete the recommended courses listed below. Placement in a specific technical program is based on the capacity of the program and placement requirements established by North Idaho College.

### STANDARDS FOR HIGH SCHOOL GRADUATES OF 1997 AND THEREAFTER:

- High School diploma with a minimum 2.0 GPA
- Placement examination (the ASSET is currently used at NIC) and,
- Satisfactory completion of high school coursework that includes at least the following:

**Mathematics:** 4 credits from challenging math sequences of increasing rigor selected from courses such as Algebra I, Geometry, Applied Math I & II, Algebra II, Trigonometry, Discrete Math, Statistics, and other higher level math courses. Two mathematics credits must be taken in the 11th or 12th grade. (After 1998, less rigorous math courses taken in grades 10-12, such as pre-algebra, review math and remedial math will not be counted).

**Recommended:** Three years (6 credits) for students seeking admission to technical programs.

**Natural Science:** 4 credits including at least two credits of laboratory science from challenging science courses including applied biology/chemistry, principles of technology (applied physics), anatomy, biology, earth science, geology, physiology, physical science, zoology, physics, chemistry, and agricultural science and technology courses (500 level and above).

**Recommended:** 3 years (6 credits) for students seeking admission to technical programs with 2 years (4 credits) in laboratory sciences.

**English:** 8 credits. Two credits of Applied English in the Workplace may be counted for English credit.

**Other:** Vocational-Technical courses, including Tech Prep sequences and organized work-based learning experiences connected to the school-based curriculum, are strongly recommended. (High School Work Release time not connected to the school-based curriculum will not be considered).

### STANDARDS FOR OTHERS SEEKING REGULAR ADMISSION:

Individuals who graduated from high school prior to 1997, and who desire Regular Admission to the technical colleges must complete:

- High school diploma with a minimum 2.0 GPA, or
- General Educational Development (GED) certificate,
- and Placement examination





# ADMISSIONS

## **Applied Technology Provisional Admission**

Students who do not meet all the requirements for Regular Admission to an applied technology program may be admitted to North Idaho College as a pre-technical student. Students admitted as pre-technical are required to successfully complete appropriate remedial, general and/or technical education coursework related to the technical program for which Regular Admission status is desired, and to demonstrate competence with respect to that program through methods and procedures established by NIC.

Students desiring provisional admission must complete:

- High school diploma or GED certificate, and
- Placement examination.

## **Applied Technology Placement Criteria**

In addition to the requirements for admission to North Idaho College, students need to be aware that specific technical programs require different levels of competency in English, science and mathematics. Students must also be familiar with the demands of a particular occupation and how that occupation matches individual career interests and goals.

Before students can enroll in a specific program, the following placement requirements must be satisfied according to the State Board of Vocational Education:

- Each technical college in Idaho establishes specific program requirements (including placement exam scores) that must be met before students can enroll in those programs. A student who does not meet the established requirements for the program of choice will have the opportunity to participate in Basic Academic Development to improve their skills.
- Students must provide evidence of a career plan. (It is best if this plan is developed throughout high school prior to seeking admission to a technical college).
- Students must possess competency in basic computer skills. (These competencies should be developed prior to seeking admission if possible).

## **General Admissions Information**

1. Application materials should be received by NIC at least one month prior to registration to allow for time to evaluate transcripts and notice of acceptance.

For those students applying for financial aid beginning fall semester, admission applications should be received by March 15 to be considered for the first round of financial aid awards. After that date, financial aid will be awarded on a funds available basis.

2. Students transferring from another college or university, and whose cumulative grade point average is below 1.75 will be admitted on probation. See the Academic Probation section on page 33.
3. Idaho students not from Kootenai County must have certificates of residency sent to NIC from their County

Auditor's Office. If the certificate is not received prior to registration, out-of-district fees will be charged to the student. If you have completed more than six full-time semesters at NIC, you may not be eligible for the tuition benefit from your county. Students who exceed the tuition benefit will be charged non-district tuition. However, non-district tuition is significantly lower than out-of-state tuition. Please check with your county for further details.

4. Physical examinations are required for students accepted into the Registered Nursing (RN) and Practical Nursing (PN) programs. All students who take part in intercollegiate athletics are required to have annual physical examinations.

All required credentials should be sent to:

Office of Admissions  
North Idaho College  
1000 West Garden Avenue  
Coeur d'Alene, ID 83814  
(208) 769-3111

## **Continuing Students**

Any student who is currently enrolled at NIC in good academic standing will be allowed to register for the next semester (fall or spring) without re-applying for admission. Students are responsible to notify the Registrar's Office of any change of name or address.

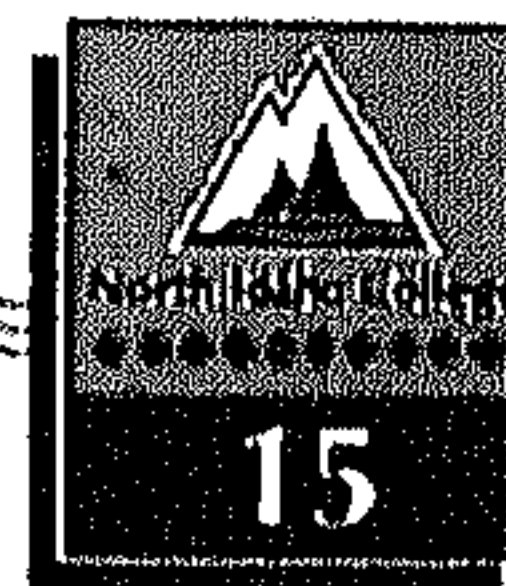
## **Former Students**

Students who have been away from North Idaho College for one or more semesters must complete an application for admission. Any student who plans to be a matriculating (degree seeking) student and has attended other colleges since being enrolled at NIC, must submit those transcripts. Please review the definition of residency status on page 18. For those students whose status has changed, they are responsible to file the appropriate certification (Certificate of Residency, Washington Reciprocity or Western Undergraduate Exchange) with the Admissions Office. Without this certification, students may be overcharged on tuition.

## **Non-High School Graduate**

A non-high school graduate (or a student who graduated from a non-accredited high school) may be admitted as a regular matriculating student upon passing the high school level General Educational Development (GED) tests. The student must receive a standard score of 15 or above on each test and an average standard score of at least 45 on all five tests. If a student has not completed the GED, they must complete the ASSET and receive a minimum score before being accepted for admission. However, students who do not attain the minimum score are still allowed to enroll as a non-matriculating student. (Minimum ASSET scores required for matriculation are: Writing Skills 34, Reading Skills 34, Numerical Skills 11). Please check with the Admissions Office for details.





## Tech Prep/Articulation Students

Those students who were Tech Prep participants at an area high school, having an articulation agreement with North Idaho College, should identify themselves as such on the application for admission. The Admissions Office will evaluate the student's records received from the participating secondary school and award articulated advanced standing credit when appropriate, according to the guidelines established by the participating institutions. The Tech Prep agreement is renewed on an annual basis.

## Selective Programs Admissions

The following NIC programs have a selective admissions process:

- Mental Health Technology (Allied Health)
- Paralegal
- Pharmacy Technology (Allied Health)
- Physical Therapist Assistant (Allied Health)
- Practical Nursing
- Registered Nursing

Application packets are available from the Admissions Office. Admission procedures and requirements for each program are listed below.

### Mental Health Technology

Application Deadline: March 30, 1998 for acceptance into Fall 1997 Mental Health Technology field experience.

#### ADMISSION PROCEDURES:

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three Allied Health recommendation forms, completed preferably by an employer, teacher, counselor or volunteer supervisor.
3. Completed Personal Statement form.
4. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Allied Health Department will determine if previous college work will transfer.

#### ADMISSION REQUIREMENTS:

1. High school diploma or GED.
2. Minimum cumulative grade of a "C" must be achieved. A grade of "C-" in prerequisite courses may be accepted. If currently enrolled, mid-term grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of PSB Health Occupations Aptitude Examination. (Testing will be scheduled in September and October, 1996. Phone (208) 769-1297 for an appointment. There is a \$10 testing fee).
5. Completion of ENGL 099, "Fundamentals of Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 101, "English Composition."

### Paralegal

Application Deadline: October 27, 1997 for acceptance into Spring 1998.

#### ADMISSION PROCEDURES:

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three Paralegal recommendation forms, completed preferably by an employer, teacher, counselor or volunteer supervisor.
3. Completed Personal Statement form.
4. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Department of Business and Professional Programs will determine if previous college work will transfer.

#### ADMISSION REQUIREMENTS:

1. Cumulative GPA of 2.00 or higher.
2. Completion of, or be currently enrolled in:
 

BUSC 171	Word Processing/Machine Transcription
BUSC 205	Legal Terminology/Transcription
COMM 131	Introduction to Speech, or,
COMM 233	Interpersonal Communications, or,
COMM 236	Small Group Communications
ENGL 101	English Composition
PLEG 101	Intro to Law and Legal Practice
PLEG 103	Legal Procedures
3. One year of legal office experience or completion of a legal secretarial (A.A.S. degree) program that contains at least 135 hours of identified legal office internship, practicum or field experience.  
NOTE: Previous legal office experience or internship, practicum, or field experience must have occurred within the past five (5) years.

### Pharmacy Technology

Application Deadline: October 27, 1997 for acceptance into Spring 1998 Pharmacy Technology coursework practicum.

#### ADMISSION PROCEDURES:

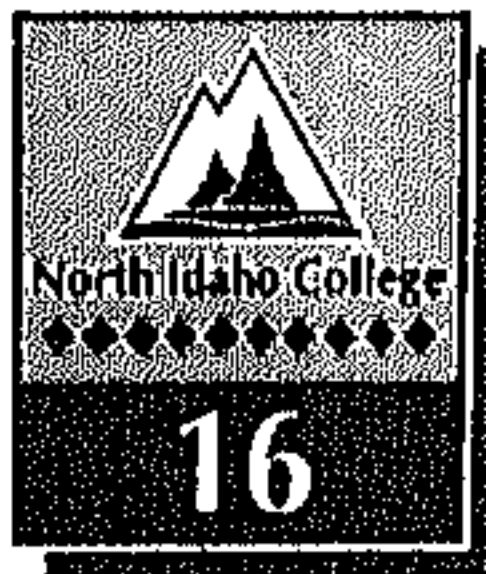
1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three Allied Health recommendation forms, completed preferably by an employer, teacher, counselor or volunteer supervisor.
3. Completed Personal Statement form.
4. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Allied Health Department will determine if previous college work will transfer.

#### ADMISSION REQUIREMENTS:

1. High school diploma or GED.
2. Minimum grade of a "C" (2.00) must be achieved in prerequisite courses. (See program guidelines in the catalog). If currently enrolled, mid-term grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Completion of PSB Health Occupations Aptitude Examination. (Testing will be scheduled in September and October, 1997. Phone (208) 769-1297 for an appointment. There is a \$10 testing fee).

continued...





# ADMISSIONS

5. Completion of ENGL 099, "Fundamentals of Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 101, "English Composition."

## Physical Therapist Assistant

Application Deadline: March 16, 1998.

### ADMISSION PROCEDURES:

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Allied Health Department will determine if previous college work will transfer.
3. Completion of PSB Health Occupations Aptitude Examination. (Testing dates will be determined during Fall Semester. Phone (208) 769-3297 for an appointment. There is a \$10 testing fee).

### ADMISSION REQUIREMENTS:

1. High school diploma or GED.
  2. Minimum cumulative grade point average of 2.75 must be achieved. If currently enrolled, mid-term grades will be considered until final grades are available.
  3. No course may be repeated more than once to achieve a 2.00 grade point average.
  4. Completion of the following prerequisites:
    - a. ALTH 101 and 102
    - b. ALTH 105
    - c. COMM 233
    - d. ENGL 101
    - e. BIOL 227 and 228
    - f. MATH 102
    - g. BUSO 109
    - h. PSYC 101
- NOTE: (All science courses must have been taken within the last five years)
5. 80 hours of volunteer or paid experience in a physical therapy setting. These hours must be completed before fall semester begins.

## Practical Nursing

Application Deadline: March 16, 1998.

In addition to the regular college admissions requirements, students applying for the Practical Nursing Program must complete a Nursing application and pre-admission assessment for practical nursing examination. (Current students should already have an application fee and transcripts on file. These students however, still need to submit an admission application to apply to the nursing program).

The Application for the Practical Nursing Program may be picked up at the College Admission's Office after October 15. Students accepted into the practical nursing program must submit a \$100 deposit by May 1 (or 15 days after receipt of acceptance letter). The PN program has a selective admissions process. Listed below are the guidelines for nursing applicants.

### ADMISSION CRITERIA:

1. A high school diploma or a GED.
2. A cumulative grade point average of 2.50 OR a 2.50 grade point average from the last 10-12 college credits, which

includes four credits of science courses required by the Practical Nursing Program. The sciences must be completed by the end of spring semester prior to fall admission with a C or better and an overall cumulative grade point average of 2.00 or above is required.

3. A minimum grade of C or 2.00 GPA must be achieved in prerequisites which include
  - a. Chemistry 101. This will be waived if the student has taken two years of high school chemistry, or one year of chemistry and one year of physics and received a grade of C or better. Science classes should be less than five years old.
  - b. English 101 if high school English grades are less than C.
  - c. MATH 102.
  - d. PSYC 100.
4. Minimum grades of C or 2.00 in courses required for the Practical Nursing program.
5. No course may be repeated more than once to achieve a 2.00 grade point average.
6. The Practical Nursing Department will determine if previous college work will be acceptable for transfer. Science courses completed more than five years ago must be repeated.

## Registered Nursing

Application Deadline: March 16, 1998.

In addition to the regular college admissions requirements, students applying for the Registered Nursing (RN) Program need to complete a Nursing application (Current students should already have an application fee and transcripts on file. These students, however, still need to submit an admission application when applying to the nursing program).

1. Three (3) completed NIC nursing recommendation forms, preferably from an employer, teacher, community, or volunteer supervisor. Recommendations from family members will not be accepted.
2. A completed Personal Statement Form in the student's own handwriting.

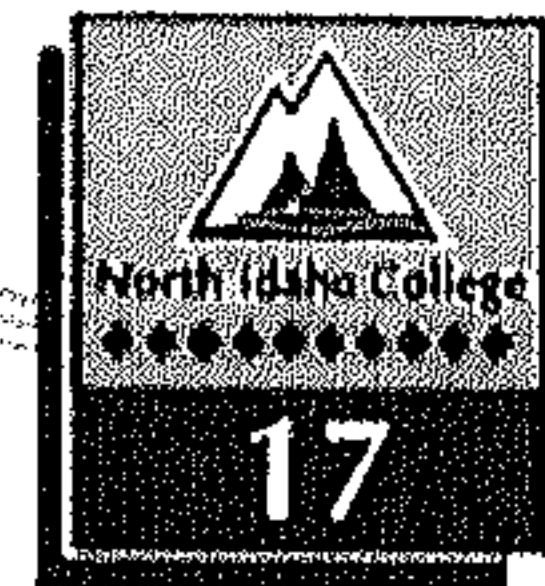
The Application for the Nursing Program may be picked up at the Admission's Office after October 15. Listed below are the guidelines for nursing applicants.

Students accepted into the nursing program shall submit a \$100 deposit by May 1 (or 15 days after receipt of acceptance letter).

### ADMISSION CRITERIA:

1. A high school diploma or GED.
2. A cumulative grade point average of 2.50, but a cumulative of 2.75 is preferred. The last 12-14 college credits completed must reflect a gpa of 2.50 which includes eight credits of science courses required by the Associate Degree Nursing Program. The sciences must be completed by the end of spring semester prior to fall admission with a C or better and an overall cumulative grade point average of 2.00 or above is required.
3. Priority in selection for admission will be given to students who have completed all, or the majority of, the required general education requirements including sciences prior to the start of the nursing program with a cumulative gpa of 2.75; completed all sciences with a cumulative gpa of 2.75; completed prerequisites with a cumulative of 2.75; completed prerequisites with a cumulative gpa of 2.5.
3. A minimum grade of C or 2.00 GPA must be achieved in prerequisites which include





- a. Chemistry 101. Chemistry 101 may be challenged if the student has taken two years of high school chemistry; or one year of chemistry and one year of physics and received a grade of C or better. The classes should be less than seven years old.
  - b. Communications 101.
  - c. English 101.
  - d. Psychology 101.
  - e. Algebra. Minimum accepted. Two years of high school algebra; or ASSET testing results indicating placement above MATH 025; or completion of MATH 025 with a C or better.
  - f. Biology 250.
  - g. Completion of two PE activity courses are required for graduation.
4. The Nursing Department will determine if previous college work will be acceptable for transfer. Science courses (chemistry, bacteriology, and biology) completed more than five years ago must be repeated.
  5. Arrangements will be made on an individual basis for students entering with previous nursing credit.
  6. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants plus submit an additional recommendation from your previous program director. Contact the Nursing Division for specific guidelines and further information.

(TOEFL). A total score of 500 or above is required for admission. To have score results submitted to NIC, please specify the NIC code number (4539) on all TOEFL registration materials. North Idaho College does not administer the TOEFL; however, the test is given worldwide. For further information write to: TOEFL, Box 899, Princeton, New Jersey 08540 USA

5. Certificate of Health: International students must have a thorough health examination by a recognized medical agency before admission may be granted. A signed certificate of health must be sent with the application for admission. Upon arrival to campus, students must provide documented results of TB skin test or chest X-rays along with immunization records for measles, mumps, rubella and tetanus boosters.
6. Health Insurance: International students are required to purchase the Student Health Insurance (Plan B) made available through the Associated Students of North Idaho College. Exemptions are only granted if the student can provide comparable evidence of financial responsibility for medical expense. Students purchasing this insurance will be covered until the end of the coverage period. This policy includes repatriation and medical evacuation benefits.
7. Financial Declaration: International students must have sufficient financial resources to fully meet all institutional and personal expenses while studying in the United States. Students are expected to be supported by parents, an individual, a sponsoring organization, or a governmental agency. Affidavits of financial support (Financial Declaration) must be furnished with the application for admission. Students cannot rely on part-time employment since off-campus work permits are not available. The college will not bear responsibility for a foreign student's finances. Therefore, North Idaho College requires each international student to have \$11,000 (U.S.) or an equivalent sum of money adequate for a year's study. The following is an estimate of the current annual expenses the international student and his/her sponsor must meet:

Tuition and Fees*	\$1,100
Room and Board*	\$4,500
Mandatory Health Insurance*	\$265
Books, supplies, clothing, incidentals*	\$2,900
Total*	\$11,000

\* Subject to change without notice.

8. Guidelines for Returning Application Materials: International students applying from abroad should submit all required admission forms and transcripts at least six (6) months before registration to allow time for evaluation and notice of acceptance. In the case of international students applying from within the United States, application materials should be submitted at least one month before registration. All forms must be sent to:

Office of Admissions  
North Idaho College  
1000 West Garden Avenue  
Coeur d'Alene, Idaho 83814 USA

Note: It is recommended that those students who have completed more than one year of college-level work in their own country apply to a four-year institution. North Idaho College only offers a two-year curriculum.

9. Admitted Students: Academic success at North Idaho College is strongly dependent upon ability to communicate in English, therefore, upon arrival at North Idaho College each student will be examined again with an English placement test. Results achieved will determine placement level in the English program.

## International Students

North Idaho College welcomes the enrollment of qualified international students. The college encourages meaningful participation in the educational, social, and cultural activities of the local community. Therefore, the college reserves the right to limit the number of students admitted from any one foreign country to allow for a diversified student body.

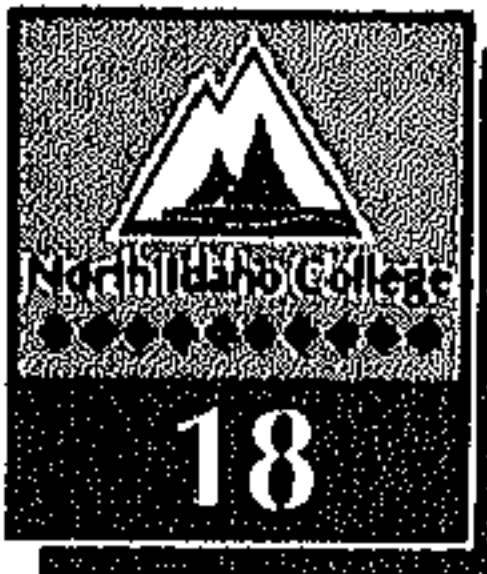
### Admission Procedures

International students must meet the same standards as students applying from the United States. There are additional requirements which have been established by the college and/or the United States Immigration and Naturalization Service. Any non-citizen of the U.S. who has not received immigration status is considered an international student.

### Requirements

1. Submit an application for admission.
2. Submit the \$10 application fee (non-refundable).
3. Academic Records: Submit original or certified copies of transcripts or documents from all secondary or post-secondary schools attended. If credentials are not in English, a certified English translation must be attached. Course syllabi for all post secondary transfer courses should be submitted in English. This will enable the college to provide a complete evaluation of credits to determine which courses fulfill degree requirements. International students who have taken academic work in the United States must also provide official transcripts of all work taken in the United States. The transcripts must show a minimum 2.00 grade point average for all transferable credits.
4. Evidence of English Proficiency: An international student whose native language is not English is required to supply official results of the Test of English as a Foreign Language





# ADMISSIONS

## Dual Enrollment

North Idaho College offers two programs for high school students who would like to enroll in college-level courses.

- **The Dual Enrollment Program** is suggested for juniors or seniors in high school who would like to complete courses as a dually enrolled student at North Idaho College.

- **The Applied Technology (ATEC) Dual Enrollment Program** is for seniors in high school who would like to explore options in the applied technology training arena. ATEC Dual Enrolled students do not receive credit towards a North Idaho College certificate of completion.

To participate in either program:

1. Complete an NIC Application for Admission. Indicate "Dual Enrollment" or "ATEC Dual Enrollment" on the top of the application.
2. Demonstrate successful ability to the Director of Admissions and Financial Aid. This is determined by related test scores, grade reports or class standing (usually those students in the top 25% of their class or subject area). Submit official transcript (in sealed envelope from high school) of work completed to date.
3. Submit a supporting recommendation from the appropriate high school guidance counselor with a statement indicating how the student will be able to handle the increased academic load and that the student has permission from the high school to participate.

Courses are normally limited to those classes not already filled or reserved for NIC students and those not requiring prerequisites. Students may participate in the following ATEC programs: Auto Body Technology, Automotive Technology, Culinary Arts, Marine Technology, Machine Shop, Diesel Mechanics and Welding. Only two spaces will be allowed for each program area with permission of the instructor.

Dual Enrollment students may be required to complete placement testing prior to registration for certain courses. ATEC students will be required to take the ASSET prior to enrolling. Participants must pay the applicable tuition and fees. (*Financial aid is not available for those students in the Dual Enrollment Program*).

Students should work closely with their high school counselor to ensure the classes they select will be beneficial.

## Certificate of Residency

North Idaho College receives the major part of its funding from Kootenai County. An additional portion comes from state funding. Idaho students who do not reside in Kootenai County must file a Certificate of Residency with their home county auditor's office. Certificate forms are available from the Admissions Office or the county auditor's office.

Some counties may require additional information or have students complete additional forms. Please check

with your county early before the semester begins, so that this process can be completed on a timely basis.

If you have completed more than six full-time semesters at NIC, you may not be eligible for the tuition benefit from your county. Students who exceed the tuition benefit will be charged non-district tuition. However, non-district tuition is significantly lower than out-of-state. Please check with your county for further details.

The county is obligated by state code to pay the out-of-district charge. Under current Idaho State Code, "...a student in a community college shall not be deemed a resident of the district, or of a county, or of the State of Idaho, unless such student shall have resided within said district, county, or state, for at least one (1) year continuously prior to the date of his/her first enrollment in said community college." Additionally, "residency may not be acquired while attending, and enrolled in, a community college."

"Counties in Idaho are liable for the out-of-district tuition so long as the student is duly enrolled and attending the college. This liability shall be for six (6) semesters or the term of the curriculum for which the student is enrolled, whichever is lesser."

If verification is not received from the home county, the student must pay the non-resident fees. (Exception: Students from the counties of Kootenai, Twin Falls or Jerome are not required to complete the Certificate of Residency. Those counties collect funds through assessed taxes to fund the community college in their district.)

## Resident Status

### Residents of Idaho

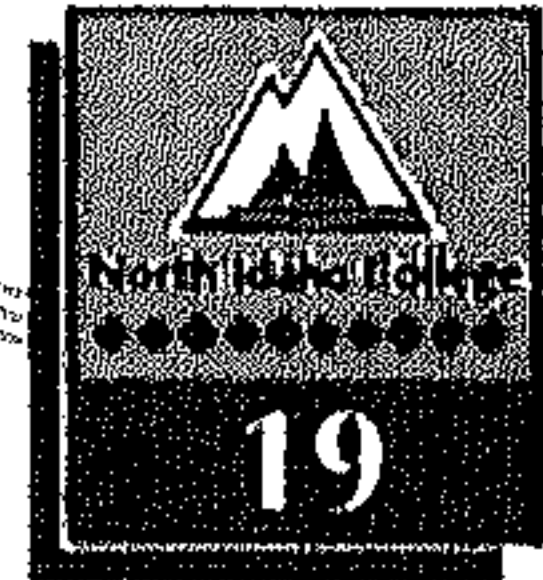
Any applicant for admission who has been domiciled in Kootenai County for at least 12 months, but less than 18 months, will be asked to submit proof of Kootenai County residency. Until this documentation has been received and approved by the Admissions Office, out-of-state tuition will be charged at the time of registration.

The NIC district comprises all of Kootenai County. For tuition purposes, a student who is a permanent resident of the United States may be classified as a resident of the district by meeting one or more of the following qualifications.

1. Any student whose parents or court-appointed guardians are domiciled in the college district and provide more than 50% of his or her support. (Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where he or she lives without intending to establish a new domicile elsewhere). To qualify under this section, the parents or guardian must have resided continuously in the college district for 12 months preceding the opening day of the term for which the student matriculates.
2. Any student who receives less than 50% of his/her support from parents or legal guardians who are not



# ADMISSIONS



residents of the college district for voting purposes, and who has continuously resided in the college district for 12 months preceding the opening day of the term for which the student matriculates.

3. The spouse of a person who is classified or is eligible for classification as a resident of the college district for the purpose of attending the college.
4. A member of the armed forces of the United States, stationed in the college district on military orders.
5. A student whose parents or guardians are members of the armed forces and stationed in the college district on military orders and who receives 50% or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.
6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.
7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established immediately prior to departure.

## ***Residents of Washington State Reciprocity***

Matriculating students who are legal residents of the State of Washington may qualify for a reduction of out-of-state tuition under the terms of the reciprocity agreement between NIC and the State of Washington. While any student may enroll at North Idaho College, only a limited number of students are awarded Washington reciprocity rates.

New students are requested to apply for admission to the college and for the reciprocity waiver by June 1 to be considered for the school term beginning with the fall semester. Students continuing for their second year must submit their reciprocity application by April 1 and register for classes during the April pre-registration set aside for continuing students. Any student, new or continuing, applying for reciprocity will be considered on a space-available basis.

## ***Western Undergraduate Exchange (WUE)***

The Western Undergraduate Exchange Program (WUE) was established to financially assist individuals interested in attending college out of their home state. The WUE tuition status is available only to matriculated (degree seeking) students on a space available basis.

During the 1997/98 academic year the following western states are participating in this program for two-year institutions:

Alaska	Montana	Oregon
Colorado	Nevada	South Dakota
Hawaii	New Mexico	Utah
Idaho	North Dakota	Wyoming

New students are requested to apply for admission to the college and for the WUE tuition reduction by June 1 to be considered for the fall semester. Students continuing for their second year must submit their WUE application by April 1 and register for classes during the April pre-registration set aside for continuing students. Any student, new or continuing, applying for WUE will be considered on a space-available basis.

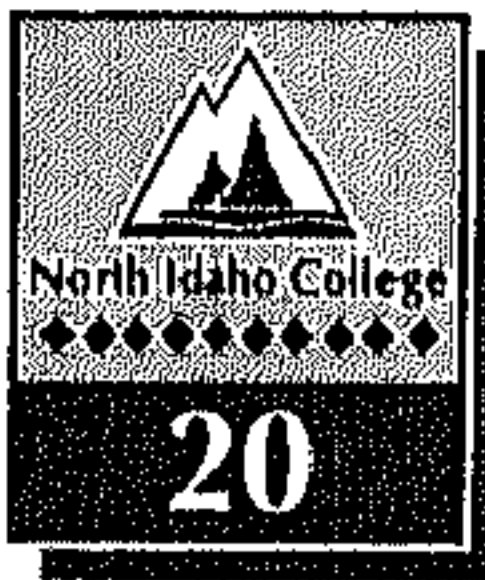
For information about Reciprocity or WUE call or write:

Office of Admissions,  
North Idaho College  
1000 West Garden Avenue,  
Coeur d'Alene, ID 83814  
(208) 769-3311

## ***Senior Citizens***

Any individual 60 years old or older may obtain a North Idaho College Gold Card. The Gold Card allows the individual to enroll in credit classes at a 50 percent discount per credit hour. Materials, books, and special fees are full price. Noncredit classes require full fees regardless of age. The Gold Card may be picked up at the Office of Admissions in Lee Hall or the College Relations Office in the Sherman Administration Building.





# COLLEGE COSTS

## Financial Costs & Information

### Fees and Expenses

Expenses for attending North Idaho College will vary with the habits and financial means of the individual student.

Because tuition and fees and room and board rates are established annually, it is difficult to list or predict actual cost breakdowns in this area. The rates listed are an estimated projection to be used as a guideline only. All rates quoted are subject to change without notice.

Idaho residents not living in Kootenai County must submit a Certificate of Residency. Washington residents must submit a Washington Reciprocity Form. (Both forms are available from the Admissions Office).

### Estimated Costs Per Year\*

#### Academic Students

##### Kootenai County Resident

Tuition and Fees .....	\$1,049
Room and Board .....	\$3,380
Books and Supplies .....	\$500
Total .....	\$4,929

##### Out-of-District

Tuition and Fees <sup>1</sup> .....	\$1,049
(with approved home county assistance)	
Tuition and Fees .....	\$2,049
(without approved home county assistance)	
Room and Board .....	\$3,380
Books and Supplies .....	\$500
Total with county assistance .....	\$4,929
Total without county assistance .....	\$5,929

<sup>1</sup>If home county is responsible for out-of-district fees for those students who have established residency within that county)

##### Out-of-State

Tuition and Fees <sup>2</sup> .....	\$3,468
Room and Board .....	\$3,380
Books and Supplies .....	\$500
Total .....	\$7,348

<sup>2</sup>Western Undergraduate Exchange students pay \$3,118  
Washington Reciprocity recipients pay \$2,468

##### More than 17 credits, additional fee

Idaho Residents .....	\$63 Fall/\$66 Spring per credit
Out-of-State/Country .....	\$207 Fall/\$224 Spring per credit

### Estimated Costs Per Year\*

#### Applied Technology Programs

##### Idaho Resident

Tuition and Fees** .....	\$1,049 - \$1,262
Room and Board .....	\$3,380
Books and Supplies*** .....	\$100 - \$2,500
Total .....	\$4,529 - \$7,142

##### Out-of-State

Tuition and Fees** .....	\$3,468 - \$4,314
Room and Board .....	\$3,380
Books and Supplies*** .....	\$100 - \$2,500
Total .....	\$6,948 - \$10,194

\* These costs are estimates for the 1991-1992 year based on two semesters per year and 6-17 credits per semester.

\*\* Tuition and fees vary with the length of program. The majority of programs are between 9 and 11 months.

\*\*\* This figure varies with programs. It includes the cost of books purchased in many of the programs. Total costs vary from program to program.

These figures do not include personal expenses and transportation. This estimate reflects increases in educational costs based on anticipated increases in the basic cost of living.

### Part-Time Enrollment

Students enrolling for seven semester credits or less are charged a per-credit fee.

#### Kootenai County Residents:

Fall Semester = \$71 first credit, \$63 each additional credit.  
Spring Semester = \$74 first credit, \$66 each additional credit.

#### Out-of-County, Idaho Residents:

A. Students qualifying for county support:

Fall Semester = \$71 first credit, \$63 each additional credit; Spring Semester = \$74 first credit, \$66 each additional credit.

B. Students not qualifying for county support:

Fall Semester = \$134 first credit, \$126 each additional credit; Spring Semester = \$137 first credit, \$129 each additional credit.

#### Out of State or Country:

Fall Semester = \$215 first credit, \$207 each additional credit; Spring Semester = \$232 first credit, \$224 each additional credit.

### Special and Incidental Fees

Application Fee .....

\$10  
This one-time fee is required at the time of submitting an application for admission to NIC. It is non-refundable and non-transferable.

GED Testing Fee .....

\$10 per test

Parking Fee (per year) .....

\$10

Special Course Fees .... See Class Schedule for charges (Labs, Physical Education and Music)

Transcript Fee .....

\$2  
Initial official copy furnished upon request without charge. Additional copies, when requested, are \$2 per copy.

#### Summer Session:

Consult Summer Session Schedule for tuition and fees.

#### Noncredit Special Interest Classes:

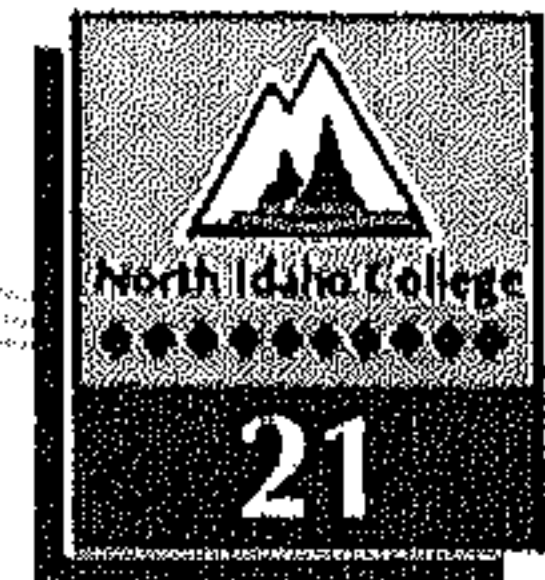
Fees for noncredit classes differ for each class. A complete fee schedule is published in the non-credit course catalog.

Room and Board (Dormitory per year) .....

\$3,380  
14 meals per week

**FEES ARE SUBJECT TO CHANGE  
WITHOUT NOTICE**





## Deposits

Associate Degree Nursing Deposit..... \$100

The Nursing program deposit is due by May 1. It will be applied to the tuition and fee charges for the initial semester or term of enrollment. Deposits may be refunded if notification of cancellation is officially given to the Admissions Office on or before July 1. No refund will be given if a student withdraws after the prescribed deadline.

Shepperd/Griddle Hall Room Reservation Deposit ..... \$75

This deposit is refundable upon proper notice up to thirty (30) days prior to registration day for the contracted semester. When dormitory residence has been established, the \$75 is applied as a damage deposit. A student will be charged for any abnormal damage caused by his/her actions. Students are encouraged to reserve rooms in early spring because of limited residence hall facilities.

Applied Technology Program Deposit ..... \$100

Upon acceptance to a specific applied technology program, students must submit a \$100 program deposit by May 1. Students accepted after May 1 must submit the deposit no later than 15 days after the date on the acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. See page 45 for those programs that require a deposit.

## Tuition and Fees Payment Procedures

Tuition, fees, and any special fees must be paid at the time of registration, unless financial aid has been approved. Students failing to pay amounts due NIC will be excluded from classes and their credits withheld. No student will be given a transcript of his/her record, nor will credits be issued or a degree or certificate awarded, until all accounts are settled in full. This includes any funds received through the Financial Aid Office involving overpayments, refunds, or delinquent loans.

Payment of regular student fees entitles the student to the services maintained by NIC for the benefit of students. No reduction in fees can be made for students who may not desire to use any part of these services. Extra charges are made for special services and specific courses.

Students eligible for financial aid, but who have not completed the process prior to registration, will be expected to pay all required charges at the time of registration.

Veterans and other eligible persons receiving Veteran's Administration educational benefits must pay all required charges at the time of registration. Those who are depending on veterans educational benefit checks to pay fees must apply for advance pay at least one month prior to registration day.

Tuition, fees and college housing fees are established each year by the Board of Trustees. Interested persons may inquire at the Admissions Office for applicable rates and payment information.

NIC reserves the right at any time to change its charges. In the unlikely event that such changes become necessary, NIC will endeavor to give advance notice.

## North Idaho College Refund Policy

**A. Refund** - Students who withdraw officially or unofficially from all classes at North Idaho College may be entitled to a refund of a portion of their tuition, fee, room and board charges. If financial aid paid a portion of these charges, then a portion of the refund must be returned to the federal financial aid funds.

**B. Repayment** - Students who withdraw officially or unofficially from all classes at North Idaho College and who have received financial aid in excess of the calculated costs of living expenses and other non-billed costs for the period they actually enrolled may be required to repay a portion of the financial aid they received to the federal financial aid funds.

Full-time or part-time students who withdraw from semester-length credit courses (day or evening) will, ON WRITTEN NOTIFICATION to the College Registrar AT THE TIME OF WITHDRAWAL, receive refunds as follows:

1. If withdrawal is made before the second day of the semester, 100% less \$10 will be refunded.
2. If withdrawal is made within the first week of the semester, 75% will be refunded.
3. If withdrawal is made after the first week and within the second week, 50% will be refunded.
4. No refunds will be allowed after two weeks of the start of the semester.

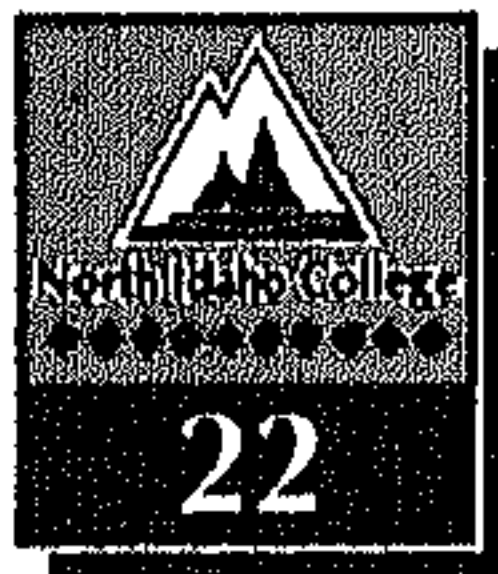
Students who withdraw from short-term courses (less than 15 weeks in length) will, ON WRITTEN NOTIFICATION to the College Registrar AT THE TIME OF WITHDRAWAL, receive refunds as follows:

1. If withdrawal is made prior to the first class meeting, 100% less \$10 will be refunded.
2. If withdrawal is made before the third day following the first class meeting, 75% will be refunded.
3. If withdrawal is made before the third day following the second class meeting, 50% will be refunded.
4. No refund will be allowed after the second day following the second class meeting.

Should a class be cancelled, students will receive a full refund for the class provided the student's enrollment drops below eight credits.

**NOTE:** Federal financial aid regulations require a pro rata refund of tuition and fee charges for the student who enrolls at North Idaho College for the first time and is receiving federal financial aid funds. For more information please see page 23.





# FINANCIAL AID

## Financial Aid - What is it?

Financial aid provides money to help students pay for the cost of a North Idaho College education. There are three different types of financial aid: grants or scholarships, loans, and student employment.

Grants and scholarships are considered gift aid because they do not need to be repaid. Loans, however, must be repaid when the student graduates or ceases to enroll. Student employment awards provide a part-time job. Students who apply for financial aid will be considered for all three types of help. Funding for financial aid comes from the federal government, state government, private sources, and North Idaho College.

Approximately 45 percent of the students attending North Idaho College receive some type of financial aid. Students who think they may need help to pay for college should apply for financial aid. Due to limited funding, the earlier in the year the financial aid application is completed the better the chances are for receiving the maximum financial aid for which they are eligible. The Pell Grant and the Stafford Loan are available all year so students who miss the Preferred Financial Aid deadline of April 15 may still receive some type of assistance.

Students eligible for financial aid, but who have not completed the process prior to registration, will be expected to pay all required charges at registration.

### Eligibility For Financial Aid

North Idaho College awards financial aid on the basis of *merit* and *financial need*. *Merit-based* awards consider the students' skills and abilities to determine eligibility. Examples of criteria for the merit-based scholarships or grants may include academic excellence, athletic ability, or interest in a particular college major.

Eligibility for *need-based* financial aid is determined by the student's computed financial need. Financial need represents the difference between the total cost of attendance and the amount the student and his/her family can afford to pay toward that cost—the Estimated Family Contribution. The total cost of attendance includes allowances for the cost of tuition and fees, books, supplies and tools, room and board (or rent and food), living expenses, and transportation from home. The Estimated Family Contribution is calculated by using information the student and his/her parents (if dependent on parents) or spouse (if married) provide on the Free Application for Federal Student Aid (FAFSA) and other documents.

There is NO income cut-off for need-based financial aid. A needs analysis formula established by the federal government is used and takes into consideration family size, number in college, unusual medical or dental expenses, as well as income and assets.

To be eligible for need-based financial aid, in addition to demonstrating financial need, the student must:

1. Have a high school diploma, GED certificate, or pass the ability to benefit test.
2. Be accepted for admissions into North Idaho College as a matriculated (degree seeking) student.
3. Not be in default on a Federal Perkins Loan, Federal Stafford

Loan (formerly Guaranteed Student Loan), Federal Supplemental Loan for Students, Federal Parents Loan for Undergraduate Students made for attendance at North Idaho College, or any other educational institution

4. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal State Student Incentive Grant, or Federal Family Education Loan previously used for attendance at North Idaho College or any other educational institution
5. Be an American citizen, national, or permanent resident
6. Certify that, if required, he has registered with Selective Service.
7. Maintain satisfactory academic progress toward his/her North Idaho College degree or certificate as defined by the North Idaho College Satisfactory Academic Progress Policy

### Satisfactory Academic Progress Policy

The U.S. Department of Education requires students to maintain satisfactory progress toward their degree or certificate in order to be eligible for financial aid. This applies to students who apply for financial aid for the first time, as well as to those who are currently receiving aid. All semesters of attendance at North Idaho College, including periods when no financial aid was received are reviewed. To meet the Satisfactory Academic Progress requirements at North Idaho College, students must

1. Achieve a minimum 1.75 grade point average (GPA) during the first semester of enrollment. A cumulative GPA of 2.00 or better must be earned after the first semester. If the cumulative is below 2.00, but the semester GPA is 2.00 or higher, students will be allowed to receive aid.
2. Complete a specified number of credits per semester based on the number of credits enrolled in during that semester.

Enrollment Status	Completed Credits Required
Full-Time: (12 or more credits)	11
Three-Quarter Time: (9-11 credits)	8
Half-Time: (6-8 credits)	5

3. Receive a degree or certificate from North Idaho College within the maximum number of semesters allowed based upon enrollment status

Degree/Certificate	Enrollment Status	Max. Semesters
Associate Degree	Full Time (12+ credits)	6
	3/4 Time (9-11 credits)	8
	1/2 Time (6-8 credits)	12
Technology Certificate	Any	5

### Financial Aid Probation

Students will be placed on financial aid probation if they do not complete the GPA requirements OR do not complete the required number of credits per semester

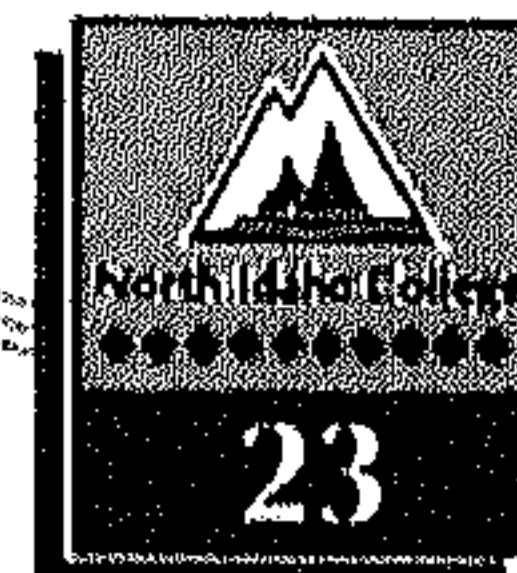
### Removal From Financial Aid Probation

Students placed on financial aid probation must achieve a 2.00 GPA and/or make up any deficit credits to be in good standing.

### Financial Aid Eligibility Suspension

Students will not be eligible for financial aid at North Idaho College and any current financial aid award will





be cancelled if they:

1. Complete less than five credits during any semester.
2. Are on financial aid probation and do not earn a 2.00 GPA and/or complete the required number of credits during the semester.
3. Have not completed their degree or certificate within the maximum number of semesters.

## Appeal

If the student's financial aid award has been cancelled due to failure to maintain satisfactory academic progress, he/she may submit an appeal to the Scholarship and Financial Aid Committee to request reinstatement of aid eligibility. If the appeal is approved by the Scholarship and Financial Aid Committee, he/she will be placed on probation and asked to sign a Financial Aid Contract. The contract outlines the specific requirements the student must meet in order to maintain Satisfactory Academic Progress. Students who fail to meet the conditions of the Financial Aid Contract will not be eligible for financial aid from North Idaho College. Students will not be eligible to appeal until they complete six credits of core courses at their own expense.

## Applying For Scholarships

Students who want to apply for a scholarship should complete the North Idaho College Scholarship Application and return it to the Financial Aid Office prior to April 15 for fall semester and prior to November 15 for spring semester. Scholarship Applications are available from the Financial Aid Office and from area high schools.

## Applying For Financial Aid

To apply for all other types of financial aid, the student and his/her parent(s) (if dependent) need to complete the Free Application for Federal Student Aid (FAFSA). In addition to the FAFSA, the student may need to submit a copy of his/her U.S. Income Tax return and, in some cases, copies of his/her parents' U.S. Income Tax return.

The financial aid application process takes approximately two months from the time the student applies to the time he or she receives a check. The earlier the student applies the better the chances are for receiving full financial aid funding. Students who complete the financial aid application process prior to the April 15 priority deadline will be considered for all types of financial aid. Those who apply after that date will be considered for the Federal Pell Grant, the Federal Stafford Loan and any other funds that are available.

## Financial Aid Information

A Financial Aid brochure which outlines in greater detail the types of financial aid, eligibility requirements, and application procedures is available from the Financial Aid office.

## Bookstore Charges and Financial Aid

Students who have been approved to receive financial aid through the NIC Financial Aid Office will be allowed to charge books and supplies at the NIC Bookstore beginning the week prior to the start of classes through

the first week of classes, provided that he/she is matriculated (degree-seeking), enrolled in the correct number of credits, and has completed the admissions process.

Bookstore charges are allowed against a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), or a Federal Perkins Loan.

Bookstore charges are not allowed against Estimated Federal Pell Grants, Scholarships or Federal Stafford Loans.

## Other Financial Assistance Programs

Financial aid through programs sponsored by Job Training Partnership Act (JTPA), the Training Rehabilitation Act (TRA), Social Security, State Board of Vocational Rehabilitation, and Veterans Administration is available from these agencies for qualified students attending NIC.

## Financial Aid Recipients Refund Policy

**Continuing Students and Former Students:** Students receiving financial aid who are not enrolled in their first semester will have all refunds calculated by comparing the College Refund Policy and the Federal Refund Policy.

**NIC Policy:** 100 percent before the second day; 75 percent within the first week; 50 percent within the second week.

**Federal Policy:** 100 percent before the second day; 90 percent within the first and second weeks; 50 percent within the third and fourth weeks; 25 percent within the fifth and eighth weeks.

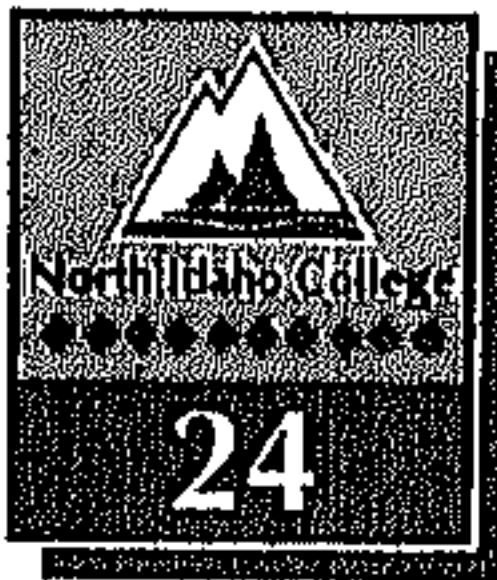
**New Students:** Students receiving federal financial aid who are enrolled in their first semester at North Idaho College will have their refund calculated according to the Pro rata refund calculation established by the Higher Education Amendments of 1992.

Pro rata refund is a refund by the College to a student who is attending the College for the first time. The College must refund a percentage of the tuition/fees and room/board charges based on the student's weeks of attendance. The pro rata refund policy does not apply to students whose date of withdrawal is after the 60 percent point in time in the period of enrollment for which the student has been charged (10th week of the semester).

**Repayment Distribution:** Refunds/Repayments that must be returned to the federal student aid programs will be returned to the programs in the following order: 1) Loans for Students (refund only); 2) Federal Perkins Loan; 3) Federal Pell Grant; 4) Federal Supplemental Educational Opportunity Grant; 5) State Student Incentive Grant-Washington State Need Grant; 6) Other scholarships.

**Refund Distribution:** 1) Unsubsidized Federal Stafford Loan; 2) Subsidized Federal Stafford Loan; 3) Federal PLUS Loan; 4) Federal Perkins Loan; 5) Federal Pell Grant; 6) Federal Supplemental Opportunity Educational Grant; 7) State Student Incentive Grant/ Washington State Need Grant; 8) Other Scholarships.





# REGISTERING FOR CLASSES

## How to Register for Classes

North Idaho College operates on a fall/spring semester system followed by an eight-week summer session. There are also some four- and eight-week technical program blocks both before and after the regular semesters.

Students must register for each semester/block they attend. Registration is the official process of enrolling in classes by completing a scheduling worksheet, conferring with an advisor, and paying tuition and fees. Check the calendar on pages 6 and 7 for information regarding application dates and registration dates.

Class Schedules are normally available in April for the summer session and fall semester, and in November for the following spring semester. Currently enrolled students receive priority in registering.

Registration for new and former students for both fall and spring semesters is by appointment only. Dates and time are determined by the date that Applications for Admission are submitted. Those who turn in applications early receive early appointment times. Specific steps for registration are included with appointment letters.

### Payment of Tuition and Fees

Payment of tuition and fees is due at the time of registration. The only exception to this is when continuing students register for fall semester each April and tuition is due in June.

### Adding/Dropping Classes

After initial registration, enrolled students may add courses, on a space available basis, with a Schedule Change Form. Using this same form, students may also drop a course and no record of the class will appear on the transcript. Classes may be added or dropped during the first week of fall and spring semesters and during the first two days of summer session.

### Withdrawing from Classes

From the beginning of the second week until the first day of the eleventh week of each semester, students may withdraw from classes using a Course Withdrawal Form. Signature approval must be obtained on the form from both the class instructor and the student's advisor. A "W" will be recorded on the student's transcript. After the final withdrawal date, students may not withdraw from a class regardless of academic status.

Withdrawals from summer session are permitted beginning the third day of classes until the first day of the sixth week.

**NOTE:** Students cannot officially withdraw from a class either by ceasing attendance or by simply informing the instructor of the withdrawal. A *Course Withdrawal Form* must be processed through the Registrar's Office before the withdrawal is considered "official." Failure to officially drop a class will likely result in a failing grade. Withdrawals will not be processed if students have a

financial hold on their record

### Auditing a Class

In order to audit a class, students must select the audit option at the time of registration or during the first week of the semester or the first two days of summer session. Students auditing classes are not required to take final tests and will not receive a grade or credit, but they are expected to attend class regularly. Auditing students may not receive credit later for an audited course unless they repeat the course as a regularly enrolled student. Audit students are required to pay standard tuition and fees.

### Independent Studies

Independent study classes are available in most academic disciplines and are designated by the class number 299. These classes are open to students with a 3.0 GPA and who have completed 26 semester credits. They cannot be used to fulfill associate degree core requirements.

Students may take no more than three credits per semester of independent study and no more than six credits per year. Students may register for independent study classes during the first four weeks of a regular semester or the first two weeks of a summer session. Forms and further information are available in the Registrar's Office.

### Outreach Classes

North Idaho College offers a variety of classes in outreach sites to serve residents of North Idaho. Persons residing in Benewah, Bonner, Boundary, and Shoshone counties may obtain information on outreach offerings from their local coordinator and/or from area public libraries. Phone (208) 769-3400 for more information.

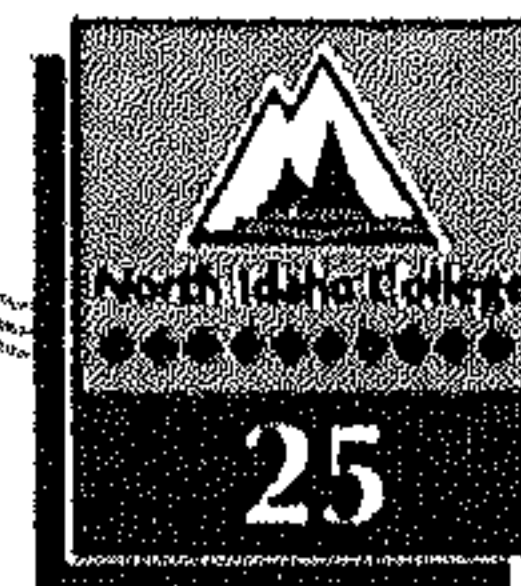
### Concurrent Enrollment with Lewis Clark State College or the University of Idaho

Many students enroll for classes at both North Idaho College and Lewis Clark State College or the University of Idaho-Coeur d'Alene. Those students who enroll at NIC and one of the other two institutions and are receiving financial aid from that institution must clear their financial aid with NIC's Financial Aid Office prior to registration. Those who do not clear their aid will be expected to make full payment for their classes at NIC.

### Name/Address Changes

Students' correct names, home and/or local addresses are vital for college records since students often receive material from the college through the mail. Students who change their name or address during the year should file a change in the Registrar's Office.





## Campus Services

Various services are provided by North Idaho College to help promote student success and develop an enjoyable, productive college experience. The Student Services Office is located on the north side of the Hedlund Building. Students are encouraged to stop by and learn more about the services provided for them.

### Advising • 769-3370

Advising can significantly help students with program planning, course and degree information, transfer review, program sequence, campus resources, college procedures, and services referral. Consultation with an advisor is provided for students at their initial registration where they also receive important information about the NIC advising process. Students are then assigned to a specific advisor once the semester begins and are responsible for meeting on a regular basis with their assigned advisor. Supplemental advising support is also available in Student Services, including access to college catalog collections and transfer directories. Students are strongly encouraged to actively participate in advising as part of promoting their own college success.

### Applied Technology Student Support Services • 769-3468

A Special Populations Coordinator is available to provide support services for Applied Technology students prior to and during enrollment in a technical program. The Coordinator also serves as a liaison between faculty, students and other on-campus departments on issues relating to advising, registration, transcript assessment, curriculum and counseling.

### Bookstore • 769-3364

The NIC Bookstore is temporarily located in the Hedlund Building and is open weekdays with extended hours during the first few days of each semester. Textbooks and supplies are available, as well as learning and self-study aids, research paper handbooks, dictionaries, books for pleasure reading, computers, software, computer supplies and accessories, snacks, personal health items, backpacks, briefcases, imprinted caps, apparel, and gift items. The Bookstore also supplies textbooks for University of Idaho and Lewis Clark State College courses.

### Business Office • 769-3344

The Business Office is located in Lee Hall and is open weekdays. All payments to the school should be paid at the cashier's window at the Business Office. All checks to students may also be picked up from the Business Office (advanced V.A. checks, however, are available through the Registrar's Office).

### Campus Emergency Phones

Six emergency phones are located throughout the campus grounds. These phones are mounted on freestanding poles and are identified with a flashing blue

light. Each phone dials direct to the Campus Safety Office. These phones are for the use of students, staff or visitors in case of an emergency. Emergency phone location maps are available at the Campus Safety Office.

### Campus Safety/Security • 769-3310 (24 hours)

All matters concerning parking, parking permits, campus safety, security, emergency response, special event set-up, room openings, lost and found, custodial and grounds services, and enforcement of all college regulations and rules, and applicable federal, state, city, and county laws and ordinances on college property, should be directed to this office.

The Campus Security and Nightwatch Staff actively patrol the grounds, buildings and parking lots 24 hours a day and will respond to any emergency or problem.

The Campus Safety Office, located in the River Building at 905 River Avenue, is open 8 a.m. to 5 p.m. Monday through Friday. Parking permits are required for the year beginning each fall semester and may be purchased at registration or at the Campus Safety Office. All motor driven vehicles operated on campus are required to be registered and display a parking permit.

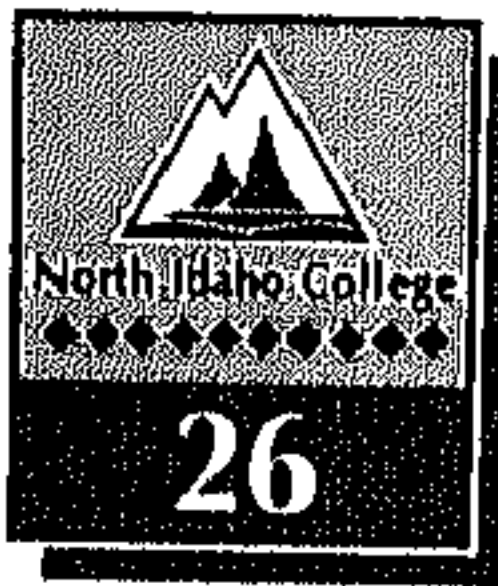
### Career Center • 769-3297

The NIC Career Center, temporarily located in Room 12 of the Siebert Building, offers a wide variety of services to help students and prospective students with all aspects of career planning and job hunting. Career assessments are available to provide students with ideas for making meaningful career choices. The Center also provides the latest information on career planning and job hunting, including information on careers related to every major offered at NIC. Names of community contacts are located in the Informational Interview notebook, which gives students an opportunity to ask career questions of someone working in a specific occupation. Assistance is also available to help students discover the hidden job market, write a resume that gets an interview, and then interview in a manner that gets the desired job. Students may explore full-time and part-time job listings, job Service jobs, summer jobs, volunteer opportunities, and internships. Computers are available for student use to access the Internet for job searching and to gather career information.

### Center for New Directions • 769-3445

The Center for New Directions (CND) provides services for single parents, displaced homemakers, and other adults in transition to help overcome economic barriers to education and employment, to help access training, educational, and employment opportunities, and to help become economically self-sufficient. The services include personal, career, and educational counseling and a variety of workshops and classes for personal and professional enhancement. CareerWise is a six-week modular program of instruction for adults changing careers or re-entering the workforce or an educational program. It includes building self-confidence, effective





## SUPPORT SERVICES

communication, job-seeking skills, strategies for goal achievement, and opportunities to meet employers from the community. Students may choose the relevant weeks to attend. The Center for New Directions is located on the first floor of the Siebert Building.

### **Children's Center • 769-3471**

The NIC Children's Center is located in the Lakeside Center behind the gymnasium and is open weekdays from 7 a.m. to 5:15 p.m. Students with children from 2 1/2 to 5 years of age may receive child care at very reasonable half-day or full-day rates. Child care is education-based with developmental activities provided by qualified and caring teachers. Applications can be obtained at the Children's Center and should be submitted early since space is limited.

### **Computer Labs**

**Central Labs Library/Computer Center 769-3380**  
**Macintosh Lab Boswell Hall, Rm. 204 769-3331**

Computer labs are open Monday-Sunday; check the posted schedule for times and space available. Networked Windows and Macintosh computers and high-quality printers are accessible for educational use by all registered students except when labs are scheduled for class instruction. A system of priority use is incorporated to seat students at peak times. Tours are available and lab staff will work with instructors to assist students working on assignments in the lab.

### **Counseling • 769-3370**

Counselors are available at various campus locations and can be reached through the above number or at Student Services in the north end of the Hedlund Center. Counseling can provide direction and support for enrolled students who want help managing the demands of college and personal life. This confidential assistance could include easy access to helpful information, casual chats, support groups, career counseling, personal counseling, or referral to appropriate community resources. A friendly staff of counselors are available to help with any concern that might interfere with student success or well-being.

### **Disability Support Services • 769-3370**

Disability Support Services (DSS) was established in response to federal law and is available through Student Services at the north end of the Hedlund Center. Students who wish to voluntarily declare a permanent or temporary disability and receive support should contact DSS as early as possible. Any information regarding disabilities is confidential and will not adversely affect admission to the College. Qualifying students may receive accommodations such as interpreters, notetakers, tutors, readers, scribes, information in alternative formats, priority registration, and other reasonable provisions.

### **Multi-Cultural Student Support • 769-3370**

Specialized support is available to American bicultural students through Student Services at the north end of the

Hedlund Center. A qualified advisor can offer a thoughtful and sensitive exploration of culture related needs, and can coordinate assistance with scholarships, enrollment, academic advising, tribal support programs, cultural recognition activities, campus clubs and more.

### **Health Insurance • 769-7761**

Mandatory Accident Insurance is required for all students enrolled in one or more credits. The insurance covers accidents occurring only on the North Idaho College campus. The cost to the student is \$8 per semester and will be charged at the time of registration.

Health insurance can be purchased in addition to the accident insurance for students enrolled in one or more credits. The health insurance is an HMO type with a \$50 per accident deductible. It can be purchased for a semester or on an annual basis.

The student accident insurance is managed through the Associated Students of North Idaho College (ASNIC) and the insurance company, not the NIC administration.

For policy and coverage information, claims questions, or to purchase the insurance call the insurance coordinator at 769-7761.

### **Health Services • 769-7818**

A nurse practitioner or registered nurse is available weekdays for health consultation for students. Services include evaluation of minor injuries and acute health problems such as colds, flu, blisters, infections, sexually transmitted diseases, etc. Reproductive health and general physical exams may be scheduled as well. Immunizations and allergy shots may be scheduled by appointment.

Health education information, counseling, and referrals about nutrition, stress management, relationships, sexuality, birth control, eating disorders, exercise, rape/ date rape, HIV/AIDS and other topics are also available.

Health service visits are free to all students and are not related to whether or not you carry student health insurance. Students are responsible for most laboratory charges if they do not have any health insurance coverage. Health services that extend beyond the scope of a nurse practitioner will be referred to a physician.

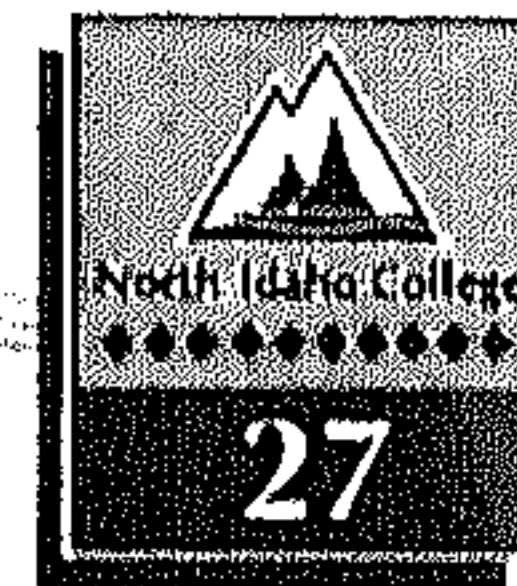
After-hours or emergency services can be obtained from a private physician, minor emergency clinic or hospital emergency room. The expense of off-campus health care is the responsibility of the student and/or their health insurance carrier.

Health Services is temporarily located on the second floor of the Hedlund Building. All services are by appointment (unless it is an emergency) and can be scheduled by calling 769-7818.

### **International Student Advising • 769-3381**

The International Student Advisor is the official advisor for all international students. International students must contact this advisor for help with the following types of situations: academic advising, class scheduling, adds and drops, information regarding visa renewal, transfers to other schools, off-campus work permits and on-campus work prospects, validating student's I-20/ID,





information regarding visits to neighboring countries, as well as interpretation and explanation of government laws and college regulations.

## **Job Location and Development • 769-3368**

The Job Location and Development program assists students with full-time and part-time employment in the community. Current opportunities are posted in a display case in Lee Hall next to the Financial Aid Office and are on display all year. For additional information contact the Financial Aid Office at (208) 769-3368.

## **The Learning Center • 769-3450**

The Learning Center is a friendly, caring environment for North Idaho College students and community members. Services are provided through courses, tutoring, supplemental instruction, workshops, computers and other instructional modes. Assistance is available for many different learning styles and abilities.

A variety of educational development classes are offered including reading, spelling, vocabulary, and mathematics. Enrichment classes such as *Library Research Strategies*, *College Study Skills*, *College Success Strategies* and *Rapid Reading* are also available. Mini-courses or workshops may be offered in reading skills, note taking, test taking, test anxiety reduction and memory training.

The Learning Center also features computer-assisted instruction and uses computers to identify student learning styles, explore and establish career goals, and assist with time management.

The Peer Tutoring Center provides free assistance through qualified peer tutors. NIC students may receive two hours of peer tutoring per class each week.

Supplemental instruction targets historically difficult classes for extra assistance. A trained student leader provides special sessions to students of all ability levels in a small group, structured setting. Sessions are available several times per week.

The Bridge Program is a program for students enrolling in applied technology programs who need assistance in required classes. An instructor is available to work individually and in small groups during scheduled hours.

Adult Basic Education offers free instruction for adults 16 years of age and older who did not complete high school or have a basic skills deficiency. Adult Basic Education students receive instruction in reading, writing, mathematics, careers and life skills. Students may also attain a GED or High School Equivalency Certificate.

## **Learning Resources**

Library 769-3355

Instructional Technology 769-3429

Recognizing North Idaho College's commitment to educational excellence as well as today's increasing reliance on a vast array of information resources, the Learning Resources Department seeks to enhance the educational process by teaching critical thinking and information literacy skills which promote and encourage independent, lifelong learning. Striving for high-quality

services through its dedicated staff, diverse materials and cutting-edge technologies, Learning Resources supports the College's educational mission.

Learning Resources includes the Library and Instructional Technology. Its services are designed to foster a comprehensive and meaningful educational experience for NIC students.

To meet the increasingly sophisticated information needs of students, Instructional Technology offers the faculty creative services and materials for instructional design, such as video and television programming and computer-enhanced instruction. It also supports faculty through telecommunications services such as the recording of satellite and off-air programs and interactive teleconferences. Instructional Technology manages and maintains the campus audiovisual systems and media duplication services.

The NIC Library gathers and disseminates information in support of the college's educational mission, its various curricula and extension programs, its administrative initiatives, as well as the information needs of the local community. The Library provides quality services to enrich classroom instruction and develop skills that allow students to become independent, self-directed, lifelong learners.

The Library houses approximately 46,000 volumes and 450 periodical titles. Videos, audio cassettes, and compact discs play an important role in supporting NIC's diverse curriculum. Enhanced computer and telecommunications capabilities include on-line database services, Internet access, CD-ROM databases, a fax machine and telecommunications classroom.

The Library also offers a self-service copy center with copy machines, a transparency machine, paper cutters and other equipment needed to complete classroom assignments. A typewriter and color copier are also available for student use. Computers for student use are located in the second floor computer labs.

## **Legal Advice • 769-3370**

The Associated Students of North Idaho College (ASNIC) retains a lawyer to provide advice to students. The advice is free, but legal counsel or official representation is the financial responsibility of the student. For information contact the ASNIC Advisor or the Dean of Students in Student Services.

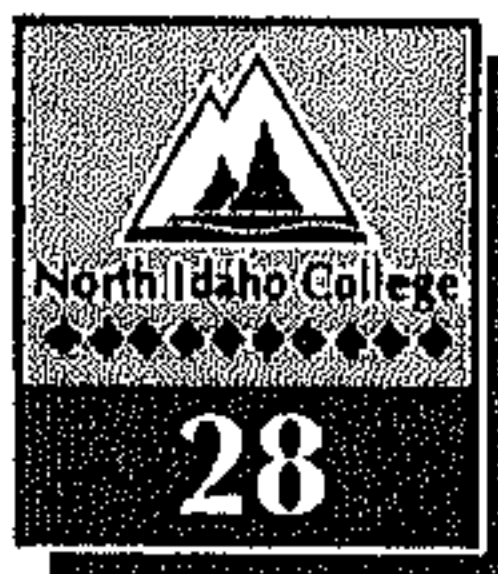
## **Lost and Found • 769-3310**

Lost and found items should be turned in or claimed at the Campus Safety Office located in the River Building at 905 River Avenue.

## **Outreach Credit Courses • 769-3400**

North Idaho College offers a variety of courses in outreach sites to better serve residents of North Idaho. Persons residing in Benewah, Bonner, Boundary, and Shoshone counties may obtain information on outreach offerings from their local coordinator and/or from area





## SUPPORT SERVICES

public libraries. Phone (208) 769-3400 for more information.

### **Registrar's Office • 769-3321**

The Registrar's Office, located in Lee Hall, serves the students, faculty and staff of the college. The office registers students for credit and non-credit classes; records changes in student schedules; processes withdrawals from classes; maintains student transcripts and files; mails out grade reports; issues diplomas; and verifies enrollment for student loan guarantors and the Veteran's Administration.

### **Veterans Administration (VA)**

#### **Educational Benefits • 769-3281**

NIC provides veterans affairs services through the Veterans Technician located in the Registrar's Office. Students eligible to receive VA benefits should contact that office prior to registration to assure timely submission of their claim to the appropriate VA facility. To be eligible for benefits, students must be matriculated (working toward a degree). All VA recipients of educational benefits must follow the curriculum for their declared major as outlined in the college catalog.

Students receiving benefits should be aware that payment of benefits is based upon actual class attendance, not number of credits. Thus, if a student enrolls for 12 credits and one of the classes meets only eight weeks, the student will be considered full-time for benefits only during the time in which he/she is attending the eight-week class; at the end of the class, the student will be considered a three-quarter time student for benefit purposes only. This same regulation applies to courses such as ENGL 099A, 099B and 099C; even though the student is enrolled for three credits for the sequence, enrollment is considered as one credit for benefit purposes only.

It is the responsibility of the student receiving benefits to report to the Veteran's Technician all changes that may affect eligibility for educational benefits. Failure to report such changes may result in delayed or improper benefit payments.

As with all students, regular class attendance is expected of recipients of VA benefits. For those enrolled in college degree programs, an instructor may cancel the enrollment of a student who attends only sporadically or who has been absent for a period of three or more consecutive weeks. The termination will be effective the last day of attendance as reported by the instructor.

VA benefit counselors are available to each veteran, by phone, through the Veterans Administration Regional Office in Boise. That toll-free number is 1-800-827-1000. Specific information, such as eligibility for educational benefits, advance payment procedure, overpayment or underpayment of benefits, and program changes, can be obtained through that office.

## Student Life

Throughout the year, numerous activities and functions are available to all students on the North Idaho College campus. Concerts, plays, and intercollegiate sports are just a few regularly scheduled opportunities provided.

Athletics plays a large role in providing students with an arena for exciting entertainment throughout the year. NIC competes in cross country, volleyball, men's and women's basketball, wrestling, baseball, softball and track. Students may attend any of the regular season home athletic events free of charge with their student identification card.

The Associated Students of North Idaho College (ASNIC) functions as the governing body and voice of the students. The student government is made up of a six-member senate, which is presided over by the ASNIC president and vice-president. Meetings are held on a weekly basis and are open to all students and staff.

Within the structure of ASNIC are two very important programs, Student Activities and ASNIC Clubs. Student Activities sponsors special events and activities that students can enjoy during breaks away from studies. Lecture series, slide presentations, barbecues, concerts, comedy nights, dances and other special events are scheduled by the ASNIC Activities Director. Student input is welcome regarding events to be provided.

Student clubs are another important part of the ASNIC system. The Intra-Club Council oversees more than 30 established clubs at NIC. Some of these organizations include the Engineering Club, Pub Club (publications), Sailing Club, DEC, Rodeo Club, VICA, Welding Club, International Student Relations Club, and many more. Clubs participate in many student activities and also get involved in volunteer projects in the local community.

Intramural sports are provided with leagues for men, women, and co-recreational teams. Team sports such as softball, basketball, and volleyball are very popular. Racquetball, tennis, golf, ping pong, pool, and water polo are among the many individual and team sports in which students can participate.

Offices for ASNIC, Outdoor Pursuits, and Intramural Sports are temporarily located in the lower level of the Siebert Building.

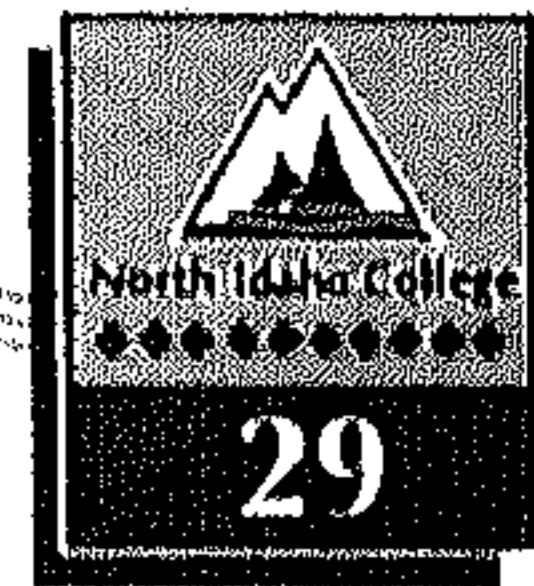
### **Associated Student Body • 769-7844**

The Senate of the Associated Students of North Idaho College (ASNIC) plans, directs, promotes, and distributes student funding for extra-curricular activities, publications, convocations, forums, social events, and campus organizations.

Members of the board are the president and vice-president of the student body, three sophomore senators elected in the spring, and three freshman senators elected in the fall. Weekly meetings are held throughout the year and are open to all students. Board members serve on various policy-making committees of the NIC College Senate.



# SUPPORT SERVICES



## Student Handbook

A student handbook is provided to all students registering at NIC. If a copy of this handbook is not received during the registration process, a student should obtain a copy from Student Services. The handbook outlines student organizations and includes the Constitution of the Associated Students, the North Idaho College Conduct and Discipline Code, and a convenient calendar for use throughout the semester. All students are expected to read and comply with the rules and regulations contained in this publication.

## Student Identification Cards

All students will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. With it you are able to access numerous areas on campus and enjoy a variety of events at a discount or free of charge.

You must present your ID card to check out library books, use the computer labs, check out gym equipment, or rent equipment in the campus recreation office.

If your card is lost or damaged contact the Recreation Office located in the basement of the Siebert Building. There is a \$5 replacement charge.

This card should be kept with you through your duration at North Idaho College. Your card will be updated each semester with a validation sticker. Student Identification Cards are the property of NIC and the use of this card is governed by college rules and regulations. This card is nontransferable and must be presented to college officials upon request.

## Crime Statistics

The personal safety and security of students, staff and visitors, and the protection of property are a high priority at North Idaho College. By law, the college is required to report crimes that occur on its campus. This information is provided as part of NIC's commitment to safety and security on campus.

	'94	'95	'96
1. Murders/Justifiable Homicide	0	0	0
2. Sex Offenses			
a. Rape/Statutory Rape	0	1	0
b. Sexual Assault	0	0	0
3. Kidnappings	0	0	0
4. Aggravated Assault	0	2	0
5. Burglaries	1	1	4
6. Motor Vehicle Theft	0	1	0
7. Firearms Trafficking	5	23	19
8. Hate Crimes	0	0	1
Total Crimes	6	30	24
Other Offenses			
Armed/Restricted Handcuffing	0	0	0
Verbal Abuse/Threatening Damage	0	3	14
Unpaid Law Violations	15	15	11
Arrests	1	0	0
Drug Abuse Violations	0	1	1
Arrests	1	0	0
Weapons Possession	0	0	1

Crimes that are not reported cannot be reflected in this report.

## NIC Popcorn Forum

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science and the Associated Student Body governing board, was created during the 1970-71 academic year and has presented more than 125 lectures by national and international speakers over the past 27 years. The campus lectures deal with a variety of topics including politics, Big Foot, theology, the Bill of Rights, mysteries, women's issues, nuclear war, world travel, evolution/creation, psychology, DNA, human sexuality, arts, humanities, journey through time, sciences and wildlife photography.

## NIC Convocations

NIC Convocations entail various programs and events including outside speakers. The Convocations Committee often cosponsors a week-long symposium in conjunction with the NIC Popcorn Forum.

## NIC-TV Public Forum

Sponsored by the Learning Resources Department, the NIC-TV Public Forum is one of the longest running college produced TV programs in America. The "Public Forum" has aired since September, 1972. "Public Forum" is broadcast weekly and has produced more than 1,100 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAID (Boise), KIFI (Twin Falls) and KISU (Pocatello). The program can be received by viewers in portions of seven Northwest states, as well as British Columbia and Alberta, Canada.

## Sentinel

Students, with NIC's sponsorship, publish *The Sentinel*, which is a bi-weekly student newspaper. Interested students are encouraged to join the staff by registering for Journalism 100, *Sentinel Staff*. *The Sentinel* has recently earned three national first-place awards: the Robert F. Kennedy Journalism Award for outstanding coverage of disadvantaged people, the "Story of the Year" from the Los Angeles Times and the "Newspaper of the Year" from the Associated Collegiate Press.

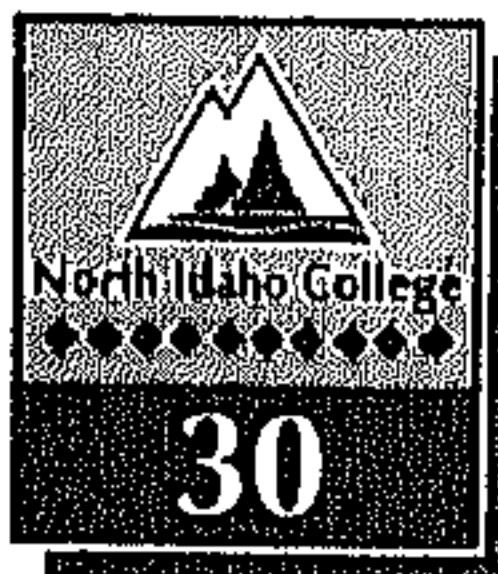
## Trestle Creek Review

A literary magazine of prose and poetry is published under the sponsorship of the NIC English Division. Interested students are encouraged to enroll in English 203-A, Workshop: Trestle Creek Review, offered Spring semester.

## History and Folklife Center

The centrally located 1878 Fort Sherman Officers' Quarters, together with the powder keg museum and chapel, are a link to the days when Fort Sherman occupied the present site of the College. The History and Folklife Center serves students and the community in several ways. It is a repository for publicly-donated materials regarding history and folk culture of this region and ethnic groups within the community and is a center where these materials may be studied firsthand.





## SUPPORT SERVICES

### Directory Information

North Idaho College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

1. Student's name.
2. Student's address
3. Student's telephone number
4. Dates of attendance
5. Class
6. Previous institutions attended
7. Major field of study
8. Awards /honors (including Dean's list)
9. Degree conferred (including dates)
10. Past and present participation in officially recognized sports and activities
11. Physical factors (height, weight of athletes)
12. Date and place of birth

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Registrar's Office prior to the fourth week of a semester. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office. North Idaho College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

### Housing

#### Shepperd/Gridley Hall

Shepperd/Gridley Hall houses 48 men in the Shepperd Wing and 48 women in the Gridley Wing on the NIC campus. Supervision is provided by the Housing Coordinator and a staff of student assistants. In addition to the 48 double-occupancy rooms, students share two TV lounges, a conversation lounge, four laundry rooms, two study rooms, and a recreation room. Shepperd/Gridley Hall is centrally located on the NIC campus and is surrounded by eight tennis courts, the Powder Keg Museum, the baseball field, the Edminster Student Union Building, and the soccer field. Yap-Keehn-Um Beach on Lake Coeur d'Alene and the banks of the Spokane River are a stone's throw away from the residence hall. Downtown Coeur d'Alene with its shopping, city parks, and beach, is less than a mile away.

Hall rooms are provided with beds, desks, chairs, study lamps, and closets. Storage room is also provided for storage of trunks and suitcases. Students must provide their own bedding, linens, and towels. Laundry facilities are available for resident use and include ironing boards and coin-operated washers and dryers.

Residence hall information can be obtained through the Housing Coordinator in Shepperd/Gridley Hall (769-3409) or through Auxiliary Services (769-3361).

### Application

Since residence hall space is limited and in high demand, students desiring to live on campus housing are urged to submit contracts and the \$75 security deposit as early as possible. (Before March for Fall Semester.) Applicants must also have applied for admission to the college. Contracts may be obtained by writing to the Auxiliary Services Secretary, North Idaho College, 1000 W. Garden Avenue, Coeur d'Alene, ID 83814-2199.

Applicants will be required to contract for at least one semester at a time. A room deposit of \$75 will be required to reserve the room at any time. This will be refunded: (1) if requested by July 20 (prior to Fall Semester), by Nov. 20 (prior to Spring Semester) or, (2) at the end of the contracted residence period, except for damage charges as assessed by the Coordinator of Housing and Residential Life. Students will be charged for abnormal damage if it occurs.

### Food Service

A 14-meal per week plan is part of the board and room program for residents living in campus housing. This plan includes lunch and dinner Monday through Friday and brunch and dinner on Saturdays and Sundays. Meal times and locations are posted for all participants. In addition, the "Cardinal Cafe," located in the Gym Annex and the "Educated Cup," located in the Fieldhouse Building, are available to provide breakfast and snack items.

Every effort is made to serve all students with special class schedules. Meal service begins on the day before classes begin each semester and ends at dinner on the final day of the semester. Meals are not served during the regularly scheduled vacations which are Thanksgiving Break, Semester Break and Spring Break.

In the establishment of food service rates, full allowance has been made for normal absences so a credit is not given for occasional meals missed.

On-campus meal service is also available to students living off campus.

### Room and Board Costs

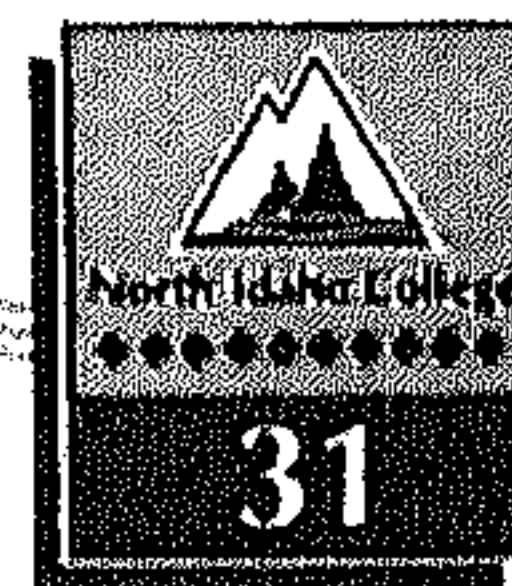
As with tuition and fees, room and board costs are set on an annual basis by the College Board of Trustees. The room and board costs for the 1997-98 school year are \$3,380 (14 meal/week - double room).

A \$10 activity fee is included in each semester's payment costs, in order to support special hall services and activities.

### Off-Campus

Students who choose to live off campus are urged to find housing prior to the day of registration. The area house rental market becomes strained due to the influx of students during the first week of classes. The Director of Housing and Residential Life maintains a list of off-campus housing. Copies are available from Auxiliary Services (769-3361), Student Services (769-3370) or the Director of Housing (769-3409).





## **Workforce Training and Community Education**

NIC's Workforce Training and Community Education Department is located in the Riverbend Commerce Park in Post Falls and offers courses that are designed with "something for everyone." Over 7,000 students enroll annually in a wide variety of courses which offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are non-credit and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

### **Workforce Training**

The goals of Workforce Training are to promote economic progress in Idaho by meeting employer needs for trained workers; providing students with skills and personal capabilities required for occupational success in technical and skilled occupations; meeting student needs for specific vocational training in selected occupations; and providing access to training for all participant groups and individuals.

Workforce Training includes pre-employment training, entrepreneurship training, upgrade training for employed persons, retraining for alternative employment opportunities and displaced workers, related instruction for apprentices in carpentry, electrical, sheet metal and plumbing, and skill development for personal enrichment.

Examples of recent non-credit, open enrollment course offerings include training for nurse assistants, dental assistants, occupational physical therapist aides, EMTs, real estate professionals, as well as courses in welding, drafting, small engine repair, machining and many computer software programs.

### **Customized Training**

NIC offers training and development programs that can be customized to suit the specific needs of businesses and non-profit organizations. Training is offered in large groups or small work groups either on campus or at the work site. These programs consist of training possibilities from basic classes to completely customized training programs designed to bring a company into the Continuous Quality Improvement Generation.

Past offerings have included computer classes, technical skill development, interpersonal skills, sales training, new employee orientation, continuous quality improvement, customer service management leadership and frontline employee training.

Fees vary with the nature and/or length of the course. Phone (208) 769-3444 for more information.

### **Community Education**

The Office of Community Education offers special interest, non-credit courses to residents of the community. Class participants may cultivate a hobby, develop a skill,

learn about an interesting subject, or simply enjoy a new activity. The wide range of courses is a result of requests from the community and are specially designed to be practical and enjoyable learning activities.

Community Education classes are offered year-round in the categories of Art and Literature, Health, Nutrition, Personal Growth and Recreation.

The Community Education Office also coordinates the annual Elderhostel program and sponsors a variety of events and classes designed at the requests of students and instructors.

Student cultural exchanges are offered through International Studies. Through a sister college agreement students from Korea and NIC participate in educational exchanges each year. Community Education offers year-round opportunities for travel and education throughout the world via affiliation with the TravelLearn program.

### **Idaho Small Business**

#### **Development Center (ISBDC)**

The mission of the Idaho Small Business Development Center is to provide direct consulting and training services to individual small businesses in Idaho through a sustained and increasingly effective higher education network.

The ISBDC's purpose is to serve as a focal point for linking together the resources of higher education, the private business community and federal, state and local governments. The ISBDC also serves as a small business assistance program serving prospective and existing small businesses in Idaho, focusing on areas of consulting, skill training and information research. The Center serves small business owners and managers; expanding and start-up businesses; home-based businesses; as well as manufacturing, retail, wholesale, service and value added agriculture businesses.

The ISBDC develops and presents seminars, conferences and short courses tailored to meet the needs of the business community. For more information phone (208) 769-3444.

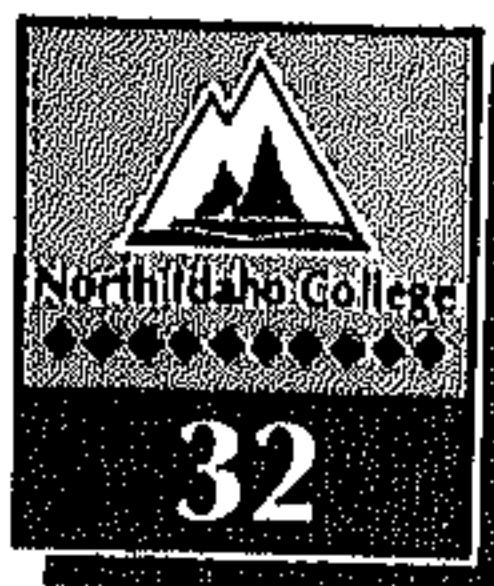
### **Continuing Education Unit**

Learning activities for which regular college-level credits are not awarded may be evaluated by a system of uniform continuing education units (CEU). Such units are granted in accordance with the following guidelines set forth by the National Task Force on the Continuing Unit.

Each CEU represents 10 contact hours of participation in an organized community education experience under responsible sponsorship, capable direction, and qualified instructors. Community education, as used in this definition, includes all learning experiences in organized formats that impart non-credit education to individuals who meet participation requirements. These properties of community education may be applied equally under the system regardless of the teaching-learning format, program duration, source of sponsorship, subject matter, level, audience, or purpose.

The number of units to be awarded is determined by





## CONTINUING EDUCATION

considering the number of contact hours of instruction, or the equivalent, included in the educational activity. Reasonable allowance may be made for activities such as required reports, laboratory assignments, field trips, and supervised study.

### **Intensive English Language Program (IELP)**

NIC's Intensive English Language Program (IELP) includes five eight-week sessions throughout the year.

The three levels of instruction are: Intermediate I, Intermediate II and Advanced. A TOEFL (Test of English as a Second Language) test is not required to enter the program. Students who successfully complete the program may become full-time regular academic students.

Students spend 15-18 hours per week in the classroom where studying:

Listening and Speaking;  
Writing;  
Grammar;  
Reading;  
and Conversation.

To apply to the IELP, a prospective student must submit the following:

Application for Admission;  
Transcripts from all high school and colleges attended;  
Health Certificate;  
Financial Statement;  
Student Profile Sheet;  
\$10 Application Fee

Applicants must also have studied English for at least four years and have a limited understanding of English syntax and phonetics. For admissions and fee information see the Admissions section, page 17.

For more information and applications contact:

Office of Admissions  
North Idaho College  
1000 West Garden Avenue  
Coeur d'Alene, Idaho, 83814 USA  
(208) 769-3311 FAX (208) 769-3431  
Homepage: <http://www.nic.edu>  
E-mail: [admit@nidc.edu](mailto:admit@nidc.edu)

### **Correspondence/ Independent Study**

Correspondence study in Idaho is coordinated and administered by the Correspondence Study Office located at the University of Idaho. The University of Idaho's correspondence study catalogs are available from NIC's Admissions Office.

### **Distance Learning "Going The Distance"**

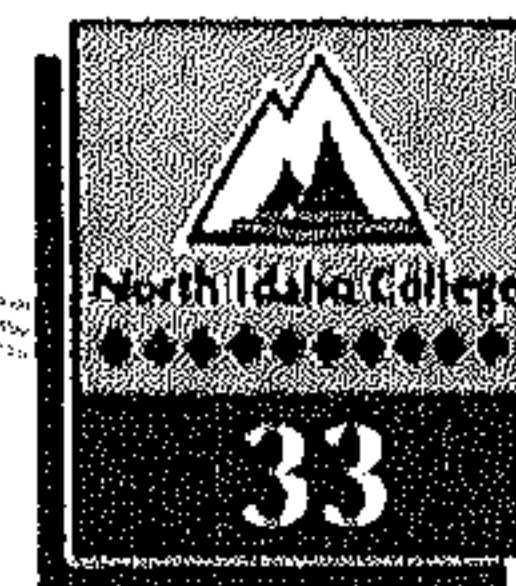
North Idaho College, the University of Idaho, Idaho Public Television and Independent Study in Idaho are cooperating to bring this educational opportunity to the state. As the degree-granting institution, NIC plans and implements all course offerings for Going the Distance.

Students pursue a blended curriculum which includes telecourses, traditional independent-study courses, and on-campus courses. Courses are developed on campus and administered through the Independent Study in Idaho office in Moscow.

Courses are broadcast through Idaho Public Television station KUID. The University of Idaho has provided administrative support for Going the Distance.



# ACADEMIC REGULATIONS



## **Definition of Credit**

A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, laboratory, or field experience. One semester credit hour normally requires 4½ hours of student work or

- (1) 50 minutes in class each week for one semester (which assumes twice this amount of time in study and preparation outside the classroom), or
- (2) two to three hours in laboratory each week for a semester, or
- (3) the equivalent combinations of (1) and (2).

Credit for workshops and similar short courses is granted on the basis of one semester credit for 4½ hours of scholarly activity.

## **Credit Enrollment Limits**

The normal credit enrollment limit for students is 15 to 18 credit hours, provided the student is not engaged in outside employment. Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 12 credits will be assessed a per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have the written permission of the Dean of Students.

It is strongly recommended that summer school students take no more than 1-2 academic credits. Students taking more than seven academic credits will need an advising clearance through Student Services before being allowed to register.

## **College Transcript**

The college transcript is a record of all courses for which a student was enrolled at the end of the change of registration period (the first week of classes) each semester. It includes credit hours for which the student is enrolled, final grades in each subject, record of withdrawal, courses repeated, grade point average for each semester, and a cumulative grade point average.

## **Full-Time Classification**

A student must register for a minimum of 12 credits each semester to be classified as a full-time student; however, in most programs a student must earn at least 16 credits per semester to graduate in the normal two-year period. This should not be confused with the fact that for purposes of calculating tuition and fees, students enrolled for eight credits or more are charged a flat rate.

## **Freshman/Sophomore Classifications**

Students with 0-25 semester credits are classified as freshmen, those with 26-64 are classified as sophomores, and those with 65 or more are unclassified.

## **Course Numbering System**

001-099 Courses are nontransferable and do not apply toward an academic associate degree. They may be required within some A.A.S. degrees.

100-199 Primarily for freshmen

200-299 Primarily for sophomores

## **Independent Studies**

Independent Study courses are available in most academic disciplines and are designated by the course number 299. These courses are open to students with a 3.00 GPA and who have completed 26 semester credits. They cannot be used to fulfill associate degree core requirements.

Independent studies may be either of a reading or a project nature and must be approved by the instructor, appropriate division chair, and dean. Students may take no more than three credits per semester of independent study and no more than six credits per year. Students may register for independent study courses during the first four weeks of a regular semester or the first two weeks of a summer session. Forms and further information are available in the Registrar's Office.

## **Credit by Examination**

### **1. Challenge for Credit**

A student enrolled at NIC may petition to challenge courses based on work done through private study and/or employment or to validate courses taken at nonaccredited institutions. Students are not permitted to challenge a prerequisite course after having completed an advanced course. Credit by examination will not be granted for a course which a student has previously taken for credit or audited or in which he/she is currently enrolled or has been previously enrolled. Credit will be granted provided the student earns a grade of C or better. Neither grades nor credits earned through the challenge process will be counted in any given semester to determine load or grade point average, nor will they be included in computing cumulative grade point averages. Only enrolled students may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

### **2. CLEP Exam**

North Idaho College accepts a limited number of CLEP (College Level Exam Program) general and subject area exams. For specific information, contact the Admissions Office.

### **3. Advanced Placement Examinations**

In recognition of the Advanced Placement Program sponsored by the College Entrance Examination Board, NIC will grant college credit for examinations based on the student's score. For specific information, contact the Admissions Office.

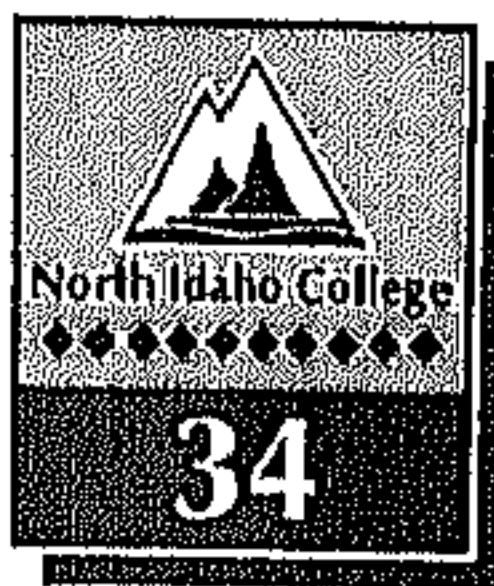
## **Academic Probation, Suspension and Disqualification**

This policy applies to any student carrying six or more credit hours at the end of the add/drop period of an applicable semester.

**Probation**—Students will be placed on academic probation when their NIC cumulative grade point average falls below 1.75.

Any student who wishes to transfer to NIC who has attended another college or university and whose cumulative grade point average is below 1.75 will be





# ACADEMIC REGULATIONS

admitted on probation.

A student on academic probation who attains a grade point average of 2.00 or higher during a semester, but whose cumulative NIC grade point average is still below 1.75, remains on probation. A student on academic probation will be allowed to participate in registration for both Fall and Spring semesters. If, however, the student fails to meet minimum grade requirements and is placed on academic suspension or disqualification, his/her registration will be cancelled. The student will be notified by mail prior to the beginning of the new semester if such a change in academic status is determined.

**Suspension**—A student on academic probation will be suspended for one semester at the end of a probationary semester if he/she does not attain an NIC cumulative grade point average of at least 1.75 or a semester grade point average of at least 2.00. A student suspended after Fall semester may not enroll in classes the following Spring semester. Anyone suspended after Spring semester may not enroll in classes the following Fall semester.

**Disqualification**—A student who has been suspended and returns is on probation. During the semester of the student's return, he/she must either attain an NIC cumulative grade point average of 1.75 or better or a semester grade point average of 2.00 or better. Failure to do so will result in disqualification, which means the student will not be permitted to re-enroll. A student who has been disqualified may be reinstated only after written petition and approval by the Admissions and Academic Standards Committee.

## Academic Renewal

In conformity with the principle of encouraging and rewarding determination, self-discipline, and achievement, North Idaho College will allow a student to petition the Registrar, under certain circumstances, for academic renewal. This means previous poor academic work at NIC would be eliminated from the computation of credits and grade points in the student's academic record, as well as for academic standing and eligibility for graduation.

Eligibility for academic renewal will be subject to the following conditions:

1. At the time the petition is filed, a minimum of five years will have elapsed since the most recent course work to be disregarded was completed.

2. Before the petition may be filed, the student must complete at least 30 semester hours of course work at the college with a minimum cumulative grade point average of 2.50. These courses must be completed following the disregarded semester(s).

The student may have a maximum of two consecutive semesters (summer term excluded, unless it is one of the two deleted semesters) of course work disregarded in all calculations regarding the computation of credits and grade points, academic standing, and eligibility for graduation. The petition to be filed by the student will specify the semester(s) or term(s) to be disregarded.

If the petition qualifies under this policy, the student's permanent academic record will be suitably annotated to indicate that no work taken during the disregarded semester(s), even if satisfactory, may apply toward the computation of credits and grade points, academic standing, and graduation requirements. However, all work will remain on the records, ensuring a true and accurate academic history.

This policy will not be used for individual courses, or for students already holding associate or baccalaureate degrees. Since this is already a policy of exception, no exceptions will be made to the aforementioned conditions. Students should be aware that this policy **MAY NOT BE ACCEPTED** at transfer institutions.

## Audit

A student may enroll in any lecture class on an audit basis. The student is expected to attend classes on a regular basis, but will not participate in the class and will not receive credit for the class. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The fees for auditing a course are the same as if a student were enrolling for credit. Course enrollment may be changed from credit to audit only during the add/drop period. With the instructor's permission, course enrollment may be changed from audit to credit during the first four weeks of the semester or the first two weeks of a summer session.

## Grading Procedure Grades Issued

Letter grades are used to indicate a student's quality of achievement in a given course. Each of the grades are also assigned an equivalency number which is used to compute grade point averages.

A	4.0	Excellent	C	2.0	Average
A-	3.7	Excellent	C-	1.7	Average
B+	3.3	Good	D+	1.3	Poor
B	3.0	Good	D	1.0	Poor
B-	2.7	Good	D-	.7	Poor
C+	2.3	Average	F	0.0	Failing

Other grades awarded are W (withdrawal according to proper procedure); I (incomplete work of passing grade); S (satisfactory - requires an equivalent of at least C or 2.0 work; used for designated courses only and for midterm grades); U (unsatisfactory - for courses in which an S is given). Courses in which W, S, U or I grades have been earned are not included in the grade point calculation.

Students wishing to check their grade point averages should use the following formula: per credit grade equivalency x number of credits per class = grade points = GPA.

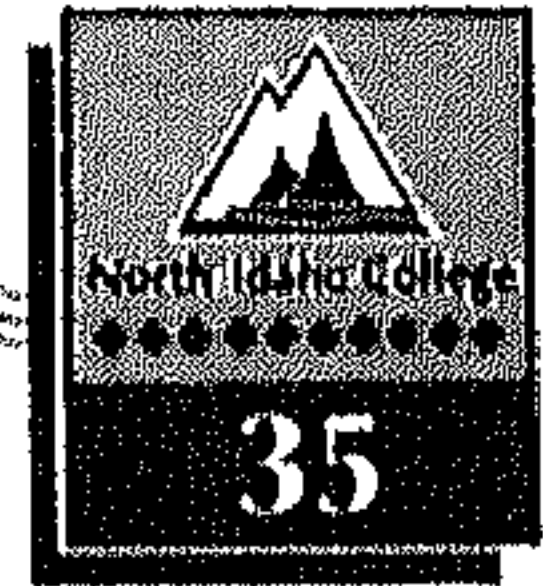
For example, a student receives a grade of B- in English 103 and a grade of C in Math 101:

English 103: (B-) 2.7 x 3 credits = 8.1 grade points

Math 101: (C) 2.0 x 4 credits = 8.0 grade points

8.1 + 8.0 = 16.1 grade points ÷ 7 credits = 2.3 GPA





## Grade Changes

A grade issued is the prerogative of the instructor and normally may not be changed except to correct a recording error. Any question about the correctness of a grade should first be referred to the appropriate instructor and/or the Registrar's Office. If the question is not satisfactorily answered, students should consult with the division chairperson, and then the Associate Dean of Instruction. In unusual cases, if the problem is not resolved through administrative channels, the Admissions and Academic Standards Committee may, but is not obligated to, review the matter further. Should this Committee review the matter and find cause to recommend a grade change, a recommendation will be forwarded to the appropriate Dean. The Dean may, but is not obligated to, review the request from the Committee and instruct the Registrar to modify the grade as recommended.

## Incompletes

An incomplete is assigned only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length). If a final grade of "I" is recorded, the instructor shall indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor shall also indicate in the written statement what permanent grade should be entered if the incomplete is not removed by the deadline.

All incomplete grades must be removed within six weeks after the first class day of the following term, excluding the summer session. If the incomplete is not removed by that date, the grade reverts to the grade indicated by the instructor's written statement authorizing the incomplete. In the event of extraordinary circumstances, the student may appeal to the Admissions and Academic Standards Committee for an extension of the deadline. This appeal must be made within the aforesaid six weeks.

## Withdrawals

To withdraw from a course a student must obtain a Course Withdrawal Form from the Registrar's Office and have it signed by his/her advisor and the instructor of the course. The completed form must be returned to the Registrar's Office. A student may withdraw from a course only during the first 10 weeks of the semester. A student who withdraws officially from a course by 4 p.m. of the last day for withdrawal will receive a grade of "W".

Withdrawal from short-term classes (classes less than 15 weeks in length) must be completed within the first half of the total class sessions, i.e., the deadline for withdrawal from a class which consists of eight sessions would be at 4 p.m. on the date of the fourth class session.

Students who do not attend or stop attending a class for which they have registered and do not officially withdraw from the class, will receive a grade of "F", unless the instructor for the class initiates a withdrawal for them.

To withdraw from all courses a student must obtain a withdrawal form from the Office of the Registrar, secure the signature of those persons indicated on the form, and return the form to the Office of the Registrar. No student may withdraw from the college after the tenth week of the semester except for compelling and extraordinary reasons and only after successfully petitioning the Admissions and Academic Standards Committee.

All students who withdraw from classes should be aware of the financial aid Satisfactory Progress Policy. See page 22.

NOTE: Students cannot officially withdraw from a course either by ceasing attendance or by simply informing the instructor of the withdrawal. A "Course Withdrawal Form" must be processed through the Registrar's Office before the course withdrawal is considered official. Failure to officially drop a course will likely result in a failing grade. Course withdrawals will not be processed if a student has a financial hold on their record. Withdrawals are not considered to be satisfactory progress for financial aid.

## Instructor Initiated Withdrawal

An instructor may initiate the withdrawal of any student in his/her class if he/she deems that the student's absences have been excessive and if it is before the drop date for that course. Withdrawal will be initiated by the instructor through the Registrar's Office by means of a form provided by that office. Faculty members are requested to make an effort to personally contact the student prior to initiating the withdrawal. Advisors will be notified of the instructor-initiated withdrawals of their advisees.

## Student Appeals

It is the responsibility of the Admissions and Academic Standards Committee to review and make decisions on individual student appeals dealing with admissions, probation, academic dismissal, graduation, extension of incompletes, and other areas of academic concern. Decisions made by the Committee may be appealed to the Dean of Instruction. For procedural information regarding appeals to the Admissions and Academic Standards Committee, contact either the Registrar's Office or the Office of Admissions.

## Repeating a Course

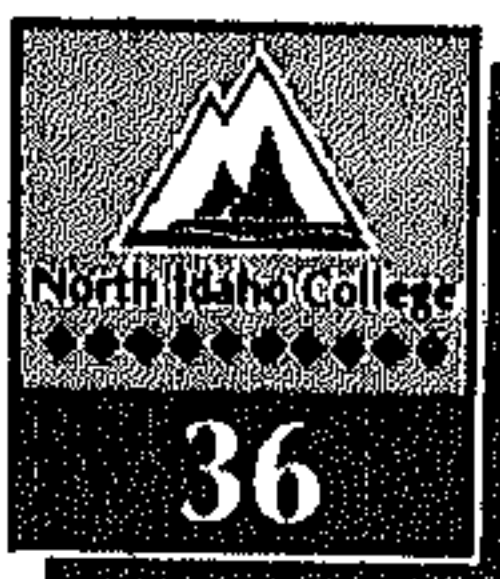
Students who receive a grade below C (2.00) in a course may repeat that course to raise the grade, provided they have not completed a more advanced course for which the first is a prerequisite. While all grades received remain on the record, only the grade received for the most recent enrollment in the course is counted in computing grade point average.

NOTE: Repeating a course may affect financial aid funding.

## Physical Education Requirements

All A.A. and A.S. degrees require two credits of physical education unless excused for cause. These requirements are met by completing two semesters of any P.E. activity.





# ACADEMIC REGULATIONS

or dance class. Participants in intercollegiate athletics receive one credit per semester per sport.

Disabled students may be exempt from physical education activity course requirements upon the recommendation of a physician and the approval of the division chairperson, if alternative activity courses cannot be arranged. All students, regardless of age, must meet all physical education requirements.

Students enrolling in designated physical education activity courses may be charged extra fees payable at registration.

## **Transcript Request**

Upon completion of college credit courses, a student may have his/her record of credits and general credentials transferred to any other institution. A special form provided for this purpose is made out by the Registrar and sent directly to the institution indicated. The transcript includes the college courses, grades, credits, grade point average and notation of program completion. Students are urged to consult with the Office of the Registrar for further details. Each student is entitled to one free copy of his or her transcript. Additional copies will require the payment of a special fee. It should be noted that the signature of the student is required by Federal law for release of the transcript.

## **Class Schedule Changes**

Class schedule changes (adds/drops) are permitted throughout registration, during the first week of each semester, and the first two days of summer session. This means that students may add new classes to their schedules and drop others without transcript notation. To make the changes, a Schedule Change Form must be completed. These forms are available in the Registrar's Office and in Student Services. The completed forms must be turned into the Registrar's Office.

## **Dean's List (Honor Roll)**

To qualify for the Dean's List, students must complete at least 12 college-level credits (courses numbered over 100) in the semester, earn a semester GPA of 3.75 or higher, and receive grades of A, B, C, D, or F in 80% or more of their classes.

## **Attendance**

Students are responsible for attending the courses in which they are enrolled. Regular class attendance is expected. In the case of recipients of veterans educational benefits, excessive absences may mean a reduction in subsistence payments.

Instructors may initiate the withdrawal of any student in their class if they deem that the student's absences have been excessive and if it is before the last day one may withdraw from a course.

## **Conduct**

Students are expected to read and comply with the North Idaho College Student Conduct and Discipline

Code which may be found in the Student Handbook. This handbook is distributed at the time of registration. If a copy of the handbook is not received during registration, the student should obtain a copy from Student Services.

## **Graduation**

Students may graduate at the end of fall semester, end of spring semester, end of summer session or at the end of either of the technical summer blocks. The commencement ceremony is held only once each year in May. Students eligible to participate in commencement are graduates from the previous fall, the current spring and the following summer academic and technical sessions.

All students expecting to graduate must complete an Application for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are October 15 for graduation at the end of spring semester, April 1 for graduation at the end of summer session or May 1 for graduation at the end of fall semester. Applications filed after the suggested dates will be accepted. However, early filing enables the Registrar's Office to evaluate a student's transcript early and to advise of any course deficiencies in the program of study prior to the student's final enrollment.

## **Final Credits Earned and Exceptions**

Candidates for an associate degree or certificate of completion must earn their final 12 credits while enrolled at NIC. A student may petition the Admissions and Academic Standards Committee for a waiver in exceptional cases involving specific course or residency requirements for graduation.

## **Catalog Issue**

Please keep this catalog. North Idaho College students completing either an associate degree or certificate of completion may apply for graduation using any catalog in effect within the last four years. This policy is in effect only if the student is continuously enrolled at the College.

## **Credit Limitations**

A candidate may count toward an associate degree no more than:

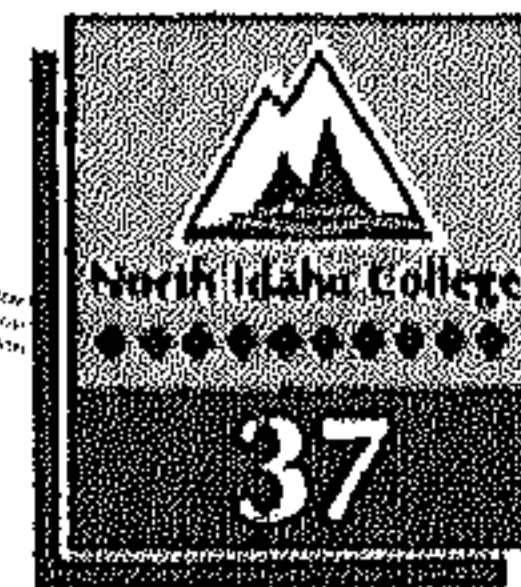
- 24 credits earned by examination
- 32 credits earned by correspondence or by distance education

## **Second Associate Degree**

A student meeting both A.A. and A.S. degree requirements simultaneously will be eligible to receive both degrees.

**NOTE:** The college reserves the right to augment, alter, or delete without notice, the content of courses or curricula as described herein. It is the student's responsibility to obtain information about any changes in course content or curriculum from the appropriate instructor or advisor during registration and not later than the first day of class.





## General Education for Degree-Seeking Students

General education at North Idaho College is a series of learning experiences designed for all students, but for degree-seeking students in particular, with the knowledge, skills and attitudes necessary for them to function well in society.

It provides a framework for understanding, interpreting, and evaluating what students encounter in today's world. In pursuing a degree at NIC, students will find that the general education framework is expressed in terms of nine "abilities" that contribute to the development of individuals who are active, productive, and personally fulfilled members of a highly diverse, ever-changing society.

1. **Critical/Creative Thinking & Problem Solving:** The student will demonstrate the ability to analyze and evaluate information and arguments, and construct a well-supported argument. The student will select or design appropriate frameworks and strategies to solve problems in multiple contexts individually and collaboratively.
2. **Communication:** The student will recognize, send, and respond to communications for varied audiences and purposes by the use of reading, writing, speaking and listening.
3. **Mathematical, Scientific and Symbolic Reasoning:** The student will demonstrate the ability to apply mathematical and/or scientific reasoning to investigate and to solve problems.
4. **Historical, Cultural, Environmental and Global Awareness:** The student will demonstrate the ability to think globally and inclusively with a basic understanding of key ideas, achievements, issues, diverse cultural views and events as they pertain locally, nationally and globally.
5. **Aesthetic Response:** The student will demonstrate the ability to recognize the elements of design, the underlying element, context, purpose and effect of craftsmanship and artistic creations.
6. **Social Responsibility/Citizenship:** The student will demonstrate awareness of the relationships that exist between an individual and social groups, private/public institutions, and/or the environment, the nature of these relationships, the rights and responsibilities of these relationships, and the consequences that result from changes in these relationships.
7. **Information Literacy:** The student will develop the ability to access information for a given need, develop an integrated set of skills (research strategy and evaluation), and have knowledge of information tools and resources.
8. **Valuing/Ethical Reasoning:** The student will demonstrate the ability to apply what one knows, believes and understands toward developing an empathetic and analytical understanding of others' value perspectives. The student will incorporate valuing in decision-making in multiple contexts.
9. **Wellness:** The student will demonstrate an understanding of the factors that contribute to physical, emotional, psychological, occupational, social and spiritual well-being, life-long learning and success.



# DEGREE REQUIREMENTS

## The Associate of Arts (A.A.) Degree

To qualify for an A.A. degree, a candidate must:

1. Complete a minimum of 64 semester credits of 100 and 200 level courses with a grade point average of 2.00 (C) or better in all work attempted, and,
2. Satisfy distribution requirements listed below, with a grade of C- or better in each course.

### ENGLISH COMPOSITION REQUIREMENT

Complete these two courses (6 Credits)

___ ENGL 101	English Composition*	3
___ ENGL 102	English Composition	3

\* Students must pass the competency examination before registering for English 102.

### COMMUNICATION REQUIREMENT

Complete this course (3 Credits)

___ COMM 101	Introduction to Speech	3
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### CRITICAL THINKING REQUIREMENT

Complete this course (3 Credits)

___ PHIL 201	Logic & Critical Thinking	3
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### ARTS and HUMANITIES REQUIREMENT

Complete one course in each group (6 Credits)

#### Group 1

___ ART 100	Survey of Art	3
___ ART 101	History of Western Art I	3
___ ART 102	History of Western Art II	3
___ CINA 126	Film and International Culture	3
___ HUMS 101*	Montage: Intro to Humanities	3
___ MUS 101	Survey of Music	3
___ MUS 140	Intro to Music Literature	3
___ MUS 251	Introduction to Music History	3
___ THEA 101	Introduction to the Theatre	3

#### Group 2

___ ENGL 175	Introduction to Literature	3
___ ENGL 257	Literature of W. Civilization	3
___ ENGL 258	Literature of W. Civilization	3
___ ENGL 267	Survey of English Literature	3
___ ENGL 268	Survey of English Literature	3
___ ENGL 277	Survey of American Literature	3
___ ENGL 278	Survey of American Literature	3
___ HUMS 101*	Montage: Intro. to Humanities	3
___ PHIL 101	Intro. to Philosophy	3
___ PHIL 103	Ethics	3

\*HUMN 101 may be used to fulfill the requirement for one group only.

### LABORATORY SCIENCE REQUIREMENT

Complete two courses from two different groups (8 credits)

#### Group 1

___ BIOL 100	Fundamentals of Biology	4
___ BIOL 175	Human Biology	4
___ BIOL 202	General Zoology	4
___ BIOL 203	General Botany	4
___ BIOL 204	Intro to Life Sciences	4
___ BIOL 205	General Soils	4
___ BIOL 221	Forest Ecology	4
___ BIOL 231	General Ecology	4
___ BIOL 227	Human Anatomy & Physiology	4

#### Group 2

___ CHEM 101	Intro. to Elemental Gen. Chemistry	4
___ CHEM 111	Principles of College Chemistry I	4
___ ENSI 119/119L	Intro to Environmental Science	4

#### Group 3

___ GEOG 100	Physical Geography	4
___ GEOL 101	Physical Geology	4
___ GEOL 102	Historical Geology	4
___ GEOL 123	Geology of Idaho & Pacific NW	4

#### Group 4

___ PHYS 101	Fund of Physical Science	4
___ PHYS 103/103L	Elementary Astronomy	4
___ PHYS 111/111L	General Physics I	4

### CULTURAL DIVERSITY REQUIREMENT

Complete one of the following (3-4 Credits)

___ ANTH 225	Native People of N. America	3
___ FLAN 207	Contemporary World Cultures	3
___ FREN 201	Intermediate French	4
___ FREN 202	Intermediate French	4
___ GERM 201	Intermediate German	4
___ GERM 202	Intermediate German	4
___ MUS 127	Survey of Popular Music	3
___ PHIL 111	World Religions	3
___ SPAN 201	Intermediate Spanish	4
___ SPAN 202	Intermediate Spanish	4



# DEGREE REQUIREMENTS



## Associate of Arts Degree (continued)

### SOCIAL SCIENCE REQUIREMENT

Complete one course in each group (12 Credits), except Business Majors who may take the Economics 201-202 sequence.

<i>Group 1</i>		
..... ANTH 102	Social and Cultural Anthro	3
..... PSYC 101	Introduction to Psychology	3
..... SOCC 101	Introduction to Sociology	3
<i>Group 2</i>		
..... ECON 201	Principles of Economics (Macro)	3
..... ECON 202	Principles of Economics (Micro)	3
..... POLS 101	American Nat'l Government	3
..... POLS 105	Intro to Political Science	3
<i>Group 3</i>		
..... HIST 101	History of Civilization	3
..... HIST 102	History of Civilization	3
..... HIST 111	U.S. History	3
..... HIST 112	U.S. History	3
<i>Group 4</i>		
..... ANTH 101	Intro to Physical Anthropology	3
..... ANTH 230	Intro to Arch & World Prehistory	3
..... CHD 134	Infancy through Middle Childhood	3
..... PHIL 111	Introduction to Religion	3
..... POLS 102	State & Local Government	3
..... PSYC 205	Developmental Psychology	3
..... SOCC 102	Social Problems	3
..... SOCC 220	Marriage and Family	3

### COMPUTER SCIENCE REQUIREMENT

Complete one of the following (2-3 Credits)

..... BUSA 100	Introduction to Computers	3
..... CS 100	Introduction to Computers	3
..... CS 125	Introduction to BASIC	2
..... CS 150	Computer Science I	3
..... CS 185	Intro to Numerical Computing with FORTRAN	3

### Non-core Elective Requirement

Complete 13-16 credits (these should be selected to meet major requirements at an intended transfer institution).

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### MATHEMATICS REQUIREMENT

Complete one of the following (3-5 Credits)

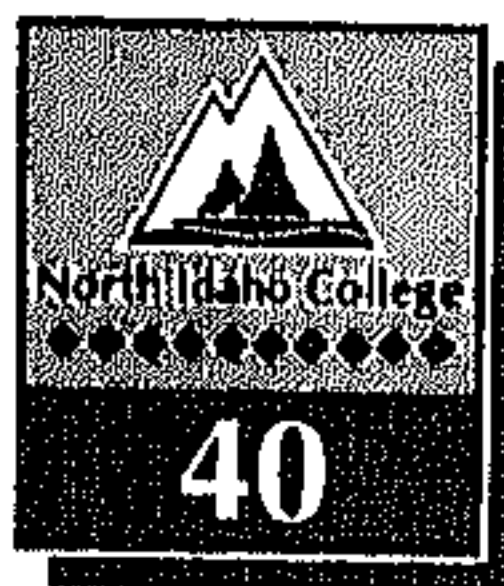
..... BUS 251	Principles of Statistics	3
..... MATH 123	Contemporary Mathematics	3
..... MATH 130	Finite Mathematics	4
..... MATH 145	Advanced Technical Math I	3
..... MATH 147	Precalculus	5
..... MATH 160	Survey of Calculus	4
..... MATH 170	Analytic Geom & Calc I	4
..... MATH 187	Discrete Math	4

### PHYSICAL EDUCATION REQUIREMENT

Complete 2 courses from any P.E. activity or dance class

.....	.....	1
.....	.....	1





# DEGREE REQUIREMENTS

## The Associate of Science (A.S.) Degree

To qualify for an A.S. degree a candidate must:

1. Complete a minimum of 64 semester credits of 100 and 200 level courses with a grade point average of 2.000 or better in all work attempted, and,
2. Satisfy the *distribution requirements* listed below, with a grade of C- or better in each course.

### ENGLISH COMPOSITION REQUIREMENTS

Complete these two courses (6 credits)

___ ENGL 101*	English Composition	3
___ ENGL 102	English Composition	3

\* Students must pass the competency examination before registering for English 102.

### LABORATORY SCIENCE REQUIREMENT

Complete 8 credits from the following. Courses must be from two different disciplines.

___ BIOL 100	Fundamentals of Biology	4
___ BIOL 175	Human Biology	4
___ BIOL 202	General Zoology	4
___ BIOL 203	General Botany	4
___ BIOL 204	Introduction to Life Sciences	4
___ BIOL 205	General Soils	4
___ BIOL 221	Forest Ecology	4
___ BIOL 227	Human Anatomy & Physiology	4
___ BIOL 228	Human Anatomy & Physiology	4
___ BIOL 231	General Ecology and Lab	4
___ BIOL 241	Systematic Botany	4
___ BIOL 250	General Microbiology	4
___ CHEM 101	Intro. to Essential Gen. Chemistry	4
___ CHEM 111	Principles of College Chemistry I	4
___ CHEM 112	Principles of College Chemistry II	4
___ ENSI 119/119L	Intro to Envir Science and Lab	4
___ GEOG 100	Physical Geography	4
___ GEOL 101	Physical Geology	4
___ GEOL 102	Historical Geology	4
___ GEOL 123	Geology of Idaho & Pacific NW	4
___ PHYS 101	Fund of Physical Science	4
___ PHYS 103/103L	Elementary Astronomy and Lab	4
___ PHYS 111/111L	Gen Physics I and Lab	4
___ PHYS 112/112L	Gen Physics II and Lab	4
___ PHYS 211/211L	Engineering Physics and Lab	4
___ PHYS 212/212L	College Physics II and Lab	4

### SOCIAL SCIENCE & ARTS & HUMANITIES REQUIREMENTS

Complete 15 credits from the following two lists of courses

**Social Science:** At least 6 credits, including a minimum of 2 different disciplines

___ ANTH 101	Intro to Physical Anthropology	3
___ ANTH 102	Social & Cultural Anthropology	3
___ ANTH 225	Native People of North America	3
___ ANTH 230	Intro to Arch & World Prehistory	3
___ CHD 114	Infancy through Adulthood: Child Development	3
___ ECON 201	Principles of Economics: Micro	3
___ ECON 202	Principles of Economics: Macro	3
___ HIST 101	History of Civilization	3
___ HIST 102	History of Civilization	3
___ HIST 111	U.S. History	3
___ HIST 112	U.S. History	3
___ PHIL 131	Introduction to Religion	3
___ POLS 101	American National Government	3
___ POLS 102	State and Local Government	3
___ POLS 105	Intro to Political Science	3
___ PSYC 101	Intro to Psychology	3
___ PSYC 205	Developmental Psychology	3
___ SOC 101	Introduction to Sociology	3
___ SOC 102	Social Problems	3
___ SOC 220	Marriage and Family	3

**Arts and Humanities:** At least 6 credits including a minimum of 2 different disciplines.

___ ART 100	Survey of Art	3
___ ART 101	History of Western Art I	3
___ ART 102	History of Western Art II	3
___ CINA 126	Film and International Culture	3
___ ENGL 175	Introduction to Literature	3
___ ENGL 257	Literature of Western Civilization I	3
___ ENGL 258	Literature of Western Civilization II	3
___ ENGL 267	Survey of English Literature	3
___ ENGL 268	Survey of English Literature	3
___ ENGL 277	Survey of American Literature	3



# DEGREE REQUIREMENTS



## Associate of Science Degree (continued)

..... ENGL 278	Survey of American Literature	3
..... FLAN 207	Contemporary World Culture	3
..... HUMIS 101	Montage: Intro to the Humanities	3
..... MUS 101	Survey of Music	3
..... MUS 140	Introduction to Music Literature	3
..... MUS 127	Surv. of American Popular Music	3
..... MUS 251	Introduction to Music History	3
..... PHIL 101	Introduction to Philosophy	3
..... PHIL 103	Ethics	3
..... PHIL 111	World Religions	3
..... THEA 101	Introduction to the Theatre	3
<b>All foreign languages are one discipline</b>		
..... FREN 201	Intermediate French	4
..... FREN 202	Intermediate French	4
..... GERM 201	Intermediate German	4
..... GERM 202	Intermediate German	4
..... SPAN 201	Intermediate Spanish	4
..... SPAN 202	Intermediate Spanish	4

**Non-core Elective Requirement**  
 Complete 24-27 credits (these should be selected to meet major requirements at an intended transfer institution).

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**COMMUNICATION REQUIREMENT**  
 Complete this course (3 Credits)

..... COMM 101	Introduction to Speech	3
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**MATHEMATICS REQUIREMENT**  
 Complete one of the following (3-5 Credits)

..... BUSA 251	Principles of Statistics	3
..... MATH 123	Contemporary Mathematics	3
..... MATH 130	Finite Mathematics	4
..... MATH 145	Advanced Technical Math I	3
..... MATH 147	Precalculus	5
..... MATH 160	Survey of Calculus	4
..... MATH 170	Analytic Geometry & Calculus I	4
..... MATH 187	Discrete Math	4
..... MATH 253	Principles of Applied Statistics	3

**PHYSICAL EDUCATION REQUIREMENT**  
 Complete 2 courses from any P.E. activity or dance class

.....	.....	1
.....	.....	1



# DEGREE REQUIREMENTS

## The Associate of Applied Science (A.A.S.) Degree

The Associate of Applied Science Degree is designed to provide training in specialized skills that can connect with immediate employment opportunities. The A.A.S. is not intended as a preparation for transfer to bachelor degree programs although many of its credits may transfer to other institutions.

To qualify for an Associate of Applied Science Degree, a candidate must complete the requirements of an established occupational program with a grade point average of 2.00 (C) or better in all work attempted. A grade of C- or better is required in each specific course listed within the program outline. No program awarding an A.A.S. degree will be established that requires fewer than 60 credits for graduation.

In addition to the technical curricula, some occupational programs require an additional 12 credits selected from the academic courses listed below. Students may also select courses from this list when specific courses are not designated by their program curriculum.

### General Education or Related Instruction Requirements (12 credits)

In order to qualify for an Associate of Applied Science degree, students are required to include 12 credits of related instruction as detailed below. Most programs include specific courses that meet the individual related instruction requirements, but are not identified as "communications" or "occupational and/or human relations." For programs that list an "Occupational and/or Human Relations elective," the courses listed below under the Occupational and/or Human Relations heading may be used to satisfy that requirement. Consult with your program instructor and or advisor.

#### Communications:

Choose from six (6) credits of the following:

COMM 101	Introduction to Speech	3
COMM 111	Interview Techniques	2
COMM 133	Improving Listening Skills	1
COMM 134	Nonverbal Communication	2
COMM 209	Argumentation	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	3
ENGL 099	Fundamentals for Writing	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 202	Technical Writing	3
ENGL 272	Business Writing	3

#### Mathematics, Business, Economics, Statistics:

Choose from three (3) credits of the following:

BUSA 110	Small Business Accounting	3
BUSA 127	Introduction to Business	3

BUSA 138	Accounting for Managers	3
BUSA 185	Business Mathematics	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 211	Principles of Management	3
BUSA 221	Principles of Marketing	3
BUSA 251	Principles of Statistics	3
BUSA 265	Legal Environment of Business	3
MATH 108	Intermediate Algebra	4
MATH 123	Contemporary Mathematics	3
MATH 130	Finite Mathematics	4
MATH 145	Advanced Technical Mathematics I	3
MATH 146	Advanced Technical Mathematics II	3
MATH 147	Pre-Calculus	5
MATH 170	Analytic Geometry & Calculus I	4
MATH 253	Principles of Applied Statistics	3
ECON 201	Principles of Economics	3
ECON 202	Principles of Economics	3

#### Occupational and/or Human Relations: Choose from three (3) credits of the following:

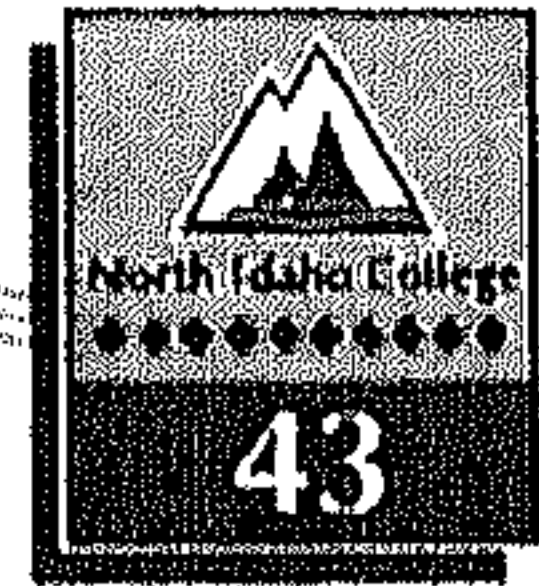
A TEC 103	Applied College Survival Skills	2
A TEC 109	Occupational Relations	1
A TEC 110	Successful Job Search	1
A TEC 119	Occupational Relations/Work Ethics	2
COMM 200	Seminar: Human Potential	2
HSS 101	Introduction to Human Services	2
LAW 103	Introduction to Criminal Justice	3
MGMT 256	Problem Solving-Team Dynamics	3
PHIL 103	Ethics	3
PHIL 201	Logic and Critical Thinking	3
PHIL 292	Ethics in Health Care	3
PSYC 101	Introduction to Psychology	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 220	Marriage and Family	3
SOWK 240	Introduction to Social Work	3

### Certificate of Completion

A student may qualify for a Certificate of Completion by completing a technical program or approved academic program (Certificate of Completion in Music) with a grade point average of 2.00 (C) or better. A grade of C- or better is required in each specific course listed within the program outline.



# DEGREE REQUIREMENTS



## Student Educational Plan

### 1ST SEMESTER

COURSE	CR.	G	W
TOTAL			

### 4TH SEMESTER

COURSE	CR.	G	W
TOTAL			

### 2ND SEMESTER

COURSE	CR.	G	W
TOTAL			

### 5TH SEMESTER

COURSE	CR.	G	W
TOTAL			

### 3RD SEMESTER

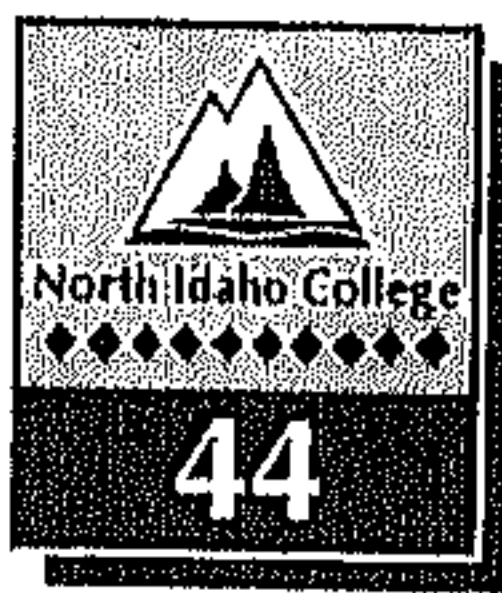
COURSE	CR.	G	W
TOTAL			

### 6TH SEMESTER

COURSE	CR.	G	W
TOTAL			

G = Grade Earned  
W = Withdrawal Date





# TRANSFER INFORMATION

## College Transfer Programs

### Planning for Transfer

The following transfer program guidelines will provide some help in selecting the courses needed to fulfill the first half (lower division or 100- and 200-level courses) of many different bachelor degree programs (the traditional four-year college degree).

Completing the second half of the degree (upper division or 300- and 400-level courses) involves transferring to an appropriate college or university where the desired degree is offered. These program guidelines, however, are intended only as suggestions. Actual course selection should include a review and understanding by the student of requirements at the intended institution.

Most of the listed program guidelines are structured around the North Idaho College Associate of Arts Degree or Associate of Science Degree (see the preceding "Degree Requirements" section of this catalog for full degree descriptions). The following may help in determining which associate degree to use as the foundation for a transfer preparation.

The Associate of Science (A.S.) Degree is designed to automatically satisfy general core requirements at all Idaho public colleges and universities. It offers a wide range of options in many of the core areas and a generous number of elective credits for meeting course requirements specific to your major. This makes it very versatile in adapting to specific requirements at other institutions. With some planning, it can make receiving an associate degree appropriate for almost all transfer situations.

The Associate of Arts (A.A.) Degree is designed to automatically satisfy general university requirements (GUR's) at Eastern Washington University and Gonzaga University. It will also satisfy core requirements at all public colleges and universities in Idaho. It lacks some of the flexibility of the A.S. degree, but offers a sometimes stronger transfer preparation to unidentified transfer institutions because of its many core areas and its use of more traditional, widely accepted course options.

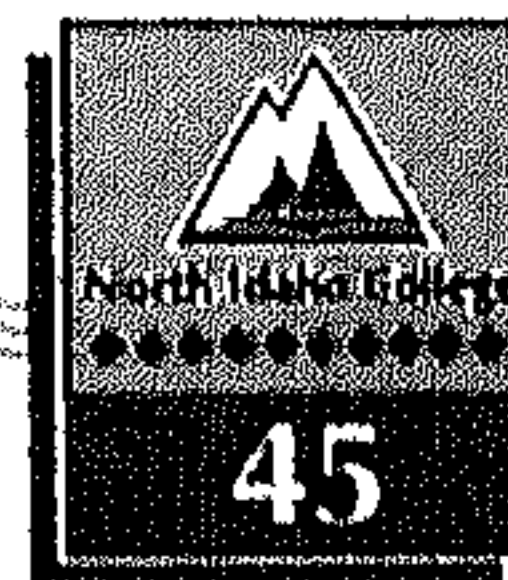
Advisors can assist in planning an efficient transfer program by fine tuning a selected program guideline or by designing a program for majors that may not be listed. Consulting the North Idaho College catalog, the transfer institution's catalog, and advising assistance from both institutions should be part of successfully completing any transfer program.

### Transfer Programs Offered

	Page
Anthropology .....	46
Art .....	46
Astronomy .....	78
Bacteriology .....	48
Biology, Botany, Zoology .....	49
Business Administration .....	49
Business Education .....	51
Chemistry .....	54
Child Development .....	54
Communications .....	56
Computer Science .....	58
Criminal Justice .....	58
Education .....	60
Engineering .....	62
English .....	61
Environmental Health .....	64
Environmental Science .....	64
Foreign Language .....	64
Forestry/Wildlife/Range/ Wildland Recreation Management .....	65
General Studies .....	65
Geology .....	66
History .....	67
Journalism .....	68
Mathematics .....	72
Music .....	73
Nursing (RN) .....	74
Philosophy .....	77
Physical Education .....	77
Physics/Astronomy .....	78
Political Science/Pre-Law .....	79
Pre-Agriculture .....	80
Pre-Medical-Related Fields .....	80
Pre-Physical Therapy .....	81
Pre-Veterinary Medicine .....	81
Psychology .....	82
Social Work .....	83
Sociology .....	84
Theatre .....	84



# PROGRAM GUIDELINES



## Applied Technology/Occupational Programs

### General Information

North Idaho College is dedicated to meeting the training needs of North Idaho through its specialized training programs. Students enrolled in these programs receive comprehensive training in both the classroom and laboratory. They may also receive the job experience through intern practices or co-op opportunities.

The purpose of these programs is to provide educational training for specific entry-level job skills. NIC is committed to preparing students to enter, succeed, and advance in the world of work. Researching basic skills and developing job-related skills are integral components of all programs.

These career-oriented programs vary in length depending on program objectives. Some programs result in a Certificate of Completion and others result in an Associate of Applied Science Degree.

**Certificate of Completion:** Students seeking a Certificate of Completion from NIC must earn an overall grade point average of at least a 2.00 (C) in all courses required in the program. A grade of "C-" or better is also required for each specific course listed within the program outline. Practical Nursing, however, requires a 3.00 (B) cumulative GPA.

**Associate of Applied Science Degree:** Students seeking an Associate of Applied Science Degree from NIC must have an overall grade point average of 2.00 (C) in all courses required in the AAS program. A grade of "C-" or better is also required for each specific course listed within the program outline. Students are cautioned that some of the courses offered in these degree programs may not be transferable to other institutions.

Some programs require electives to fulfill the General Education Requirement. These electives are listed on page 42. Students should consult their advisor for assistance in setting up their program of study.

### The Bridge Program

Prior to entering a specific technical program, prospective students may wish to take advantage of the Bridge Program. This program is designed to afford students an opportunity to receive necessary skill-building, learn more information about Applied Technology programs, and/or take courses that will apply toward an Associate of Applied Science (AAS) Degree within their chosen field prior to entering the technical program. Students receiving provisional admission to a technical program may be required to complete appropriate coursework in the Bridge Program prior to being accepted into the program (see page 13).

Suggested courses may include, but are not limited to the following: MATH 103, 108, 109, 110, 118, 119, 120; CHEM 101, 041, 100, 105; ENGL 095, 099, 101, 202; BUSC 101A, BUSA 100 and CS 100.

See page 42 for additional courses that may be elected from the AAS Degree Electives.

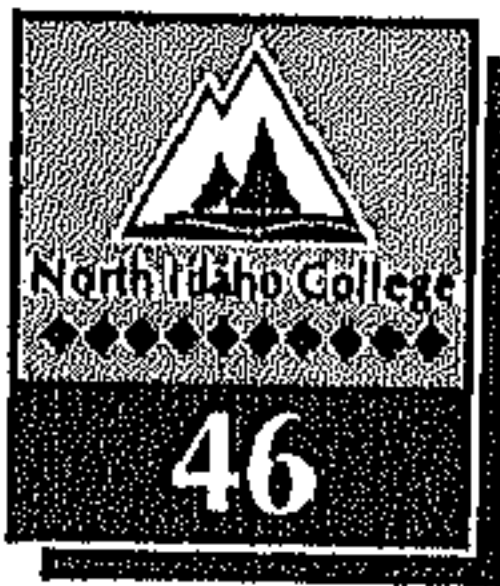
In addition to these courses, the NIC Learning Center has tutorial support and computer programs designed to help students identify and remediate skills that relate directly to specific Applied Technology programs. Because of the variety of options and course requirements within each program, prospective Applied Technology students are advised to consult with the Applied Technology Counselor in Student Services or the Special Populations Coordinator in the Applied Technology Administrative Office prior to enrolling in any classes.

### Applied Technology/ Occupational Programs

	Page
Auto Body Technology*	47
Automotive Technology*	48
Business and Office Technology	50
Administrative Assistant	50
Legal Secretarial	51
Medical Secretarial	51
Office Assistant	52
Office Information Specialist	52
Carpentry*	53
Commercial Art	55
Computer Applications in Business*	57
Culinary Arts*	59
Diesel Technology*	59
Drafting Technology*	60
Electronics Technology*	61
Heating, Ventilation, Refrigeration, and Air Conditioning*	66
Hospitality	67
Human Services	72
Law Enforcement/Administration of Justice	68-69
Machine Technology*	70
Maintenance Mechanic/Millwright*	70
Marine Mechanics*	71
Mental Health Technology	72
Nursing (PN)	74
Paralegal	76
Pharmacy Technology	76
Physical Therapist Assistant	78
Small Business Management	82
Welding Technology*	85

\***Limited Enrollment.** Early application is encouraged. A \$100 deposit is required for these programs after the student has been accepted. Please contact the Admissions Office for further information.





# PROGRAM GUIDELINES

## Anthropology

### Transfer Program

Anthropology is the study of the physical, mental, and cultural characteristics of human kind. Generally, a 2.50 grade point average from a community college will allow the student into upper division anthropology work.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested courses normally fulfill the first half of baccalaureate requirements in anthropology. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
ANTH 101	Introduction to Physical Anthropology.....	3
ANTH 102	Introduction to Social and Cultural Anthropology.....	3
ANTH 225	Native People of North America .....	3
ANTH 230	Introduction to Archaeology and World Prehistory .....	3
ANTH 299	Anthropology Independent Study .....	3
COMM 101	Introduction to Speech Communication ....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
PHIL 201	Logic and Critical Thinking .....	3
	P.E. Activity/Dance .....	2
	*Mathematics Elective (MATH 123, MATH 253, or BUSA 251 recommended) .....	3-4
	*Computer Science Elective .....	3
	*Laboratory Science Electives .....	8
	*Social Science Electives .....	6
	*Arts and Humanities Electives .....	6
	General Electives .....	9
	<b>TOTAL .....</b>	<b>64-65</b>

\*Electives can be selected from options listed in the A.A. degree requirements on pages 38-39.

## Art

### Transfer Program

The Art Department's transfer programs are structured as a broad introduction to the nature, vocabulary, media, styles, and themes of the visual arts. Students pursuing a Fine Arts or Commercial Art major (the Commercial Art program is described on page 55) and transferring credits may complete all basic art requirements during their attendance at NIC. Students may pursue an A.A.S. degree in Commercial Art as an occupational program.

The department of art's curriculum emphasizes four major goals: developing the highest levels of individual artistic awareness and expression; providing coursework for students as part of their general education experience; combining rigorous training in technical and formal skills

in commercial art; and maintaining the art gallery as a visual arts resource in the region.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public institutions. The suggested course work below normally fulfills the first half of baccalaureate degree requirements for Commercial Art or Fine Art. Course selection should be tailored to match requirements defined by intended transfer institutions.

Students pursuing an art major have several options. Students transferring to a baccalaureate program after graduation from NIC to complete a B.A. or B.S. degree may choose "emphasis electives" from either the Fine Arts or the Commercial Art area. Students interested in applying their art training immediately upon graduation from NIC will want to consider the Commercial Art occupational degree option. Each area is further outlined below:

### Fine Arts Emphasis

Courses in this area provide instruction in the creative process through studio art classes and art survey. This foundational coursework explores the aesthetic principles that lead to individual expression.

### Commercial Art Emphasis

Commercial artists are visual specialists who convert ideas into symbols and devise print advertising, corporate identity systems, and electronic media. As the communications link between supplier and consumer, the commercial artist conceives and executes ideas that inform, motivate, educate or sell. Students selecting a Commercial Art emphasis will be exposed to basic technical and conceptual skills using computers and other resources necessary to produce sophisticated and effective presentations. The Commercial Art Associate of Applied Science Degree option is described on page 55.

### Associate of Arts Degree

Course	Title	Credit Hours
ART 100	Survey of Art .....	3
COMM 101	Introduction to Speech Communications .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
PHIL 201	Logic and Critical Thinking .....	3

#### Core Electives:

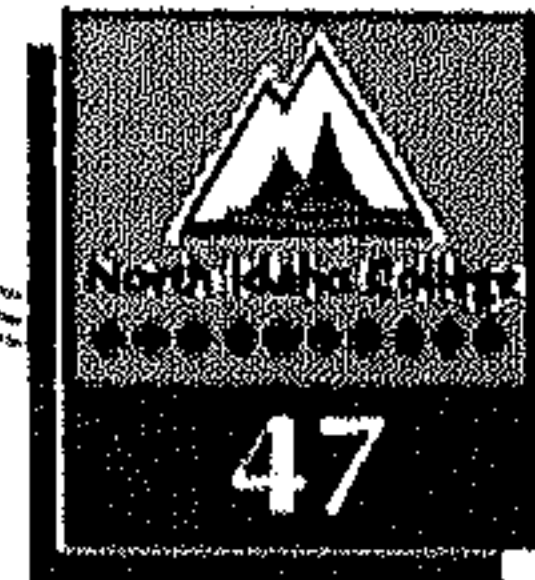
*Arts and Humanities Electives (Group 2) .....	3
*Laboratory Science Electives .....	8
*Cultural Diversity Elective .....	1-4
*Social Science Electives .....	1-2
*Mathematics Elective .....	1-5
*Computer Science Elective .....	2-3
P.E. Activity/Dance .....	2

\*Electives can be selected from options listed in the A.A. degree requirements on pages 38-39.

Fine Art Emphasis Coursework:		13-16
ART 111	Drawing I .....	2



# PROGRAM GUIDELINES



ART 112	Drawing II	2
ART 121	Design and Creative Process I	3
ART 122	Design and Creative Process II	3
<b>Choose Two</b>		
ART 241	Painting I	3
ART 241	Sculpture I	3
ART 251	Printmaking I	3
ART 261	Ceramics I	3

<b>Commercial Art Emphasis Coursework:</b>			<b>17</b>
ART 111	Drawing I	2	
ART 112	Drawing II	2	
ARTC 131	Computer Graphics I	3	
ARTC 210	Illustration I	2	
ARTC 211	Illustration II	2	
ARTC 221	Graphic Design I	3	
ARTC 222	Graphic Design II	3	

## Associate of Science Degree

Course	Title	Credit Hours
ART 100	Survey of Art	3
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
<b>Core Electives:</b>		
*Arts and Humanities Electives (non-art)		6
*Laboratory Science Electives		8
*Social Science Electives		6
*Mathematics Elective		3-5
P.E. Activity/Dance		2

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

<b>Fine Art Emphasis Coursework:</b>			<b>24-27</b>
ART 111	Drawing I	2	
ART 112	Drawing II	2	
ART 121	Design and Creative Process I	3	
ART 122	Design and Creative Process II	3	
ART 217	Life Drawing	3	
ART 211	Painting I	3	
ART 241	Sculpture I	3	
ART 261	Ceramics I	3	

<b>Choose One of Two:</b>		
ART 251	Printmaking I	3
ART 281	Watercolor I	3
COMP 281	Introduction to Photography	3

<b>Commercial Art Emphasis Coursework:</b>			
ART 111	Drawing I	2	
ART 112	Drawing II	2	
ART 121	Design and Creative Process I	3	

ART 122	Design and Creative Process II	3
ARTC 131	Computer Graphics I	3
ARTC 132	Computer Graphics II	3
ARTC 210	Illustration I	2
ARTC 211	Illustration II	2
ARTC 221	Graphic Design I	3
ARTC 222	Graphic Design II	3

NOTE: The Commercial Art Associate of Applied Science is described on page 55.

## Auto Body Technology

### Applied Technology Program

The Auto Body Technology program is a 10-month program designed to prepare the student for entry-level employment as an auto body technician and/or painter.

Each day includes one hour of theory and six hours of in-shop practice. Under the instruction and supervision of a qualified instructor, the student will learn and work in conditions similar to those found in the work place. Excellent individual instruction occurs because of the small number of students in these classes.

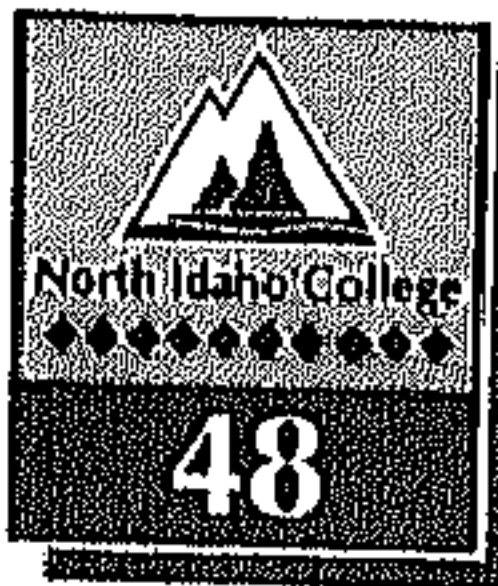
All phases of refinishing, including clear coats; MIG welding; plastic parts; body panel repair; estimating, body panel and glass replacing, unibody repair and aligning; electrical and mechanical diagnosing and repair; and other related subjects are covered in detail. Health and safety are promoted in the shop, along with learning to do quality work. Strong basic math skills and good reading skills are recommended. Remedial support is available through the NIC Learning Center.

A general education component consisting of communications, occupational relations, how to get a job, and computational skills (math for estimates, etc.) is also taught. Successful completion of the first semester and/or permission of the instructor is required to continue to the next semester of the program.

## Certificate of Completion

First Semester		
Course	Title	Credit Hours
ABRR 151	Auto Body Technology Theory I	6
ABRR 151L	Auto Body Technology Lab I	8
MATH 020	Computational Skills	1
<b>Second Semester</b>		
ABRR 152	Auto Body Technology Theory II	3
ABRR 152L	Auto Body Technology Lab II	10
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
ENGL 095	Communication Skills	1
<b>Summer Session</b>		
ABRR 153	Auto Body Technology Theory III	1
ABRR 153L	Auto Body Technology Lab III	2
<b>TOTAL</b>		<b>34</b>





# PROGRAM GUIDELINES

## Automotive Technology

### Applied Technology Program

The Automotive Technology program is designed to prepare the student for entry-level employment in the automotive repair industry. Emphasis is placed on acquainting the student with the newest technologies in the automotive repair field.

Under the supervision of qualified instructors, the student will become familiar with the various units and assemblies found on the modern automobile. He or she will develop skills in the use and interpretation of the most up-to-date diagnostic equipment available. Each day's activities include classroom components as well as lab components where the student works on mockup units and serviceable automobiles.

Safety is taught and practiced throughout the program, as well as work quality and ethics. A high degree of individual attention is available because of the limited number of students in the program.

Due to the complexity of today's cars, the service manuals used in the industry require a high degree of math skills, reading skills and comprehension. Skill-building courses are available in those areas and others, if necessary. Students with low assessment scores may be advised to improve basic skills through the Learning Center and/or the Bridge Program. (For more information see Bridge Program, page 45). Successful completion of each semester and/or permission of the instructor is required for admission to the next.

### Certificate of Completion/ First Year Associate of Applied Science Degree

First Semester		
Course	Title	Credit Hours
ATDT 105	Orientation/Safety/Gen. Shop Proc. ....	1.0
ATEC 120	Occupational Relations .....	3.0
AUTO 115L	Auto Lab .....	5.5
AUTO 121	Powertrain/Brakes .....	3.5
AUTO 122	Differential .....	0.5
AUTO 130	Gas Engine Fundamentals .....	3.0
MATH 024	Technical Mathematics .....	3.0
Second Semester		
AUTO 116L	Auto Lab .....	5.0
AUTO 141	Electrical System Fundamentals .....	5.0
AUTO 160	Tune-Up Fundamentals .....	1.5
AUTO 126	Steering/Suspension .....	2.0
ENGL 099	Fundamentals for Writing .....	3.0
or ENGL 101	English Composition .....	(3.0)
Summer Session		
(Required for one-year Certificate students, optional for two-year Certificate and Degree students)		
AUTO 195	Specialization Study .....	1.0
AUTO 117L	Auto Lab .....	2.0
<b>TOTAL</b>		<b>39.0</b>

### Two Year Certificate/Second Year of Associate of Applied Science Degree

First Semester		
Course	Title	Credit Hours
AUTO 210	Advanced Electrical	1.5
AUTO 221	Advanced Tune-up	2.0
AUTO 250	Computer Controls	1.5
AUTO 215L	General Auto Lab	6.5
	* A.A.S. Elective	1.0
Second Semester		
AUTO 260	Computer Controlled Systems	1.0
AUTO 270	Transmission/Transaxle	2.5
AUTO 280	HVAC	1.5
AUTO 216L	Advanced Auto Lab	6.5
	* A.A.S. Elective	1.0
<b>TOTALS</b>	<b>One-Year Certificate</b>	<b>19.0</b>
	<b>Two-Year Certificate</b>	<b>66.0</b>
	<b>A.A.S. Degree</b>	<b>69.0</b>

\*Electives may be selected from options listed in the A.A.S. degree requirements on page 42.

## Bacteriology-Medical Technology Transfer Program

The Bacteriology-Medical Technology program is designed for students who desire professional careers in applications of control and diagnosis of disease, agriculture, food technology, general engineering, environmental/pollution control, clinical lab work in hospitals, public health and research labs, and in industrial and pharmaceutical laboratories.

Recommended electives are BIOL 201 (General Ecology) and ZOOL 107-108 (Human Anatomy and Physiology). Students planning to attend Eastern Washington University should follow the A.A. degree requirements. Students planning to transfer to another university may coordinate their program to meet that institution's requirements.

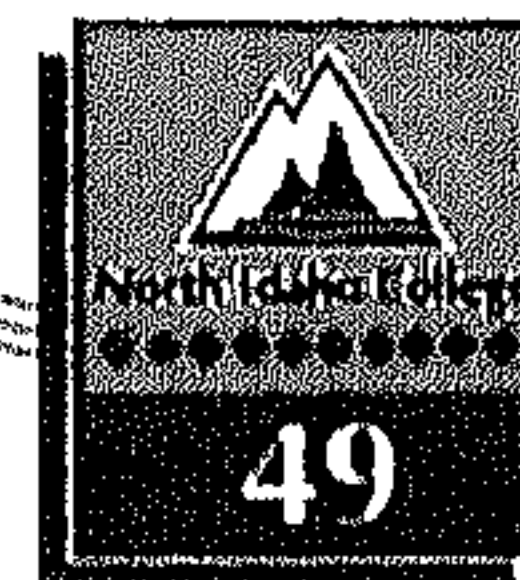
A cumulative GPA of 2.0 or better in all courses is required. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of an associate degree requirements in Bacteriology-Medical Technology. Course selection should be tailored to meet the requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 250	General Microbiology	4
BIOL 204	Introduction to Life Sciences	4
CHEM 111	Principles of General College Chemistry I	4
CHEM 112	Principles of General College Chemistry II	4
CHEM 277	Organic Chemistry I	4



# PROGRAM GUIDELINES



CHEM 277L	Organic Chemistry I Lab	1
CHEM 287	Organic Chemistry II	3
CHEM 287L	Organic Chemistry II Lab	1
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 147	Precalculus	5
MATH 148	Graphing Calculator	1
MATH 170	Analytic Geometry and Calculus I	4
PHYS 111	General Physics I	3
PHYS 111L	General Physics I Lab	1
PHYS 112	General Physics II	3
PHYS 112L	General Physics II Lab	1
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Social Science Electives	6-9
<b>TOTAL</b>		<b>70-73</b>

CS 100	Introduction to Computers	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 147	Precalculus	5
MATH 148	Graphing Calculator	1
PHYS 111	General Physics I	3
PHYS 111L	General Physics I Lab	3
PHYS 112	General Physics I Lab	1
PHYS 112L	General Physics II Lab	1
BIOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Social Science Electives	6-9
<b>TOTAL</b>		<b>72-75</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Biology, Botany, Zoology Transfer Program

The biological sciences deal with the basic principles of all living things—structure, function, and ecological associations. An A.S. degree is needed to continue in a variety of fields, such as allied health professions and education, medical school, agriculture and forestry, Environmental Protection Agency, state and national agencies dealing with biology, various industries, as well as consulting agencies.

Recommended electives for this degree are CHEM 277 and 277L (Organic Chemistry I and lab); CHEM 287 and 287L (Organic Chemistry II and lab); MATH 160 (Survey of Calculus) or MATH 170 (Analytical Geometry and Calculus II); PHYS 111 and 111L; or PHYS 112 and 112L.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Biology, Botany, or Zoology. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 203	General Botany	4
BIOL 204	Introduction to Life Sciences	4
BIOL 211	General Ecology	4
BIOL 241	Systematic Botany	4
BIOL 250	General Microbiology	4
CHEM 111	Principles of General College Chemistry I	4
CHEM 112	Principles of General College Chemistry II	4
COMM 101	Introduction to Speech Communication	3

## Business Administration Transfer Program

The study of business administration leads to career opportunities in accounting, economics, information systems, finance, human resources management, marketing, production management, and other business-related fields of study. This program provides the first two years of study leading to a bachelor's degree in these business fields.

For admission to a College of Business and enrollment in 300-level business courses, the typical requirement is completion of a "business core" which usually includes the following five courses BUSA 201 and 202 (Principles of Accounting), ECON 201 and 202 (Principles of Economics), and BUSA 251 (Principles of Statistics).

Students who intend to transfer to the College of Business at the University of Idaho should complete BUSA 121 (Introduction to Spreadsheets), or possess equivalent knowledge. Accounting students at the University of Idaho are required to take additional courses. Students should see their advisor for these requirements.

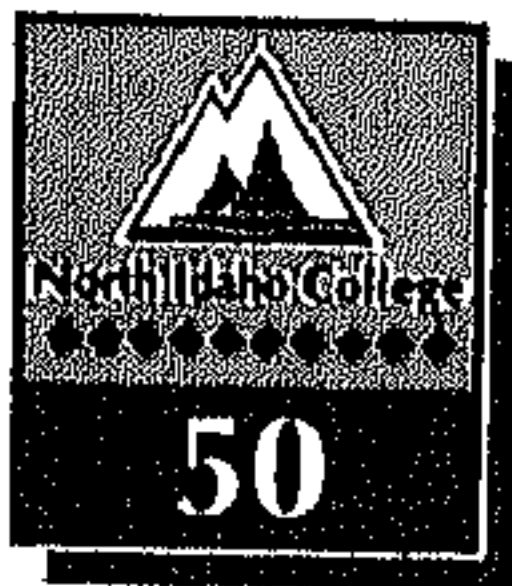
Students who intend to transfer to Lewis Clark State College should take BUSA 251 (Principles of Statistics); ENGL 272 (Business Writing); and LCSC's DP 221 (Introduction to Computers and Information Systems) which is offered in Coeur d'Alene, but should not take BUSA 265 (Legal Environment of Business).

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Business Administration. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree First Semester

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3





# PROGRAM GUIDELINES

COMM 101	Introduction to Speech Communication ....	3
ECON 201	Principles of Economics (Macro) .....	3
ENGL 101	English Composition .....	3
MATH 130	Finite Math .....	4

### Second Semester

ECON 202	Principles of Economics (Micro) .....	3
ENGL 102	English Composition .....	3
MATH 160	Survey of Calculus .....	4
or MATH 170	Analytical Geometry and Calculus I .....	(4)
PHIL 103	Ethics .....	3
	P.E. Activity/Dance .....	1
	*Social Science Elective .....	3

### Third Semester

BUSA 201	Principles of Accounting .....	3
BUSA 251	Principles of Statistics .....	3
ENGL 205	Interdisciplinary Writing .....	3
or ENGL 272	Business Writing .....	(3)
	*Laboratory Science Elective .....	4
	*Literature Elective .....	3
	(ENGL 267, 268, 277, or 278 recommended)	

### Fourth Semester

BUSA 202	Managerial Accounting .....	3
BUSA 265	Legal Environment of Business .....	3
	*Laboratory Science Elective .....	4
	*P.E. Activity/Dance .....	1
	*Arts and Humanities Elective .....	3
	General Elective .....	1
	<b>TOTAL</b> .....	<b>64</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Business and Office Technology

### Applied Technology Programs

The Administrative Assistant, Legal Secretarial, Medical Secretarial, Office Information Specialist and Paralegal Programs provide coursework required for an Associate of Applied Science Degree. The Paralegal program guidelines can be found in the catalog under the Selective Programs Admissions. The Office Assistant Program provides coursework required for a Certificate of Completion.

Students may also utilize some Business and Office Technology courses as part of a transfer curriculum in Business Education or Business Administration.

## Administrative Assistant

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in a wide variety of office environments.

## Associate of Applied Science Degree

### Pre-Administrative Assistant Sequence

Course	Title	Credit Hours
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Keyboarding Speed Development	1
<b>First Semester</b>		
BUSA 121	Introduction to Speechwriting	1
BUSA 185	Business Mathematics	1
BUSO 112	Speechwriting	1
BUSO 173	Word Processing	1
BUSO 175	Grammar Skills & Machine Transcription	1
ENGL 101	English Composition	3
	^ Elective	1
<b>Second Semester</b>		
BUSA 101	Introduction to Business	1
BUSA 110	Small Business Accounting	1
or BUSA 201*	Principles of Accounting	(3)
BUSO 113	Speechwriting	1
BUSO 115	Records Systems Management	1
BUSO 174	Word Processing Applications	1
<b>Third Semester</b>		
BUSA 123	Introduction to Databases	1
BUSO 289	Administrative Assistant Internship I	4
BUSO 295	Office Procedures	3
ENGL 272	Business Writing	3
	^ Elective	1
	^^ Elective	2
<b>Fourth Semester</b>		
BUSA 211	Principles of Management	1
BUSA 265	Legal Environment of Business	1
BUSO 290	Administrative Assistant Internship II	4
COMM 101	Introduction to Speech Communications	1
or COMM 233	Interpersonal Speech	(1)
or COMM 236	Small Group Communication	(1)
PSYC 101	Introduction to Psychology	1
	<b>TOTAL</b> .....	<b>64</b>

\* BUSO 101A and/or 101B may be challenged for credits

\* Enrollment in BUSA 201 is intended for students with strong accounting aptitude or mathematical ability who wish to expand their transfer credit options.

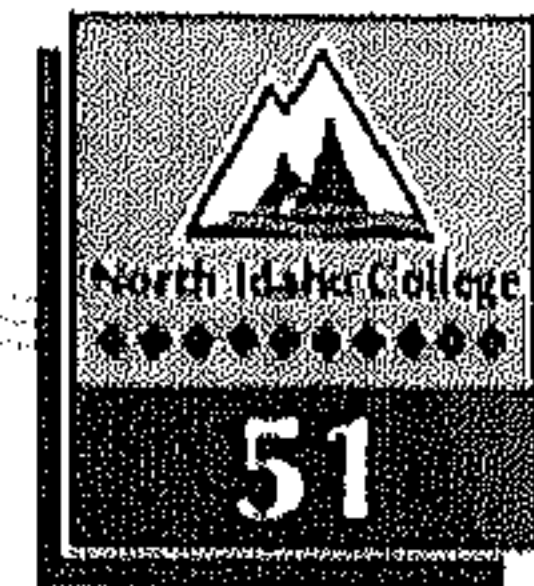
^ To be mutually agreed upon by students and program coordinator.

^^ BUSA 107, 118, 119, 120, 122A, 122B, 124, 125, 131 or BUSO 109, 205, or PCIS 102

NOTE: BUSA 118 and 119 can be used as elective credits in the BUSO programs only when the software package taught is different from the package used to teach BUSO 173 and 174.



# PROGRAM GUIDELINES



## Legal Secretarial Studies

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. Some of the courses in this program will transfer to the Paralegal Program.

### Associate of Applied Science Degree

#### Pre-Legal Secretary Sequence

Course	Title	Credit Hours
BUSO 101A*	Basic Keyboarding	1
BUSO 101B*	Keyboarding Speed Development	1

#### First Semester

BUSA 121	Introduction to Spreadsheets	1
BUSA 185	Business Mathematics	3
BUSO 112	Speedwriting	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skills & Machine Transcription	1
ENGL 101	English Composition	3
* Elective		1

#### Second Semester

BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSO 111	Speedwriting	3
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
ENGL 272	Business Writing	3

#### Third Semester

BUSO 205	Legal Terminology/Transcription I	3
BUSO 291	Legal Secretarial Internship I	4
BUSO 295	Office Procedures	3
COMM 101	Introduction to Speech Communication	3
or COMM 233	Interpersonal Speech	(3)
or COMM 236	Small Group Communication	(3)
* Elective		3

#### Fourth Semester

BUSA 265	Legal Environment of Business	3
BUSO 206	Legal Terminology/Transcription II	3
BUSO 292	Legal Secretarial Internship II	4
PSYC 101	Introduction to Psychology	3
Math/Business/Econ Requirement		3
<b>TOTAL</b>		<b>64</b>

\* BUSO 101A and/or 101B may be challenged for credit.

\* Enrollment in BUSA 201 is intended for students with strong accounting aptitude or mathematical ability who wish to expand their transfer credit options.

\* To be mutually agreed upon by student and program coordinator.

\*\* BUSA 107, 118, 119, 120, 122A, 122B, 123, 125, 133 or BUSO 109, or POLS 102.

NOTE: BUSA 118 and 119 can be used as elective credits in the BUSO programs only when the software package taught is different from the package used to teach BUSO 173 and 174.

## Medical Secretarial Studies

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in a medical environment.

### Associate of Applied Science Degree

#### Pre-Medical Secretary Sequence

Course	Title	Credit Hours
BUSO 101A*	Basic Keyboarding	1
BUSO 101B*	Keyboarding Speed Development	1

#### First Semester

Course	Title	Credit Hours
BIOL 100	Fundamentals of Biology	4
or BIOL 175	Human Biology	(4)
BUSA 121	Introduction to Spreadsheets	1
BUSO 109	Medical Terminology	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skills & Machine Transcription	1
ENGL 101	English Composition	3

#### Second Semester

BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 185	Business Mathematics	3
BUSO 115	Records Systems Management	3
BUSO 157	Medical Coding	3
BUSO 174	Word Processing Applications	3
BUSO 209	Medical Transcription	2

#### Third Semester

BUSO 210	Advanced Medical Transcription	2
BUSO 287	Medical Secretarial Internship I	4
BUSO 295	Office Procedures	3
COMM 101	Introduction to Speech Communication	3
or COMM 233	Interpersonal Speech	(3)
or COMM 236	Small Group Communication	(3)
ENGL 272	Business Writing	3

#### Fourth Semester

BUSO 288	Medical Secretarial Internship II	4
BUSO 294	Medical Office Procedures	1
PE 288	First Aid	3
PSYC 101	Introduction to Psychology	3
* Elective		1
Math/Business/Econ Requirement		3
<b>TOTAL</b>		<b>64</b>

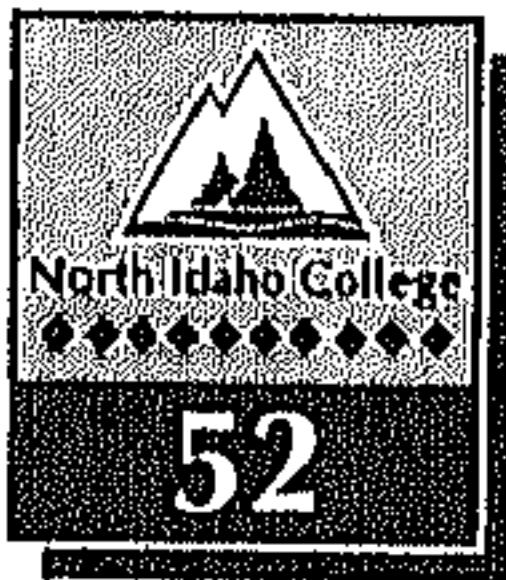
\* BUSO 101A and/or 101B may be challenged for credit.

\* Enrollment in BUSA 201 is intended for students with strong accounting aptitude or mathematical ability who wish to expand their transfer credit options.

\* To be mutually agreed upon by student and program coordinator.

NOTE: BUSA 118 and 119 can be used as elective credits in the BUSO programs only when the software package taught is different from the package used to teach BUSO 173 and 174.





# PROGRAM GUIDELINES

## Office Assistant

The Office Assistant program provides coursework required for a Certificate of Completion that leads to entry-level career opportunities in an office environment. Students may also transfer to an administrative, legal or medical secretarial studies program.

### Certificate of Completion

Pre-Certificate Courses		
Course	Title	Credit Hours
BUSO 101A+	Basic Keyboarding .....	1
BUSO 101B+	Keyboarding Speed Development .....	1
First Semester		
Course	Title	Credit Hours
BUSA 121	Introduction to Spreadsheets .....	1
BUSA 185	Business Math .....	3
BUSO 115	Records System Management .....	3
BUSO 173	Word Processing/Transcription .....	3
BUSO 175	Grammar Skills & Machine Transcription ..	1
ENGL 099	Fundamentals for Writing .....	3
or ENGL 101	English Composition .....	(3)
^^	Microcomputer Elective .....	1
^	Elective .....	3
Second Semester		
BUSA 110	Small Business Accounting .....	3
or BUSA 201*	Principles of Accounting .....	(3)
BUSO 174	Word Processing Applications .....	3
BUSO 186	Office Assistant Internship .....	2
BUSO 295	Office Procedures .....	3
COMM 101	Introduction to Speech Communication ....	3
or COMM 233	Interpersonal Communication .....	(3)
or COMM 236	Small Group Communication .....	(3)
ENGL 272	Business Writing .....	3
^^	Microcomputer Elective .....	1
<b>TOTAL</b>		<b>38</b>

- \* BUSO 101A and/or 101B may be challenged for credit.
  - ^^ BUSA 107, 118\*, 119, 120, 122A, 122B, 123, 125, or 133.
  - ^ To be mutually agreed upon by student and program coordinator.
  - \* Enrollment in BUSA 201 is intended for students with strong accounting aptitude or mathematical ability who wish to expand their transfer credit options.
- NOTE: BUSA 118 and 119 can be used as elective credits in the BUSO programs only when the software package taught is different from the package used to teach BUSO 173 and 174.

## Office Information Specialist

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in microcomputer-intensive offices.

### Associate of Applied Science Degree

#### Pre-Office Information Specialist Sequence

Course	Title	Credit Hours
BUSO 101A+	Basic Keyboarding	1
BUSO 101B+	Keyboarding Speed Development	1
First Semester		
Course	Title	Credit Hours
BUSA 121	Introduction to Spreadsheets	1
BUSA 133	Introduction to Microsoft Word/Power	1
BUSA 185	Business Math	3
BUSO 112	Speechwriting	3
BUSO 173	Word Processing/Machine Transcription	3
BUSO 175	Grammar Skills & Machine Transcription	1
ENGL 101	English Composition	3
Second Semester		
BUSA 107	Survey of Macintosh	1
BUSA 110	Small Business Accounting	3
or BUSA 201*	Principles of Accounting	(3)
BUSA 118	Introduction to Wordprocessing	1
BUSA 122A	Intermediate Spreadsheets	1
BUSA 122B	Advanced Spreadsheets	1
BUSO 113	Speechwriting	3
or BUSA 211	Principles of Management	(3)
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
Third Semester		
BUSA 120	Desktop Publishing	1
BUSO 285	Office Information Specialist Internship I	4
BUSO 295	Office Procedures	3
COMM 101	Introduction to Speech Communication	3
or COMM 233	Interpersonal Speech	(3)
or COMM 236	Small Group Communication	(3)
ENGL 272	Business Writing	3
Fourth Semester		
BUSA 101	Introduction to Business	1
BUSA 265	Legal Environment of Business	1
BUSO 286	Office Information Specialist Internship II	4
PSYC 101	Introduction to Psychology	3
^	Electives	3
<b>TOTAL</b>		<b>64</b>

- \* BUSO 101A and/or 101B may be challenged for credit.
- \* Enrollment in BUSA 201 is intended for students with strong accounting aptitude or mathematical ability who wish to expand their transfer credit options.
- ^ To be mutually agreed upon by student and program coordinator.



# PROGRAM GUIDELINES



NOTE: BUSA 108 and 109 can be used as elective credits in the BUSO programs only when the software package taught is different from the package used to teach BUSO 108 and 109.

## Business Education Transfer Program

Business Education studies at NIC lead to career opportunities in administrative office management, business education in secondary schools and colleges, management information systems, and other related fields of study.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Business Education. Course selection should be linked to match requirements defined by intended transfer institutions.

## Associate of Science Degree

### First Semester

Course	Title	Credit Hours
BUSA 100	Introductory Course to Computers	3
BUSO 101A*	Basic Keyboarding	1
BUSO 101B*	Keyboarding Speed Development	1
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
	*Mathematics Elective	4
	PE Activity/Dance	1

### Second Semester

BUSA 105	Business Math	3
BUSO 101	Word Processing	3
ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
GOVS 101	American National Government	3
	PE Activity/Dance	1

### Third Semester

	*Arts and Humanities Elective	3
BUSA 201	Principles of Accounting	3
COMM 101	Introductory Course to Speech Communication	3
EDUC 201	Introductory Course to Teaching	3
	*Laboratory Science Elective	4

### Fourth Semester

	*Arts and Humanities Elective	3
BUSA 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3
	*Laboratory Science Elective	4
	PE Activity/Dance	1
PSYC 101	Introduction to Psychology	3
<b>TOTAL</b>		<b>65</b>

\* BUSO 101A and/or 101B may be challenged for credit.

\* Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Carpentry

### Applied Technology Program

The 10-month Carpentry program is intended to provide students with entry-level skills to better enter the field of construction carpentry. Graduates can expect to understand building blueprints, the use of tools, and the various uses of lumber.

Various aspects of carpentry connected with residential house building will be taught. Site preparation, forming and placing concrete, trade math, framing methods, rafter construction, stair layout, insulation, tooling, exterior finish, along with interior finish, are all areas which will be thoroughly covered in class and in the field. Students will use many hand, portable electric, and stationary tools and must acquire good skills in this area as well as understand all safety aspects of the tools used.

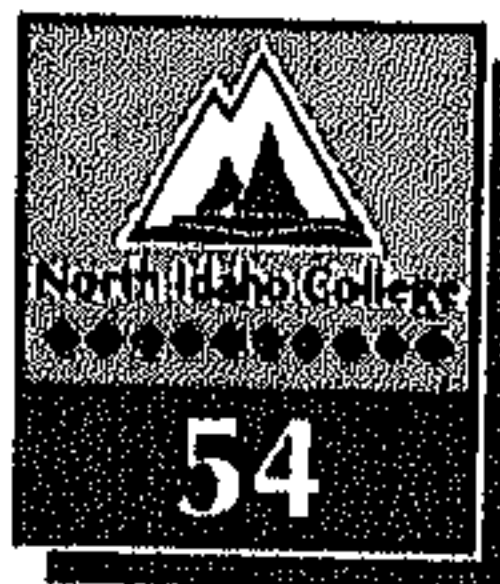
The carpentry program attempts to create actual work situations, emphasizing work ethics, work habits, safety, and oral communication. These skills are necessary for the success of the student in this program. A general education component consisting of communications, occupational relations, how to get a job, managerial skills, and computational skills is also included. Classes involve construction both on and off campus. Successful completion of the first semester and/or permission of the instructor is required for admission into the second semester.

NOTE: Beginning with the 1998-99 academic year, the 10-month Carpentry Program will begin in July 1998 and will end in May at the end of the regular school year.

## Certificate of Completion

First Semester		
Course	Title	Credit Hours
CARP 151	Carpentry Theory I	2.5
CARP 151L	Carpentry Lab I	2.5
MATH 020	Computational Skills	1.0
Second Semester		
ATEC 109	Occupational Relations	1.0
ATEC 110	Successful Job Search	1.0
CARP 152	Carpentry Theory II	5.5
CARP 152L	Carpentry Lab II	2.5
ENGL 095	Communication Skills	1.0
Summer Session (Required)		
CARP 153	Carpentry Theory III	1.0
CARP 153L	Carpentry Lab III	2.5
<b>TOTAL</b>		<b>35.5</b>





# PROGRAM GUIDELINES

## Chemistry

### Transfer Program

This program is for students interested in pursuing a baccalaureate degree in chemistry. Chemistry is a science that deals with the composition, structure, and properties of substances and their transformations. NIC's small class sizes facilitate student interaction with qualified faculty and excellent laboratories. A solid math and science background is important preparation for a college chemistry program.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Chemistry. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
CHEM 111	Principles of General College Chemistry I	4
CHEM 112	Principles of General College Chemistry II	4
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 170	Analytic Geometry and Calculus I	4
MATH 175	Analytic Geometry and Calculus II	4
COMM 101	Introduction to Speech Communication	3
CHEM 277	Organic Chemistry I	3
CHEM 277L	Organic Chemistry I Lab	1
CHEM 287	Organic Chemistry II	3
CHEM 287L	Organic Chemistry II Lab	2
PHYS 211	Engineering Physics I	3
PHYS 211L	Engineering Physics Lab I	1
PHYS 212	Engineering Physics II	4
PHYS 212L	Engineering Physics Lab II	1
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Introduction to Ordinary Differential Equations	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	<b>TOTAL</b>	<b>68</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Child Development

### Transfer Program

The Child Development program is designed to meet the requirements of students planning to transfer to a four-year institution and/or seeking entry-level career opportunities in early care and education, preschool and Head Start. Continued study leading to a baccalaureate degree affords career options in elementary education (particularly K-3), special education, and other child-related fields.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. Course selection should be tailored to match requirements as defined by intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
CHD 134	Infancy through Middle Childhood	1
CHD 243	Early Childhood Education	2
CHD 254	Child Guidance Theory	1
CHD 298A	Child Development Practicum	1
CHD 298B	Child Development Practicum	1
CHD 298C	Child Development Practicum	1
COMM 101	Introduction to Speech Communication	1
ENGL 101	English Composition	1
ENGL 102	English Composition	1
PE 288	First Aid	1
PHIL 201	Logic and Critical Thinking	1
PSYC 101	Introduction to Psychology	1
	P.E. Activity/Dance	2
	*Computer Science Elective	2-1
	*Social Science Electives	9
	*Mathematics Elective	1-4
	*Laboratory Science Electives	8
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	1-4
	<b>TOTAL</b>	<b>68-71</b>

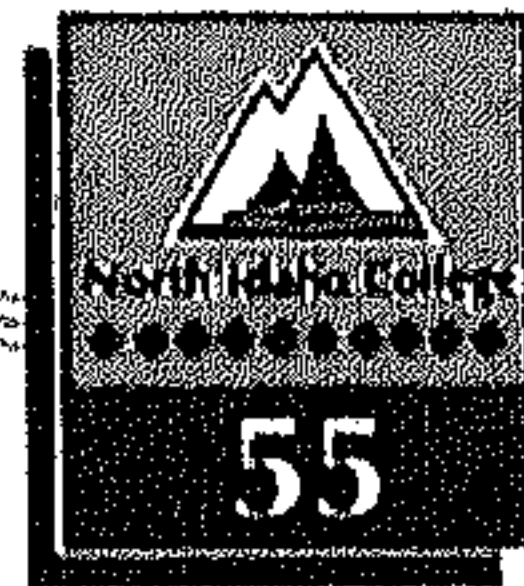
\*Electives may be selected from options listed in the A.A. degree requirements on pages 38-39

### Associate of Science Degree

Course	Title	Credit Hours
CHD 134	Infancy through Middle Childhood	1
CHD 243	Early Childhood Education	2
CHD 254	Child Guidance Theory	1
CHD 298A	Child Development Practicum	1
CHD 298B	Child Development Practicum	1
CHD 298C	Child Development Practicum	1
COMM 101	Introduction to Speech Communication	1
ENGL 101	English Composition	1
ENGL 102	English Composition	1



# PROGRAM GUIDELINES



PH 208	First Aid .....	1
PSYC 101	Introduction to Psychology .....	3
	PE Activity/Clubs .....	2
	*Arts and Humanities Electives .....	6
	*Laboratory Science Electives .....	8
	*Social Science Electives .....	6
	*Mathematics Elective .....	3-4
	*General Electives .....	10
	<b>TOTAL .....</b>	<b>67-68</b>

ARTC 284	Capstone Class II .....	3
	Art Electives: .....	4
*ARTC 290	Internship (optional) .....	3
	<b>Total .....</b>	<b>64-67</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

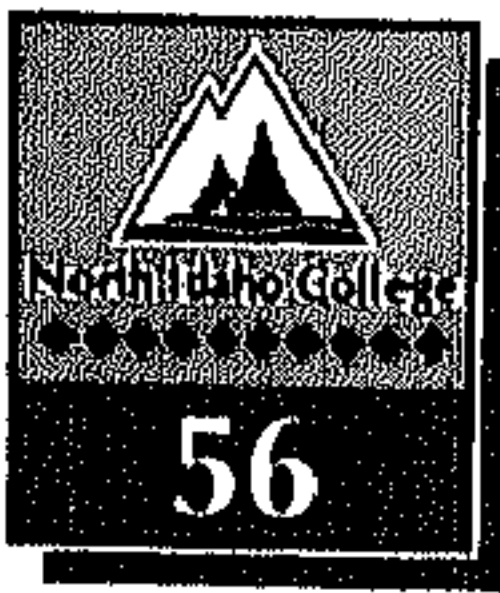
## Commercial Art Occupational Program

This occupational program prepares its graduates to meet the challenges of Commercial Art and related professions. The curriculum aims to equip students with the skills, knowledge, and abilities necessary to enter the job market. The broad range of media used to implement creative and aesthetic solutions include work in print advertising, packaging, and a variety of electronic media including TV, computer graphics and the Internet. This program fulfills the requirements for an Associate of Applied Science degree. Students must be accepted into the program prior to enrolling in commercial art coursework.

### Associate of Applied Science Degree

Course	Title	Credit Hours
<b>General Education Credits</b>		
ART 100	Survey of Art .....	3
ENGL 101	English Composition .....	3
ENGL 222	Business Writing .....	3
COMM 101	Introduction to Speech Communication .....	3
<b>Program Requirements</b>		
ART 111	Drawing I .....	2
ART 112	Drawing II .....	2
ART 121	Design & Creative Process I .....	3
ART 122	Design & Creative Process II .....	3
ARTC 111	Computer Graphics I .....	3
ARTC 112	Computer Graphics II .....	3
ARTC 210	Illustration I .....	2
ARTC 211	Illustration II .....	2
ARTC 212	Illustration III .....	2
ARTC 221	Graphic Design I .....	3
ARTC 222	Graphic Design II .....	3
ARTC 223	Graphic Design III .....	3
ART 217	Life Drawing I .....	3
ART 211	Beginning Painting I .....	3
ARTC 254	Prepress and Typography .....	2
ARTC 283	Capstone Class I .....	3





# PROGRAM GUIDELINES

## Communications

### Transfer Program

Communication is a discipline that teaches vital skills for success in today's society and provides professional preparation in communication fields. Communication provides the link for using all other technical skills and knowledge acquired in one's lifetime. Few assets are more valuable to career or community as a basic understanding of the dynamics of communication.

The department of communication offers program options or emphasis areas in Speech/General Communication, Public Relations, Visual Communication and Journalism. Each program option includes a common core of courses required of all communication majors.

### Speech/General Communication

Speech is a communication area that is not limited to public speaking. Speech includes the study of how people interact in relationships and groups, as well as public presentation situations. The course of study offered at NIC gives students the opportunity to explore all these areas of communication.

### Public Relations

Utilizing effective communication skills to promote the image of a company or organization is the role of a public relations person. The public relations course of study is one of diversity, where the focus is on understanding communication skills, modern communication media, and essentials of the work place.

### Visual Communication

The visual image as communication, especially the photographic image, plays a vital role in contemporary society. The Visual Communication area focuses on the knowledge, skills, and abilities needed to create visual images as a form of communication. The course of study offered at NIC gives students the opportunity to explore the role of the visual image in modern mass communication.

### Journalism

Focusing on knowledge and essential skills, this course of study prepares students for careers in journalism through an associate degree transfer program. Theoretical training and laboratory workshop methods are combined with practical experience on the NIC newspaper, *The Sentinel*. See page 69 for details.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Communications.

## Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech & Communication Studies	3
ENGL 101	English Composition I	3
ENGL 102	English Composition II	3
PHIL 201	Logic and Critical Thinking	3
PSYC 101	Introduction to Psychology	3
THEA 101	History of Theatre	3
<b>Core Electives:</b>		
	*Arts and Humanities Electives (1 course, 3 cr)	3
	HUMAN 101	3
	*Cultural Diversity Elective	3
	*Social Science Electives (1 course, 3 cr)	3
	*Mathematics Elective	3
	*Computer Science Elective	3
	*Laboratory Science Elective	3
	P.E. Activity/Dance	3

### Speech/General Communication Emphasis Electives:

COMM 111	Interview Techniques	3
COMM 133	Improved Listening Skills	3
COMM 134	Non-Verbal Communication	3
COMM 220	Intro to Intercultural Communication	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	3
One class from the following list:		
COMM 103	Oral Interpretation	3
COMM 200	Human Potential	3
COMM 209	Argumentation and Debate	3

### Public Relations Emphasis Electives:

BUSA 221	Principles of Marketing	3
COMM 220	Intro to Intercultural Communication	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	3
COMM 140	Mass Media in a Free Society	3
PHIL 103	Ethics	3

### Visual Communication Emphasis Electives:

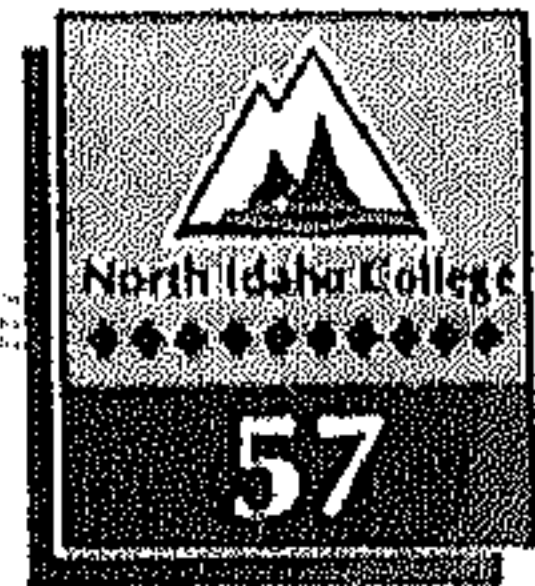
ART 121	Design and the Creative Process I	3
ART 122	Design and the Creative Process II	3
COMP 281	Introduction to Photography	3
COMM 140	Mass Media in a Free Society	3
One class from the following list:		
COMP 283	Intermediate Photography	3
COMP 289	Photocopying	3

### Journalism Emphasis Electives:

See page 68 for program guidelines and requirements



# PROGRAM GUIDELINES



## Associate of Science Degree

### Associate of Science Core Classes

Course	Title	Credit Hours
COMM 101	Introduction to Speech & Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
PHIL 101	Ethics	3
PSYC 101	Introduction to Psychology	3
THEA 101	Introduction to the Theatre	3
Core Electives	*Arts and Humanities Electives	0-4
	*Social Science Electives	1-6
	*Mathematics Elective	1-4
	*Laboratory Science Electives	0
	PE Activity/Dance	2

### Speech/General Communication Emphasis Electives:

ANTH 102	Social/Cultural Anthropology	3
COMM 111	Interview Techniques	2
COMM 103	Oral Interpretation	3
COMM 114	Improved Listening Skills	1
COMM 114	Nonverbal Communication	2
COMM 200	Human Potential	2
COMM 209	Argumentation and Debate	3
COMM 220	Intro to Intercultural Communication	3
COMM 231	Interpersonal Communication	3
COMM 236	Small Group Communication	3
PSYC 205	Developmental Psychology	3

### Public Relations Emphasis Electives

BUSA 120	Introduction to Desktop Publishing	3
BUSA 155	Principles of Marketing	3
BUSA 157	Fundamentals of Advertising	3
COMM 220	Intro to Intercultural Communication	3
COMM 231	Interpersonal Communication	3
COMM 236	Small Group Communication	3
COMM 121	News Writing	3
COMM 140	Mass Media in a Free Society	3
COMM 204	Editing	2
PHIL 101	Ethics	3

### Optional Coursework (not required for degree)

COMM 111	Interviewing Techniques	2
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3

### Visual Communications Emphasis Electives

ART 111/112	Drawing I and II	4
ART 121/122	Design and the Creative Process I and II	6
COMP 281	Introduction to Photography	3

COMP 281	Intermediate Photography	3
COMP 289	Photojournalism	3
COMM 140	Mass Media in a Free Society	3
CINA 126	Film and International Culture	3

### Journalism Emphasis Electives

See page 68 for program description and requirements.

## Computer Applications in Business

### Applied Technology Program

This Associate of Applied Science degree program prepares the student for entry-level employment in the computer field. Graduates will install, modify, troubleshoot and make repairs to both hardware and software systems. The program will cover the overall concepts of computer systems, operating systems, networks and their interfaces with installed hardware and software applications.

## Associate of Applied Science Degree

### First Semester

CABS 100	Principles of Computer Systems	3
CABS 120	Personal Computer Architecture	3
CABS 150	Introduction to Operating Systems	4
ENGL 101	English Composition	3
MATH 108	Intermediate Algebra	4

### Second Semester

CABS 130	Personal Computer Peripherals	3
CABS 140	Database	3
CABS 170	System Analysis/Design	3
CABS 251	Advanced Operating Systems	3
ENGL 202	Technical Writing	3

### Third Semester

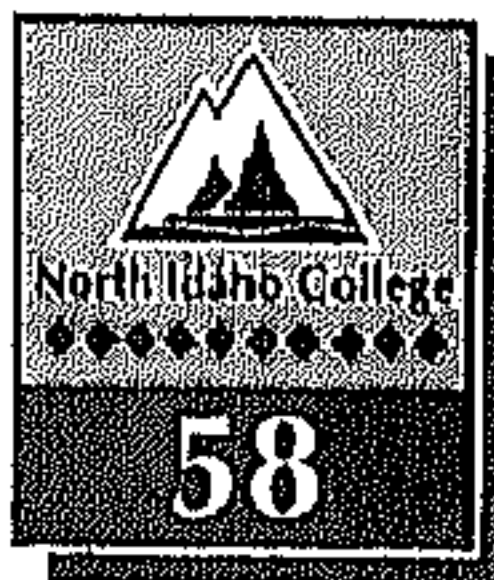
BUSA 101	Introduction to Business	3
CABS 160	Introduction to Networking	3
CABS 180	Introduction to Visual Basic	4
CABS 241	Advanced Database	3
COMM 236	Small Group Communication	3

### Fourth Semester

CABS 220	Integrated Software Concepts	3
CABS 262	Advanced Network Management	3
CABS 284	Emerging Information Technologies	3
CABS 295	CABS Internship	4
	*Industrial/Human Relations Elective	3
	<b>TOTAL</b>	<b>64</b>

\* Electives to be determined by advisor





# PROGRAM GUIDELINES

## Computer Science

### Transfer Program

This program leads to career opportunities in a wide variety of computer science areas: operating systems, expert systems, graphics, databases, software engineering, compilers, numerical analysis, etc.

This program requires a good math background. Students should complete MATH 025, MATH 108, and MATH 147, or their equivalents.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Computer Science. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication ....	3
CS 150	Computer Science I .....	4
CS 160	Computer Science II .....	3
CS 240	Digital Computer Fundamentals.....	3
CS 250	Data Structures .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 187	Discrete Math .....	4
MATH 170	Analytic Geometry and Calculus I .....	4
MATH 175	Analytic Geometry and Calculus II .....	4
MATH 335	Linear Algebra .....	3
PHYS 211	Engineering Physics .....	3
PHYS 211L	Engineering Physics Lab .....	1
PHYS 212	College Physics II .....	4
PHYS 212L	College Physics II Lab.....	1
4 credits from the following Computer Science electives:		
CS 204	Special Topics .....	arr.
CS 191	Programming in C .....	3
CS 270	Computer Organization & Assembly Language	3
	P.E. Activity/Dance .....	2
	*Social Science Electives .....	6
	*Arts and Humanities Electives .....	6
	*Social Science or Arts and Humanities Elective .....	3
	<b>TOTAL .....</b>	<b>67</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Criminal Justice

### Transfer Program

This program is recommended for students interested in pursuing a career in the criminal justice field. Positions available to graduates of the program may be found in the areas of local law enforcement agencies, correctional institutions, public and private security agencies, insurance companies (adjustor, investigator, etc.), or with a state's Department of Motor Vehicles.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Criminal Justice. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
ANTH 225	Native People of North America	1
BUSA 100	Introduction to Computers	1
COMM 101	Introduction to Speech Communication	3
COMM 111	Interviewing Techniques	2
COMP 281	Introduction to Programming	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 272	Business Writing	3
LAWE 101	Introduction to Commercial Law	2
MATH 110	Finite Math	4
MATH 253	Principles of Applied Statistics	3
PHIL 101	Ethics	3
PHYS 101	Fundamentals of Physics and Science	4
PHYS 111	General Physics I	3
PHYS 111L	General Physics I Lab	1
POLS 101	American National Government	3
POLS 102	State and Local Government	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 220	Marriage and Family	3
	*Arts and Humanities Electives	6
	P.E. Activity/Dance	2
	<b>TOTAL .....</b>	<b>67</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.



# PROGRAM GUIDELINES



## Culinary Arts

### Applied Technology Program

The Culinary Arts Program provides students with entry-level skills in the food service industry. Students receive instruction in cooking and baking as well as theoretical knowledge that underlines competency in the field. Additional training involves table services, menus, cost controls, storeroom, and stewarding. Students will have the opportunity to

- \* Learn and effectively practice basic and advanced technical skills in food preparation and service.
- \* Understand the principles of food identification, nutrition, and food and beverage composition.
- \* Gain experience in the proper use and maintenance of professional food service equipment.
- \* Become familiar with the layout and work flow of professional kitchens and bakershops.
- \* Gain an appreciation for the history, evolution, and international diversity of the culinary arts.
- \* Develop a sense of professionalism necessary for working successfully in the food service industry.

Students will spend one hour in theory and six hours in kitchen lab per day. Successful completion of each semester is required for admission into the next semester.

### Certificate of Completion

Course	Title	Credit Hours
ATEC 109	Occupational Relations .....	1.0
ATEC 110	Successful Job Search .....	1.0
CUA 151	Stewardship and Purchasing .....	3.5
CUA 152	Breakfast Cooking and Catering Skills .....	3.5
CUA 153	Prep Station Skills .....	3.5
CUA 154	Pantry Station Skills .....	3.5
CUA 155	Stock, Soup and Sauce Preparation .....	3.5
CUA 156	Line Cook Skills .....	3.5
CUA 157	Grill Cook Skills .....	3.5
CUA 158	Bakery Skills .....	3.5
CUA 159	Cash Cook and Production Manager .....	3.5
CUA 160	Culinary Arts Seminar .....	1.0
ENGL 095	Communication Skills .....	1.0
MATH 020	Computational Skills .....	1.0
	<b>TOTAL .....</b>	<b>36.5</b>

## Diesel Technology

### Applied Technology Program

The Diesel Technology program is designed to prepare the student for employment as an entry-level heavy duty mechanic. The program emphasizes extensive shop work using actual customer projects, as well as mock-up units and assemblies similar to those found in industry.

Instruction includes explanation of the problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, assemblies, suspension, cooling, and fuel and air systems. Also included in the program is a course in heavy duty mechanics welding and cutting using both oxy-acetylene and electric arc. Excellent math and reading skills are recommended. Skill-building courses in these areas are available through the Learning Center. (See page 26). Successful completion of each semester and/or permission of the instructor is required for admission into the next semester.

### Certificate Program

#### First Semester

Course	Title	Credit Hours
ATDT 105	Orientation/Safety/Gen. Shop Procedures ..	1.0
ATEC 120	Occupation Relations .....	3.0
DSL 108L	Diesel Welding Lab .....	2.0
DSL 115L	Diesel Lab .....	4.5
DSL 131	Diesel Engine/Electrical .....	5.5
MATH 024	Technical Mathematics .....	3.0

#### Second Semester

DSL 109L	Diesel Welding Lab .....	2.0
DSL 116L	Diesel Lab .....	4.5
DSL 121	Powertrain/Brakes .....	7.0
ENGL 099	Fundamentals for Writing .....	3.0
or ENGL 101	English Composition .....	(3.0)

#### Summer Session

(Required for one-year Certificate students, optional for two-year Certificate and A.A.S. degree students).

DSL 117L	Diesel Lab .....	2.0
DSL 195	Specialization Study .....	1.0
	<b>TOTAL .....</b>	<b>38.5</b>

### Two-Year Certificate/Second Year of Associate of Applied Science Degree

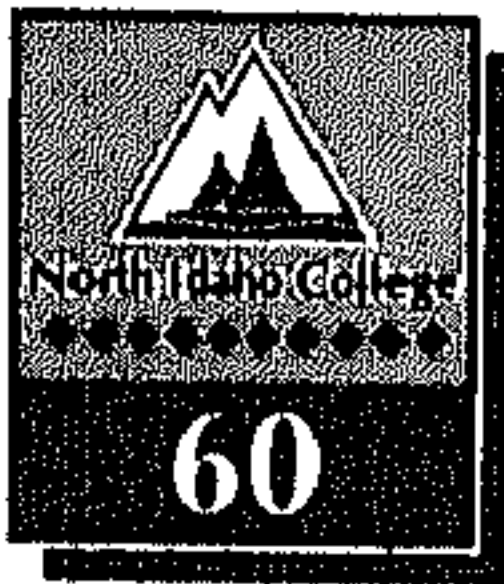
#### First Semester

Course	Title	Credit Hours
DSL 215L	Advanced Diesel Lab .....	6.0
DSL 221	Advanced Tune-up .....	5.0
	* A.A.S. Elective .....	3.0

#### Second Semester

ATDT 280	Heating/Ventilation/Air Conditioning .....	1.0
DSL 216L	Advanced Diesel Lab .....	6.0
DSL 261	Undercarriage/Hydraulics .....	5.0





# PROGRAM GUIDELINES

	* A.A.S. Elective .....	3.0
TOTAL	One-Year Certificate .....	38.5
	Two Year Certificate .....	58.5
	Associate of Applied Science Degree ...	64.5

\*Electives may be selected from options listed in the A.A.S. degree requirements on page 42.

## Drafting Technology

### Applied Technology Program

The Drafting Technology Program, which results in an Associate of Applied Science degree, is designed to prepare the student for entry-level employment as a drafting technician. Drafting technicians do working drawings of buildings, machine parts, or mechanical parts. They work in a variety of environments including engineering offices and for both large and small industries.

The first year of study gives the individual an understanding of mechanical drafting through learning to complete working drawings accurately and neatly. The year begins with an introduction to drafting and the drafting field, instruction in the use of various drafting tools, and use of the hand-held calculator. The student studies basic mathematics and algebra. Computer Aided Drafting (CAD) is presented each semester with students developing an awareness of what drafting tasks are best performed by microcomputer.

The second year includes an introduction to architectural drafting, gearing, calculation of ratios and speeds, selection of materials, physics, computer-aided drafting, and elementary surveying. Practical engineering problems are presented. Mathematics, computer-aided drafting, and physics are used to complete assigned projects. Actual drafting projects from outside the college are used as available, and some emphasis is placed on as-built drawings.

Surveying theory includes physical measurement in the horizontal and vertical plane, computation of areas, topographical mapping, and road profile layout. Some field work, along with instrument use, is necessary and instruction in operation of the level, rod, transit, theodolite, and electronic distance meter is given.

A general education component is required. It consists of six credits in communications (three of which are technical writing); three credits in math/economics and three credits in human relations. It is strongly recommended that students complete Math 108 before entering the program. Students must be at least eligible for MATH 108 (successful completion of MATH 030 or its equivalent) in order to qualify for acceptance into the program. Skill building courses in math and other areas are available. For more information see the Bridge Program on page 45. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

## Associate of Applied Science Degree

### Freshman Level

#### First Semester

Course	Title	Credit Hours
BUSO 101A	Basic Keyboarding	1.0
DRFT 101	Drafting Theory & Lab I	5.0
DRFT 109	Computer Aided Drafting I	6.0
ENGL 099	Fundamentals for Writing	3.0
or ENGL 101	English Composition	3.00
or ENGL 102	English Composition	3.00
MATH 108	Intermediate Algebra	4.0
or MATH 130	Finite Math	4.00
or MATH 145	Advanced Technical Math I	3.00

#### Second Semester

DRFT 102	Drafting Theory & Lab	4.5
DRFT 110	Computer Aided Drafting II	4.5
DRFT 174	Descriptive Geometry	1.0
DRFT 175	Quality & Cost Control	1.0
MATH 145	Advanced Technical Math I	1.0
or MATH 146	Advanced Technical Math II	1.00

### Sophomore Level

#### First Semester

Course	Title	Credit Hours
DRFT 201	Drafting Theory & Lab III	2.5
DRFT 209	Computer Aided Drafting III	4.5
DRFT 235	Applied Physics	2.0
DRFT 262	Surveying	1.0
ENGL 202	Technical Writing	1.0

#### Second Semester

ATEC 120	Occupational Relations	1.0
DRFT 202	Drafting Theory & Lab IV	4.5
DRFT 210	Computer Aided Drafting IV	4.5
DRFT 236	Applied Physics	1.0
TOTAL		61

\*Electives may be selected from options listed in the A.A.S. degree requirements on page 42.

## Education

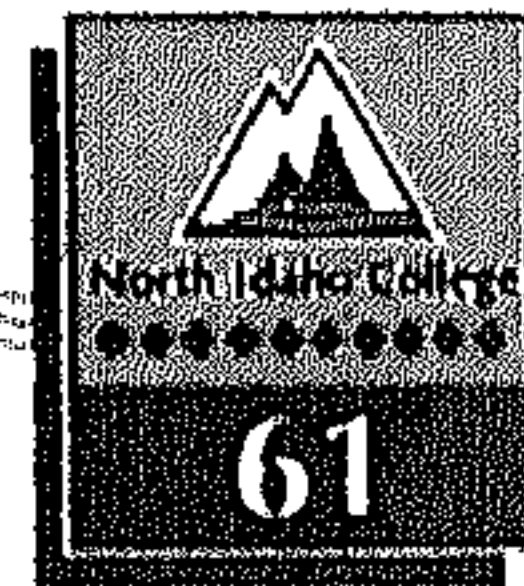
### Secondary Education

#### Transfer Program

Students who plan to teach at the middle school or high school level need to identify the subjects they wish to teach (English, math, history, etc.) and then pursue an Associate of Science or Associate of Arts Degree in that area (see an appropriate program guideline). An Associate of Science Degree is most efficient for transfer to Idaho colleges and the Associate of Arts Degree works best for Eastern Washington University, Gonzaga University and possibly other out-of-state colleges. Specific course selections should include PSYC 101, EDUC 201 and



# PROGRAM GUIDELINES



other courses identified by your intended transfer institution's catalog. Refer to the A.A. and A.S. degree requirements on pages 38-41.

## Elementary Education Transfer Program

Students who plan to teach at the elementary school level should pursue an Associate of Science Degree for transfer to Idaho colleges (University of Idaho offers an elementary education at NIC through its Coeur d'Alene Center) or an Associate of Arts Degree for transfer to Eastern Washington University, Gonzaga University and possibly other out-of-state colleges. Course selections should include PSYC 101, EDUC 201, MATH 157 and 257, HIST 111 or 112 and other courses specified by your intended transfer institution's catalog. Refer to the A.A. and A.S. degree requirements on pages 38-41.

## Associate of Arts Degree

Course	Title	Credit Hours
CCOMM 100	Introduction to Speech Communication	3
EDUC 201	Introduction to Teaching	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 157	Math for Elementary School Teachers I	3
MATH 257	Math for Elementary School Teachers II	3
PHIL 201	Logic and Critical Thinking	3
	PE Activity/Dance	2
	Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	4
	General Electives (EDUC 190 & 275 recommended)	12
<b>TOTAL</b>		<b>67-69</b>

## Associate of Science Degree

Course	Title	Credit Hours
CCOMM 100	Introduction to Speech Communication	3
EDUC 201	Introduction to Teaching	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
	PE Activity/Dance	2
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	6-9
	*Arts and Humanities Electives	6-9
	General Electives (EDUC 190 & 275 recommended)	20-29
<b>TOTAL</b>		<b>64-73</b>

\* Electives may be selected from options listed in the A.A. and A.S. degree requirements on pages 38-41.

## Electronics Technology Applied Technology Program

This two-year (four semester) program is designed to give students a strong in-depth foundation in electronics principles. Students will be prepared for employment as entry level computer, field service, engineering and bench technicians.

Classes are in session six hours per day, five days per week. Students will learn the theory, application and troubleshooting of DC and AC electrical components and circuits, semiconductors (including, but not limited to: diodes, transistors, triacs, SCRs, UJTs), integrated circuits (both analog and digital), microprocessor systems and a brief introduction to communication and industrial electronics fundamentals.

Skills gained will include component identification, reading schematics, use of industry standard test equipment (Oscilloscope, Volt/Ohm/Milliammeter, Logic Analyzer, Transistor Curve Tracer), soldering techniques, and use of industry standard documentation (data books and technical literature). A heavy emphasis is placed on troubleshooting and practical design techniques.

Interested students should be eligible for MATH 101 (successful completion of MATH 030 or equivalent) and possess good reading skills. Skill building courses in these and other areas are available. (See Bridge Program, page 45). In addition to technical course requirements, 12 credit hours of applicable general education classes will result in awarding of an A.A.S. degree. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

## Associate of Applied Science Degree

### First Year

#### First Semester

ELEC 151	Electrical Theory I	8
ELEC 151L	Electrical Laboratory I	5
MATH 108	Intermediate Algebra	4
	or MATH 130 Finite Math	(4)
	or MATH 145 Advanced Technical Math I	(3)
ENGL 099	Fundamentals for Writing	3.0
	or ENGL 101 English Composition	(3.0)
	or ENGL 102 English Composition	(3.0)

#### Second Semester

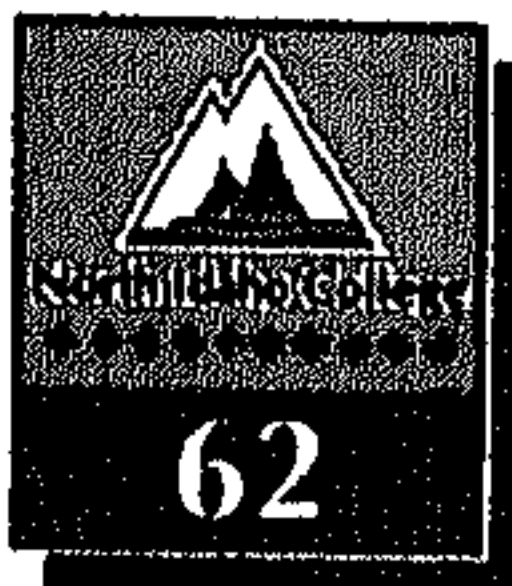
ELEC 152	Electrical Theory II	8
ELEC 152L	Electrical Laboratory II	5
MATH 145	Advanced Technical Math I	3
	or MATH 146 Advanced Technical Math II	(3)

### Second Year

#### First Semester

ELEC 253	Electronics Theory III	10
ELEC 253L	Electronics Laboratory III	5
ENGL 202	Technical Writing	3





# PROGRAM GUIDELINES

## Second Semester

ELEC 254	Electronics Theory IV .....	10
ELEC 254L	Electronics Laboratory IV .....	5
ATEC 120	Occupational Relations .....	3
	* A.A.S. Elective .....	3
	<b>TOTAL</b> .....	<b>75</b>

\*Electives may be selected from options listed in the A.A.S. degree requirements on page 42.

## Engineering Transfer Program

The program offers the full range of engineering and related courses to satisfy freshman and sophomore requirements for students planning to transfer to institutions offering baccalaureate degrees in engineering or engineering technology. It lays a solid foundation for further studies in civil, mechanical, and electrical engineering, and provides the flexibility needed by students interested in emerging fields like robotics, bio-engineering, geological engineering, mining engineering, and many others. The advantages of small class size, individual attention, a knowledgeable professional staff, and state-of-the-art instructional equipment, incorporating modern CAD (computer aided design) are well suited to meeting the lower division requirements for degrees in engineering. A solid math and science background is important preparation for a college engineering program.

These curricula are designed to allow students transferring to the University of Idaho to enter their junior year with essentially the same course work as students who completed their first two years at that school. Curricula can be adjusted to meet similar requirements for other institutions.

These engineering curricula do not lead to an A.S. or A.A. degree from North Idaho College. Anyone wishing a degree should refer to the graduation requirements listed in this catalog on pages 38-41.

## Engineering Core Freshman Level

Course	Title	Credit Hours
CHEM 111	Principles of Gen. College Chemistry I .....	4
CHEM 112	Principles of Gen. College Chemistry II .....	4
CS 150	Computer Science I .....	4
or CS 185	Intro to Numerical Computing in FORTRAN . (3)	
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
ENGR 101	Engineering Graphics .....	2
ENGR 201	Electric Circuits I .....	4
MATH 170	Analytic Geometry and Calculus I .....	4
MATH 175	Analytic Geometry and Calculus II .....	4
PHYS 211	Engineering Physics .....	3
PHYS 211L	Engineering Physics Lab .....	1

*Arts and Humanities or		
*Social Science Elective		3
<b>TOTAL</b> .....		<b>18-19</b>

## Chemical Engineering Sophomore Level

Course	Title	Credit Hours
CHEM 277	Organic Chemistry I	1
CHEM 277L	Organic Chemistry I Lab	1
CHEM 287	Organic Chemistry II	1
CHEM 287L	Organic Chemistry II Lab	1
ECON 201	Principles of Economics	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 221	Dynamics of Rigid Bodies	1
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	Engineering Physics II	4
PHYS 212L	Engineering Physics II Lab	1
	*Arts and Humanities or	
	*Social Science Elective	3
<b>TOTAL</b> .....		<b>37</b>

## Civil Engineering Sophomore Level

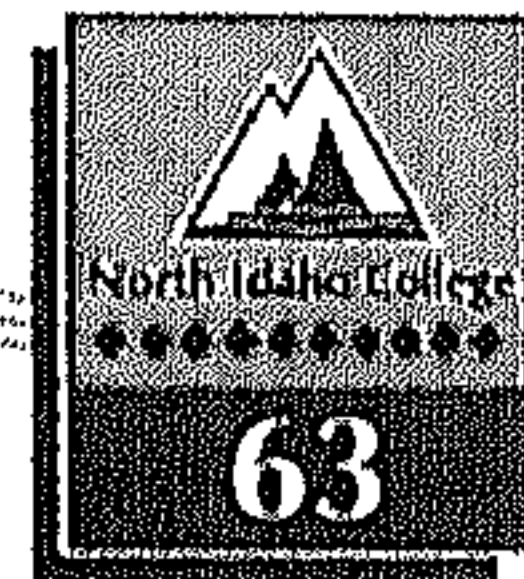
Course	Title	Credit Hours
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 214	Surveying	4
ENGR 221	Dynamics of Rigid Bodies	1
ENGR 295	Strength of Materials	1
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	1
PHYS 212	College Physics II	4
PHYS 212L	College Physics II Lab	1
	*Arts and Humanities or	
	*Social Science Elective	6
<b>TOTAL</b> .....		<b>36</b>

## Electrical Engineering Sophomore Level

Course	Title	Credit Hours
CS 240	Digital Computer Fundamentals	4
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 221	Dynamics of Rigid Bodies	1
ENGR 295	Strength of Materials	1
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	1
PHYS 212	College Physics II	4



# PROGRAM GUIDELINES



PHYS 212L	College Physics II Lab	1
	*Arts and Humanities Electives or *Social Science Electives	6
	<b>TOTAL</b>	<b>36</b>

## Mechanical, Agricultural Engineering Sophomore Level

Course	Title	Credit Hours
ECON 201	Principles of Economics	3
ECON 202	Principles of Economics	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 221	Dynamics of Rigid Bodies	3
ENGR 293	Strength of Materials	3
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	College Physics II	4
PHYS 212L	College Physics II Lab	1
	*Arts and Humanities or *Social Science Elective	3
	<b>TOTAL</b>	<b>35</b>

## Mining, Geological Engineering Sophomore Level

Course	Title	Credit Hours
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 214	Surveying	4
ENGR 221	Dynamics of Rigid Bodies	3
ENGR 293	Strength of Materials	3
GEOL 101	Physical Geology	3
GEOL 101L	Physical Geology Lab	1
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	College Physics II	4
PHYS 212L	College Physics II Lab	1
	*Arts and Humanities or *Social Science Elective	3
	<b>TOTAL</b>	<b>37</b>

\*Electives may be selected from options listed in the A.A. and A.S. degree requirements on pages 38-41.

## English

### Transfer Program

Through the study of literature and training in composition, students studying English learn to think logically, to analyze and organize a wide variety of data, and to write and speak clearly, accurately, and convincingly—in a word, to communicate. Mastery of the skills of communication gives students their greatest advantage in continuing their education or in entering the job market. In addition, because students who study literature must deal with writing in a number of genres, from various periods, and containing various ideas, they learn how to become reasonably knowledgeable in areas in which they have had no previous training. In other words, they learn how to keep on learning throughout their lives. Students learn how to access specialized materials and how to evaluate and interpret data of various kinds by writing well-documented and convincing analyses. All of these are permanent skills which do not become obsolete with advances in science and technology.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in English. Course selection should be tailored to match requirements defined by intended transfer institutions.

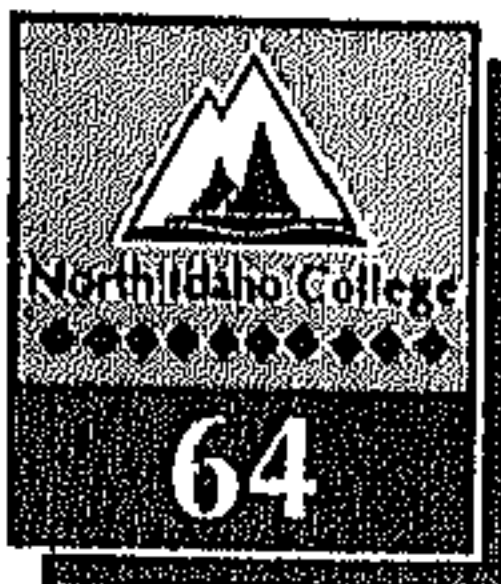
### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
HUMS 101	Montage: Introduction to the Humanities	3
PHIL 201	Logic and Critical Thinking	3
	One Foreign Language	16
	P.E. Activity/Dancer	2
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Arts and Humanities Electives	6
	General Electives	3
	<b>TOTAL</b>	<b>64-69</b>

\*Electives can be selected from options listed in the A.A. degree requirements on pages 38-39.

Students who plan to earn a bachelor of science degree at a four-year institution may wish to take courses which would lead to an A.S. degree rather than an A.A. degree. Curriculum requirements would be coordinated with the catalog of the transfer institution.





# PROGRAM GUIDELINES

## Environmental Health

### Transfer Program

This program is designed for students planning to transfer to an environmental health program at Boise State University. Refer to the BSU Catalog, Dept. of Community and Environmental Health Programs, for guidance during the first two years.

Students must spend 20 hours with environmental health agencies prior to beginning upper division (junior) courses. An internship with public health agencies is also required as part of upper division level students.

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 202	General Zoology .....	4
BIOL 203	General Botany .....	4
BIOL 204	Introduction to Life Sciences .....	4
CHEM 111	Principles of General College Chemistry I ...	4
CHEM 112	Principles of General College Chemistry II ..	4
COMM 101	Introduction to Speech Communication ...	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 147	Pre-calculus .....	5
MATH 148	Graphing Calculator .....	1
PHIL 101	Introduction to Philosophy .....	3
PHYS 111	General Physics I .....	3
PHYS 111L	General Physics I Lab .....	1
PHYS 112	General Physics II .....	3
PHYS 112L	General Physics II Lab .....	1
PSYC 101	Introduction to Psychology .....	3
SOC 101	Introduction to Sociology .....	3
	P.E. Activity/Dance .....	2
	*Arts and Humanities Electives .....	6-9
	*Social Science Electives .....	6-9
	<b>TOTAL .....</b>	<b>66-72</b>

\* Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Environmental Science

### Transfer Program

An Associate of Science Degree in Environmental Sciences program is designed for students who desire professional careers in the environmental sciences. This degree will fulfill requirements for the following B.S. degree programs at the University of Idaho: Environmental Science, Forestry Resources, Plant Science, Range Resources, Fisheries Resources, and Wildlife Resources.

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 202	General Zoology .....	4
BIOL 203 or	General Botany .....	4

BIOL 241	Systematic Botany .....	4
BIOL 204	Introduction to Life Sciences .....	4
BIOL 205	General Soils .....	4
BIOL 231	General Ecology .....	4
BIOL 250	General Microbiology .....	4
BIOL 251	Principles of Range Resources Mgmt .....	2
BIOL 290	Principles of Wildlife Biology .....	2
CHEM 111	Principles of General College Chemistry I ..	4
COMM 101	Introduction to Speech Communication .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 130	Finite Math .....	4
	or MATH 147 Pre-calculus .....	(5)
	and MATH 148 Graphing Calculator .....	(1)
	*P.E. Activity/Dance .....	2
	*Arts and Humanities Electives .....	6
	*Science or Math Electives .....	8
	*Social Science Electives .....	9
	<b>TOTAL .....</b>	<b>66-76</b>

\*Electives can be selected from options listed in the A.S. degree requirements on pages

## Foreign Language

### Transfer Program

The study of world cultures is an integral part of a well-rounded education. Learning a foreign language provides a sense of shared humanity and offers insight into the human mind, thus helping international understanding. It improves intellectual skills, helps the learner understand the customs, culture, and literature of other countries, and provides a wealth of material in other languages.

The knowledge of foreign languages is much needed and in demand in various sectors: business and commerce, civil service, law, media, applied sciences, service occupations, tourism, social sciences and engineering among others. Students wanting to major in a foreign language are urged to complete an Associate of Arts Degree.

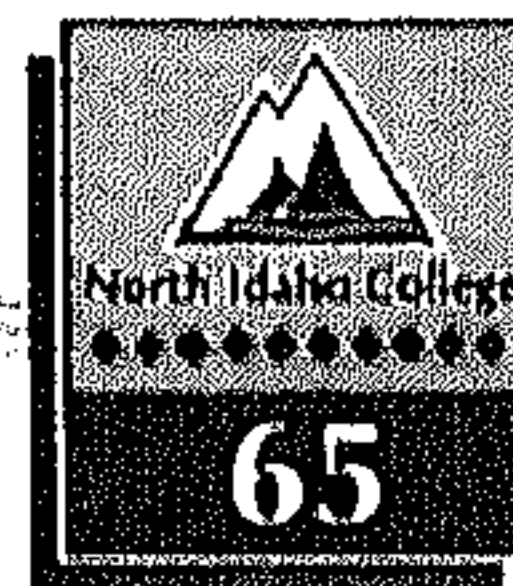
Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of low-caliberate degree requirements in Foreign Language. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
PHIL 201	Logic and Critical Thinking .....	3



# PROGRAM GUIDELINES



P.E. Activity/Dance	2
*Foreign Language (select one)	16
*Mathematics Elective (MATH 251 recommended)	3-4
*Computer Science Electives	2-3
*Laboratory Science Electives	8
*Social Science Electives	12
*Arts and Humanities Electives	6
General Electives	3
<b>TOTAL</b>	<b>64-66</b>

\* Electives may be selected from options listed in the A.A. degree requirements on pages 38-39.

It is strongly suggested that students majoring in foreign language take courses in at least two foreign languages since many universities require such before issuing a Bachelor of Arts in Foreign Language.

## Forestry/Wildlife/Range/ Wildland Recreation Management Transfer Program

This program provides suggested course work for the first half of baccalaureate degree requirements in natural resource management disciplines such as forestry, wildlife, range, or wildland recreation management. The program will acquaint the student with physical, biological, and social sciences as well as the humanities. This will provide a basis of general education and scientific-professional courses addressing the use of forest and range lands and related resources.

Completion of the following courses results in an associate degree and meets general core requirements in all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Forestry, Wildlife, Fisheries, Range, and Recreation Management. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BICH 101	Forestry Chaparral	1
BICH 202	General Zoology	4
BICH 203	General Botany	4
BICH 204	Introduction to Life Sciences	4
BICH 221	Forest Ecology	4
BICH 241	Systematic Botany	4
CS 100	Introduction to Computers	3
CHEM 101	Essentials of General Chemistry I	4
COMM 101	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ECON 202	Principles of Economics (Micro)	3

ENGL 101	English Composition	3
ENGL 102	English Composition	3
GEO 101	Physical Geology	3
GEO 101L	Physical Geology Lab	1
MATH 160	Survey of Calculus	4
or MATH 170	Analytic Geometry and Calculus I	(4)
MATH 251	Principles of Applied Statistics	3
PHYS 101	Fundamentals of Physical Science	4
P.E. Activity/Dance		2
*Arts and Humanities Electives		6-9
*Social Science Electives		6-9
<b>TOTAL</b>		<b>69</b>

\* Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## General Studies Transfer Program

This program is suggested for students wishing to pursue a general studies option.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in a General Studies Program. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

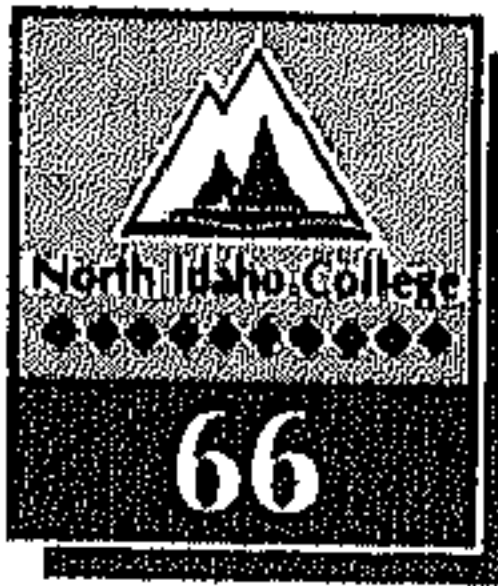
Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
PHIL 201	Logic and Critical Thinking	3
P.E. Activity/Dance		2
*Mathematics Elective		3-4
*Computer Science Elective		2-3
*Laboratory Science Electives		8
*Social Science Electives		12
*Arts and Humanities Electives		6
*Cultural Diversity Elective		3
General Electives		14-16
<b>TOTAL</b>		<b>64</b>

\* Electives may be selected from options listed in the A.A. degree requirements on pages 38-39.

### Associate of Science Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
P.E. Activity/Dance		2





# PROGRAM GUIDELINES

*Mathematics Elective .....	3-4
*Laboratory Science Electives .....	8
*Social Science Electives .....	6-9
*Arts and Humanities Electives .....	6-9
General Electives .....	26-27
<b>TOTAL .....</b>	<b>64</b>

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Geology

### Transfer Program

This program is for students interested in pursuing a baccalaureate degree. Geology is the science that deals with the history of the earth and its life, especially as recorded in rocks. Small classes, excellent laboratories, and close proximity to classical geological field environs are especially well suited to providing the lower-division requirements for geology majors. A strong background in science and mathematics is important preparation for a college geology program.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Geology. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 100	Fundamentals of Biology .....	4
or BIOL 201	Introduction to Life Sciences .....	(4)
CHEM 111	Principles of Gen. College Chemistry I .....	4
CHEM 112	Principles of Gen. College Chemistry II .....	4
COMM 131	Introduction to Speech Communication ....	3
CS 185	Intro to Num. Computing with FORTRAN ....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
GEOL 101	Physical Geology .....	4
GEOL 102	Historical Geology .....	4
GEOL 255	Systematic Mineralogy .....	4
MATH 170	Analytic Geometry and Calculus I .....	4
MATH 253	Principle of Applied Statistics .....	3
PHYS 111/111L	General Physics I and Lab .....	4
PHYS 112/112L	General Physics II with Lab .....	4
	P.E. Activity/Dance .....	2
	*Arts and Humanities Electives .....	9
	*Social Science Electives .....	6
	Geology Elective .....	4
<b>TOTAL .....</b>	<b>73</b>	

\*Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Heating, Ventilation, Refrigeration and Air Conditioning

### Applied Technology Program

This program is designed to prepare the student for entry-level employment in the field of heating, ventilation, refrigeration, and air conditioning. The program includes three hours of theory and three hours of applied hands-on lab experience each day. Graduates can expect to install home and institutional heating and air conditioning systems, as well as being able to work on smaller systems and units.

Students will begin the program with studies of refrigeration theory, refrigeration cycle, heat transfer, equipment, and accessories. The electrical components studies will include basic electricity, circuitry, symbols, schematics, wiring, and motor controls.

Students will learn advanced electricity, control wiring, and wiring diagrams using air conditioning equipment. Also included is the study of enthalpy charts (enthalpy diagrams) as used in the refrigeration/air conditioning industry. Gas, oil, electric furnaces and heat pump heating will also be studied. All types of heating controls and air flow principles are covered as well as psychometric charts and their uses, load calculations, and duct designs.

The program includes the study of light commercial and industrial air conditioning systems, system controls and installation. Successful completion of the first semester and/or permission of the instructor is required for advancement into the second semester.

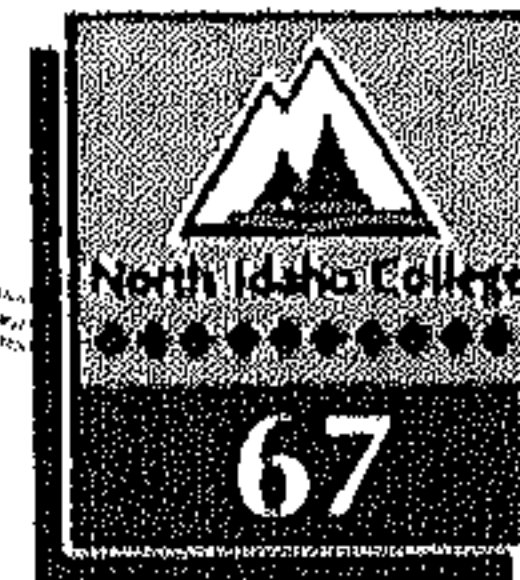
It is recommended that students have strong math and reading skills. Skill-building support is available through the Learning Center. (See page 27).

### Certificate of Completion

First Semester		
Course	Title	Credit Hours
BUSA 135	Computer Applications for Technicial Prog.	2
HVAC 161	HVAC/R Principles	3
HVAC 161L	HVAC/R Laboratory	5
HVAC 165	HVAC/R Electrical	4
HVAC 167	HVAC/R Heating Systems	4
MATH 024	Technical Mathematics	3
Second Semester		
Course	Title	Credit Hours
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
ENGL 095	Communication Skills	3
HVAC 171L	HVAC/R Laboratory	5
HVAC 175	HVAC Systems	4
HVAC 177	Refrigeration	4
HVAC 180	HVAC/R Codes & Licenses	3
<b>TOTAL .....</b>	<b>40</b>	



# PROGRAM GUIDELINES



## History Transfer Program

The history major is designed for students desiring a broad liberal arts background either as preparation for a profession or for personal enrichment. Careers in history include teaching (primary, secondary, or college level), museum work, historical research and writing, and preserving and interpreting history for the general public through a variety of local, state, and federal agencies. The history major is also highly recommended preparation for law, politics, the military, and public service. Because it develops breadth of knowledge as well as critical thinking and problem solving skills, a history degree is widely considered an excellent foundation for many managerial and executive careers. For this reason, it is a fine choice for the general studies student.

Completion of the following courses results in an associate degree and meets the general core requirements at most Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in History. Course selection should be tailored to meet requirements defined by intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
CS 100	Introduction to Computers	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
HIST 101	History of Civilization	3
HIST 102	History of Civilization	3
HIST 111	United States History	3
HIST 112	United States History	3
MATH 123	Contemporary Math	3
PHIL 201	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Social Science Elective (other than history)	6
	*Arts and Humanities Electives	6
	*Lab Science Electives	8
	*History Elective	3
	*Cultural Diversity Elective	3
	General Elective	3
	<b>TOTAL</b>	<b>64</b>

### Associate of Science Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
HIST 101	History of Civilization	3
HIST 102	History of Civilization	3
HIST 111	United States History	3

HIST 112	United States History	3
MATH 123	Contemporary Math	3
	P.E. Activity/Dance	2
	Foreign Language <sup>1</sup>	8
	*Social Science Elective (other than history)	6
	*Arts and Humanities Electives	6
	*Lab Science Electives	8
	*History Elective	3
	General Electives	7
	<b>TOTAL</b>	<b>64</b>

<sup>1</sup> University of Idaho B.A. degrees in liberal arts require foreign language proficiency equivalent to two years of college-level study. If you have completed or tested out of this requirement, choose humanities or social science electives instead.

\* Electives may be selected from options listed in the A.A. and A.S. degree requirements on pages 38-41.

## Hospitality

### Applied Technology Program

The Hospitality program leads to upper entry-level positions in hotel, motel, and restaurant operations. The coursework includes a combination of general business, marketing and management courses, specific hospitality industry courses, and on-the-job experience and internships designed to prepare the student for a career in the hospitality industry. The program is also intended to provide educational qualification for individuals already working in this field. Successful completion of the program results in an Associate of Applied Science Degree.

### Associate of Applied Science Degree

The curriculum for the Hospitality Program is currently under review. For information contact the Business Division at (208) 769-7784.





# PROGRAM GUIDELINES

## Journalism

### Transfer Program

This program will prepare students for careers in journalism or communications. The focus is on knowledge and skills essential in those areas. Theoretical training and laboratory workshop methods are combined with practical experience on the NIC newspaper, *The Sentinel*.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Journalism. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

#### Associate of Arts Core

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication ....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
PHIL 201	Logic and Critical Thinking .....	3
POLS 101	American National Government .....	3
PSYC 101	Introduction to Psychology .....	3

#### Core Electives:

*Arts and Humanities Electives .....	6
*Cultural Diversity Elective .....	3-4
*Social Science Electives (Group 3 & 4) ....	6
*Mathematics Elective .....	3-4
*Computer Science Elective .....	2-3
*Laboratory Science Electives .....	8
P.E. Activity/Dance .....	2

#### Journalism Emphasis Electives:

COMM 111	Interview Techniques .....	2
COMJ 100	<i>Sentinel</i> Staff .....	1-2
COMJ 121	News Writing .....	3
COMJ 140	Mass Media in a Free Society .....	3
COMJ 204	Editing .....	2
COMJ 222	Reporting .....	3
COMP 281	Introduction to Photography .....	3
<b>TOTAL</b> .....	<b>65-67</b>	

#### Optional Coursework (Not required for degree):

COMJ 100	<i>Sentinel</i> Staff (Continuing) .....	1-2
COMJ 298	Journalism Practicum .....	2
PHIL 103	Ethics .....	3

### Associate of Science Degree

#### Associate of Science Core

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication ....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3

PHIL 201	Logic and Critical Thinking	3
PSYC 101	Introduction to Psychology	3

#### Core Electives:

*Arts and Humanities Electives	6-6
*Social Science Electives	6-6
*Mathematics Elective	4-4
*Laboratory Science Electives	8
P.E. Activity/Dance	2

#### Journalism Emphasis Electives:

COMM 111	Interview Techniques	2
COMJ 100	<i>Sentinel</i> Staff	1-2
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMJ 222	Reporting	3
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3
PHIL 103	Ethics	3
POLS 101	American National Government	3
<b>TOTAL</b>		<b>65-66</b>

#### Optional Coursework (Not required for degree):

COMJ 100	<i>Sentinel</i> Staff (Continuing)	1-2
COMJ 298	Journalism Practicum	2

\*Electives may be selected from options listed in the A.A. and A.S. degree requirements on pages 38-41

## Law Enforcement

### Applied Technology Program

This program prepares the student for an entry level position as a city, county, or state law enforcement officer. Upon completion, the student fulfills the requirements for the A.A.S. degree and is eligible to challenge peace officer certification in Idaho.

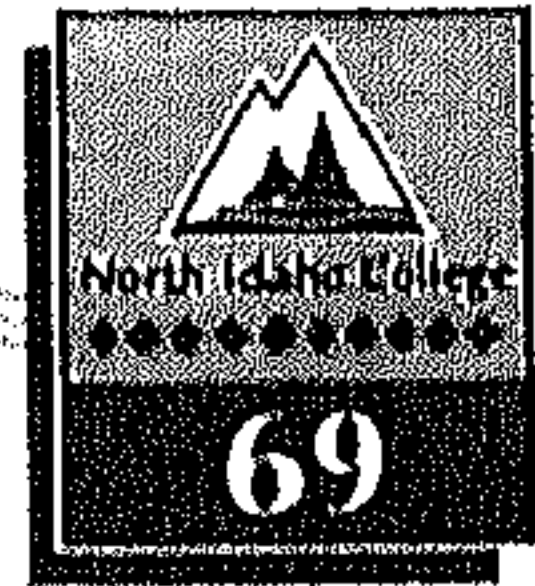
Applications for the Sophomore Law Enforcement block may be picked up from T. Leach, Room 219, Hedlund Building, three weeks before midterm week each semester. Application and acceptance into the Sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above. Applicants for the Sophomore Law Enforcement block must undergo a polygraph examination, fingerprinting and a background check. A Hepatitis B vaccination is required at the Sophomore Law Enforcement level.

This program consists of two semesters of academic courses followed by one semester of technical LAWE courses and one semester of internship.

Students who successfully complete the POST Academy will be given credit for LAWE 219-228. Credit may also be granted for LAWE 290 and 293, the internship sequence, for individuals who have successfully completed the POST Academy and have been continuously employed as full-time law enforcement officers for more than six consecutive months. Contact



# PROGRAM GUIDELINES



The Law Enforcement Program instructor/coordinator for these procedures.

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to become law enforcement supervisors. Management positions of credit will be granted for POST coursework. This is a career-long administrative program.

## Associate of Applied Science Degree First Semester

Course	Title	Credit Hours
BLSA 110*	Introduction to Word Processing	1
BLSA 101A*	Basic Bookkeeping	1
ENGL 101	English Composition	3
LAWE 102	Introduction to Criminal Justice	3
PHIL 201	Logic and Critical Thinking	3
PHIL 101	American National Government	3
PSYC 101	Introduction to Psychology	3

### Second Semester

BLSA 100	Introduction to Computers	3
or CS 100	Introduction to Computer Science	(3)
COMM 101	Introduction to Speech Communication	3
or COMM 213	Interpersonal Communication	(3)
or COMM 216	Small Group Communication	(3)
COMM 111	Learning Skills	1
PE 200	First Aid	3
PHIL 102	State and Local Government	3
SOC 102	Social Problems	3

### Third Semester

LAWE 219	Self Defense	3
LAWE 220	Basic Police Law	2
LAWE 221	Professional Orientation	1
LAWE 222	Police Procedures	2
LAWE 223	Patrol Procedures	1
LAWE 224	Practical Problems	1
LAWE 225	Investigation	3
LAWE 226	Enforcement Skills	1
LAWE 228	Police Physical Fitness	1

### Fourth Semester

LAWE 290	Law Enforcement Theory	3
LAWE 291	Law Enforcement Internship	10
PSYC 205	Developmental Psychology	3
<b>TOTAL</b>		<b>64</b>

\* BLSA 101A and BLSA 110 may be challenged for credit. An information packet is available on Line Hall 122.

LAWE 219*	Self Defense	3
LAWE 220*	Basic Police Law	2
LAWE 221*	Professional Orientation	1
LAWE 222*	Police Procedures	2
LAWE 223*	Patrol Procedures	1
LAWE 224*	Practical Problems	1
LAWE 225*	Investigation	3
LAWE 226*	Enforcement Skills	1
LAWE 228*	Police Physical Fitness	1
POLS 101	American National Government	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

\* POST Basic Academy courses may satisfy the requirement for LAW 219-228.

### Second Semester

COMM 101	Introduction to Speech Communication	3
ENGL 102	English Composition	3
or ENGL 202	Technical Writing	(3)
LAWE 293*	Law Enforcement Internship	10
POLS 102	State and Local Government	3
SOC 220	Marriage and Family	3
or SOC 283	Death and Dying	(3)
PSYC 205	Developmental Psychology	3

\* Credit may be given for LAW 293 to individuals who have successfully completed the POST Basic Academy exam and have been continuously employed as full-time law enforcement officers for more than six consecutive months.

### Third Semester

COMM 213	Interpersonal Communication	3
or COMM 236	Small Group Communication	(3)
LAWE 240	Administration of Justice I	3
MATH 130	Finite Mathematics	4
PSYC 211	Abnormal Psychology	3
or PSYC 223	Stress Management	(3)
or FLAN**	Foreign Language	(3)

### Fourth Semester

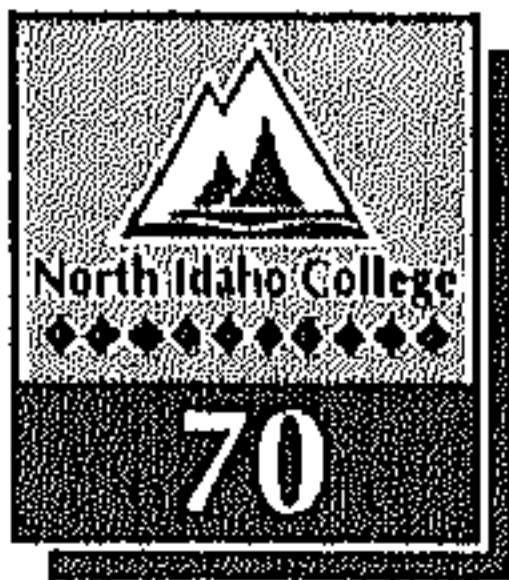
PHIL 201	Logic and Critical Thinking	3
LAWE 241	Administration of Justice II	3
<b>TOTAL</b>		<b>68</b>

\*\* Any foreign language course (French, German, Japanese or Spanish) may satisfy this requirement. FLAN 106 or 207 does not satisfy this requirement.

## Administration of Justice Associate of Applied Science Degree First Semester

BLSA 100	Introduction to Computers	3
ENGL 101	English Composition	3





# PROGRAM GUIDELINES

## Machine Technology

### Applied Technology Program

Machine Technology prepares the student for entry-level employment in the machining industry. There are some 250 types of machinists employed in all sections of the country. Good job opportunities exist for the future. The course consists of basic-to-advanced machine training including computer programming for high-tech computer operated machines. Machinists work in manufacturing industries, general repair shops, or the machine-building industry.

Students will acquire related information necessary to exercise good judgment in carrying out the machining of materials, maintenance of machines, and the assembly of machine parts required of machinists. The program teaches an appreciation for good workmanship and emphasizes safety, correct work habits, and positive work attitudes.

Course work will include basic machine tool operations on lathes, milling machines, grinding machines, drill presses, saws, computer controlled lathe and milling machine (CNC), along with bench work and the proper use of hand tools. Also included will be machine theory, shop mathematics, blueprint reading, and safety.

A general education component consisting of communications, successful job search, and computational skills will be integrated into the program. Classes are held six hours a day, five days a week.

The prospective student should have basic algebra/geometry skills, reading comprehension skills, and mechanical and spatial aptitude. Academic skill building courses are available. (See Bridge Program, page 45). Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

### Associate of Applied Science Degree

#### First Year

##### First Semester

Course	Title	Credit Hours
ATEC 120	Occupational Relations .....	3
MACH 151	Machine Technology Theory I .....	3
MACH 151L	Machine Technology Lab I .....	6
MACH 171	Blueprint Reading I .....	2
MATH 024	Technical Mathematics .....	3
ENGL 099	Fundamentals for Writing .....	3
or ENGL 101	English Composition .....	(3)

##### Second Semester

MACH 152L	Machine Technology Lab II .....	6
MACH 160	Manufacturing Processes .....	3
MACH 172	Blueprint Reading II .....	3
MACH 180	Materials .....	1
MACH 185	Statistical Control/Quality Control/ InspectionTech .....	1

## Second Year

### First Semester

Course	Title	Credit Hours
ENGL 202	Technical Writing .....	1
MACH 231	Computers in Machining .....	1
MACH 253L	Advanced Machining Lab I .....	6
MACH 273	Intermediate Blueprint Reading .....	2
MACH 283	Computer Numerical Control Theory I .....	1

### Second Semester

MACH 254L	Advanced Machining Lab II .....	6
MACH 274	Geometric Dimensioning & Tolerancing .....	2
MACH 284	Advanced Machining Processes .....	7
	*A.A.S. Elective .....	1
<b>TOTAL .....</b>		<b>69</b>

\*Electives may be selected from options listed in the A.A.S. degree requirements on page 42

## Maintenance Mechanic/ Millwright

### Applied Technology Program

This 11-month program is designed to prepare the student for entry-level employment as an industrial plant maintenance mechanic or millwright. Students will learn the basics of maintenance, fabrication, installation, and alignment of equipment used in modern industrial plants.

Theory classes provide technical information pertaining to welding, hydraulics, electricity, rigging, pipe fitting, mechanical devices/transmissions and conveyance systems, equipment alignment and installation, pumps, and compressors.

The laboratory portion of the program teaches the student to skillfully perform welding and fabrication as well as the maintenance of hydraulic, electro/mechanical systems. Blueprint reading and shop math are taught and used in all areas of training. A general education component of communications, occupational relations, and how to get a job is included.

Interested students should possess basic math skills (knowledge of basic algebra and geometry), reading skills and have a keen interest in mechanics. Successful completion of the first semester and/or permission of the instructor is required for acceptance into the second semester.

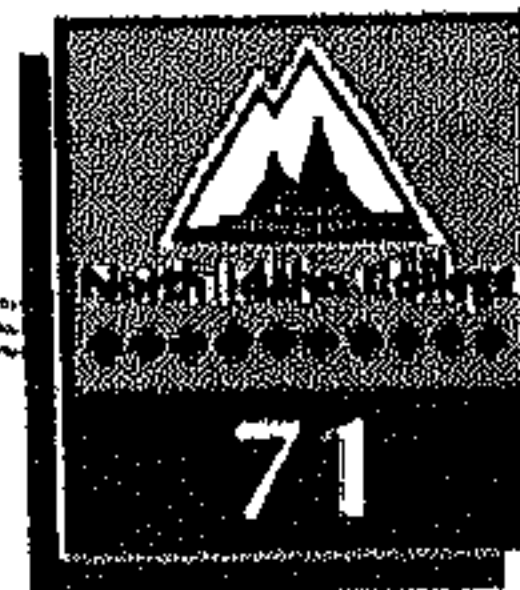
### Certificate of Completion

#### First Semester

Course	Title	Credit Hours
MM 151	Maintenance Mechanic Theory I .....	7
MM 151L	Maintenance Mechanic Lab I .....	5
MM 155	Blueprint Reading .....	2
MATH 024	Technical Math .....	1



# PROGRAM GUIDELINES



## Second Semester

ATEC 1099	Occupational Relations	1
ATEC 1107	Successful Job Search	1
ENGL 095	Communication Skills	1
MAT 154	Two-Cycle/50 HP & Smaller	2
MAT 152	Marine Mechanic Lab II	5
MAT 153L	Marine Mechanic Lab III	5
MAT 155	Two-Cycle/50 HP & Larger	3

## Summer Session

MAT 151	Marine Mechanic Theory III	5
MAT 153L	Marine Mechanic Lab III	3
<b>TOTAL</b>		<b>43</b>

## Marine Mechanics

### Applied Technology Program

This 10-month certificate program is designed to prepare students for entry level employment as marine mechanics. Persons interested in this field should have a strong interest in marine engines. High school classes such as math and small engine mechanics would be helpful, along with a mechanical aptitude and work experience. Good reading and math skills are important due to the extensive use of factory service manuals. Skill building courses are available in those areas if needed.

Theory classes provide extensive technical information pertaining to testing and repairing electrical components of the outboard, as well as the sterndrive units such as starters, alternators, standard and electronic ignition systems, fuel systems, such as 2BBL and 4BBL carburetors, and electronic fuel injection systems. Drive and cooling systems are also a major part of this program.

The lab portion of this program teaches the student to develop the skills needed to rebuild, test and troubleshoot the components taught in theory class. Each day's activities include lab units in which students work on mock-ups as well as serviceable boats.

The first semester emphasizes electricity and its importance in the marine field. The student will study, test and troubleshoot starters, alternators, standard and electronic ignition systems, trim and tilt, as well as the complete electrical system of the boat. The student will also train on the shift, cooling, drive, and electronic and standard fuel systems.

The outboard motor is taught in the second semester. The student will completely disassemble the two cylinder powerhead making the necessary measurements with micrometers and special tools recommended by the factory service manuals and then to factory specifications. The student will also train on the fuel, cooling and gearcases of the outboard. Special emphasis is placed on ignition system. Students will start with the standard ignition system and work their way through testing and troubleshooting the CDI and ADI systems. Students will train on mock-ups as well as serviceable units. Rigging

is also taught. A strong mechanical background and ability to lift and maneuver over 50 pounds is highly recommended.

A general education component consisting of communications, occupational relations, successful job search and computational skills is also taught. Successful completion of each semester and/or permission of the instructor is required for admission to the next semester.

## Certificate of Completion

### Block I

Course	Title	Credit Hours
BUSA 135	Computer Applications for Technical Prog.	2.0
MART 151	Electrical Theory/Four Cycle	1.5
MART 151L	Marine Mechanic Lab I	2.0

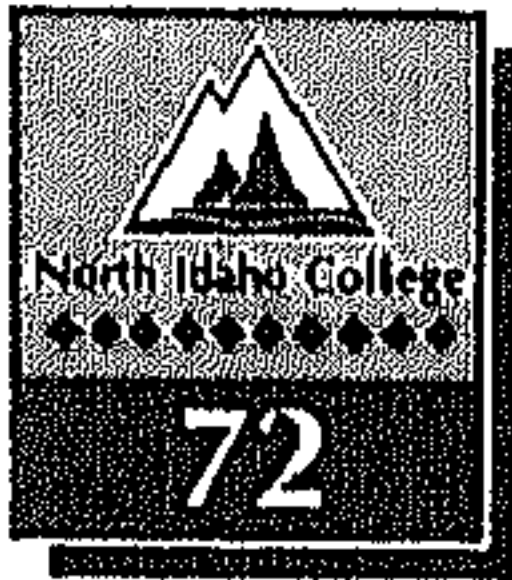
### First Semester

Course	Title	Credit Hours
MART 152	Trim/Fuel & Cooling 4-Cycle Systems	1.0
MART 152L	Marine Mechanic Lab II	5.0
MART 153	Gearcase/Shift Systems (4-Cycle)	1.5
MART 153L	Marine Mechanic Lab III	5.0
MATH 025	Computational Skills	1.0

### Second Semester

Course	Title	Credit Hours
ATEC 109	Occupational Relations	1.0
ATEC 110	Successful Job Search	1.0
ENGL 095	Communication Skills	1.0
MAT 154	Two-Cycle/50 HP & Smaller	1.5
MAT 154L	Marine Mechanic Lab IV	5.0
MAT 155	Two-Cycle/50 HP & Larger	1.5
MAT 155L	Marine Mechanic Lab	5.0
<b>TOTAL</b>		<b>35.0</b>





# PROGRAM GUIDELINES

## Mathematics

### Transfer Program

This program leads to careers in teaching, industry, government, actuarial work, or as support for many science disciplines.

The mathematics background assumed for entry is four years of high school mathematics through pre-calculus and trigonometry. These entry-level courses, if needed, are also available through the college.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Mathematics. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication ....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 170	Analytic Geometry and Calculus I .....	4
MATH 175	Analytic Geometry and Calculus II .....	4
MATH 187	Discrete Math .....	4
MATH 275	Analytic Geometry and Calculus III .....	4
MATH 335	Linear Algebra .....	3
MATH 370	Intro to Ordinary Differential Equations .....	3
	P.E. Activity/Dance .....	2
	*Laboratory Science Electives (CHEM 111 and 114 recommended) .....	8
	*Laboratory Science Electives (Physics recommended) .....	8-9
	*Computer Science Elective .....	2-3
	*Arts and Humanities Electives .....	9
	*Social Science Electives .....	6
	<b>TOTAL .....</b>	<b>66-68</b>

\* Electives may be selected from options listed in the A.S. degree requirements on pages 40-41.

## Mental Health Technology/ Human Services

### Applied Technology Program

The Mental Health Technology program, an Allied Health program, is designed to train students for direct care positions working with individuals who are mentally ill, emotionally distressed, or developmentally disabled. Populations include children, adolescents, adults, and the elderly in hospital and community settings. The curriculum includes basic college coursework (English, psychology, interpersonal and small group communication), specialized Mental Health Technology courses addressing behavioral problems associated with mental disorders, anxiety disorders (schizophrenia, depression, mania, substance abuse, eating disorders, personality disorders, anxiety disorders, mental retardation) and how to be an effective helper. Field experiences will assist the student to develop basic skill in communication and interviewing techniques, establishing helping relationships, mental status assessment, designing and implementing therapeutic group activities, and managing problematic behaviors (anger, manipulation, compulsiveness, dependence). The program has a major focus on self-awareness and includes a special course addressing pertinent ethical and legal issues.

This program has open enrollment with 12-15 students admitted to the certification field experience each year. Applicants for the field experience must be nursing assistants and CPR certified.

### Certificate of Completion

The curriculum for this program is currently under review. For information contact the Allied Health advisor at (208) 769-1279.

### Human Services

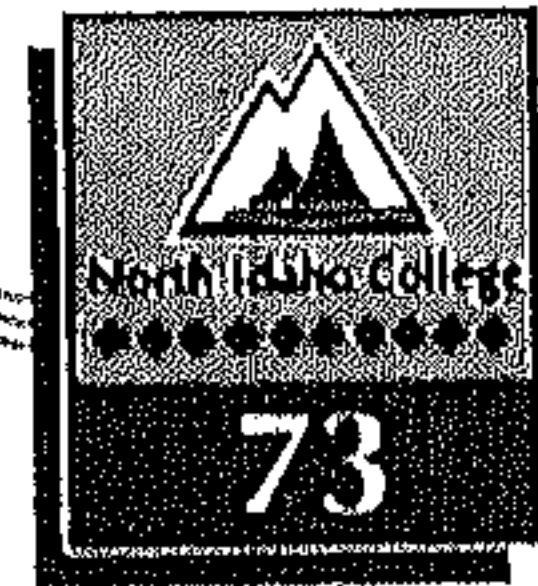
Graduates of the Mental Health Technology certificate program may complete an Associate of Applied Science Degree in Human Services. This degree broadens the perspective of the Mental Health Technology by focusing on human needs within the community. Human services worker roles include advocacy, case management, outreach and behavior change, as well as roles as teacher, caregiver, and assistant to specialists. Jobs might be found in group homes and halfway houses, corrections, community health centers, life and social skill training centers, family, child, and youth service agencies, and programs concerned with drug abuse/addiction, family violence, and aging.

### Associate of Applied Science Degree

The curriculum for the Human Services program is currently under review. For information contact the Allied Health advisor at (208) 769-1279.



# PROGRAM GUIDELINES



## Music Transfer Program

This program is designed for students who wish to pursue a professional career in music by providing the necessary background in music theory, history, and performance. Students also may pursue their musical interests as an avocation through the program. Music courses promote skills which prepare students for fields outside of music, emphasizing communication, literary, physical, technical, and business skills.

There are no program prerequisites. Previous experience in high school or community music programs would be helpful. Students interested in scholarships must audition; selection is based on performance and a combination of grades and letters of recommendation.

MUS 241/242	Harmony and Theory III and IV.....	6
MUS 241L/242L	Harmony and Theory III and IV Lab.....	2
MUS 251	Introduction to Music History .....	3
	P.E. Activity/Dance .....	2
	*Arts and Humanities Electives .....	9
	*Mathematics Elective .....	3
	*Social Science Electives .....	6
	*Laboratory Science Electives .....	8
	Music Performance Electives .....	2
	<b>TOTAL .....</b>	<b>73</b>

\* Electives may be selected from options listed in the A.A. and A.S. degree requirements on pages 38-41.

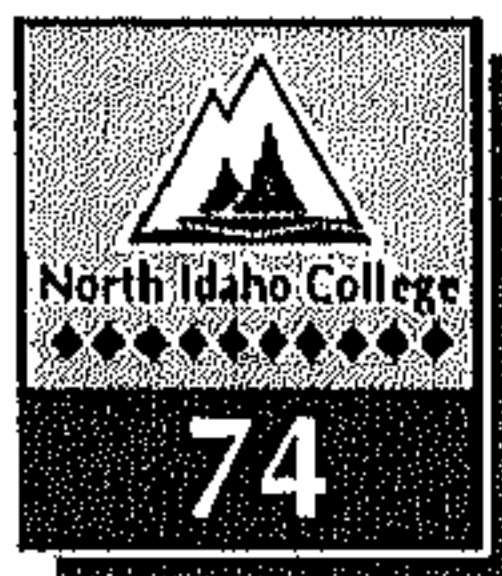
## Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MUS 124	Individual Instruction .....	8
MUS 124B	Individual Instruction: Piano .....	4
MUS 117	Music Convocations (each semester) .....	0
MUS 140	Introduction to Music Literature .....	3
MUS 141/142	Harmony and Theory .....	6
MUS 141L/142L	Harmony and Theory Lab .....	2
MUS 251	Introduction to Music History .....	3
PHIL 201	Logic and Critical Thinking .....	3
	P.E. Activity/Dance .....	2
	*Mathematics Elective .....	3-4
	*Laboratory Science Electives .....	8
	*Social Science Electives .....	12
	*Computer Science Elective .....	2-3
	*Arts and Humanities Elective .....	3
	*Cultural Diversity Elective .....	3
	Music Performance Electives .....	2
	<b>TOTAL .....</b>	<b>69-71</b>

## Associate of Science Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MUS 124	Individual Instruction .....	8
MUS 124B	Individual Instruction: Piano .....	4
MUS 117	Music Convocations .....	0
MUS 140	Introduction to Music Literature .....	3
MUS 141/142	Harmony and Theory I and II .....	6
MUS 141L/142L	Harmony and Theory I and II Lab .....	2





# PROGRAM GUIDELINES

## Nursing: Practical Nursing (PN)

### Applied Technology Program

This 11-month program prepares the student for entry-level employment as a practical nurse in hospitals, home health care, convalescent homes, and related health service professions. A certificate of completion is awarded. Students who wish to continue to the R.N. level should consult with their advisor for requirements of that program.

A high school diploma or GED completion is required. Prerequisite courses include English 101, Chemistry 101, and Math 025 or testing higher. Equivalent courses in these subjects are also available at North Idaho College.

This program has a selective admission process. Applications are due by March 15 of each year. Refer to the admissions section of this catalog on page 16 for details regarding specific requirements.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-P.N.). Students who pass the exam are qualified to practice as licensed practical nurses in the state of Idaho and may apply for licensure in other states without examination.

The curriculum includes basic and clinical foundations of nursing, medical and surgical nursing, maternal and infant care, nursing of children, psychiatric nursing, pharmacology, and geriatrics. A general education component consisting of communications, successful job search, and computational skills is integrated into the program.

The program is offered in cooperation with Kootenai Medical Center, local extended care facilities, and the State Board for Vocational Education.

### Certificate of Completion

Effective 1997-98

#### Fall Semester

Course	Title	Credit Hours
MATH 102	Computational Skills for Allied Health.....	3
PN 101	Practical Nursing Theory.....	7
PN 101L	Practical Nursing Lab.....	7
PN 105	Communication Skills.....	1

#### Spring Semester

PN 102	Practical Nursing Theory.....	8
PN 102L	Practical Nursing Lab.....	8

#### Summer Session

ATEC 110	Successful Job Search.....	1
PN 103	Practical Nursing Theory.....	4
PN 103L	Practical Nursing Lab.....	4
<b>TOTAL</b>		<b>41</b>

### Certificate of Completion

Effective 1998-99

Prerequisite college courses for the Practical Nursing program effective 1998-1999 include PSYC 101 and MATH 102. A grade of C or higher is required for all prerequisite courses. Students taking the ASSET must

score above 44 in writing skills or above 44 in elementary algebra; those who do not will be required to take ENGL 099 and/or MATH 025. Students who have not had high school chemistry or CHEM 101 with a C or above within the past five years will be required to take a chemistry

#### Fall Semester

Course	Title	Credit Hours
ALTH 107	Basic Concepts of Practical Nursing.....	1
PN 104	Human Body Structure & Pathology.....	4
PN 106	Practical Nursing Theory.....	6
PN 106L	Practical Nursing Lab.....	6

#### Spring Semester

PN 107	Practical Nursing Theory.....	6
PN 107L	Practical Nursing Lab.....	6
PN 109	Basic Concepts of Practical Nursing.....	1

#### Summer Session

PN 108	Practical Nursing Theory.....	1
PN 108L	Practical Nursing Lab.....	4
<b>TOTAL</b>		<b>18</b>

## Nursing: Registered Nursing (RN)

The nursing program combines general education courses in the liberal arts and sciences with nursing theory and patient care experiences in community hospitals and health agencies. Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN). Upon passing the exam, students are licensed to practice as registered nurses in the State of Idaho and may apply for licensure in other states without examinations.

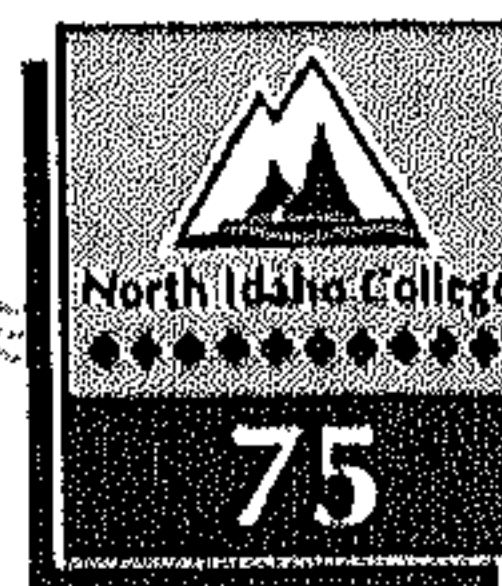
While students are eligible for the program following graduation from high school or successful completion of the high school level GED tests, acceptance is essentially not gained until the college level general education courses have been completed, i.e., ENGL 250, ENGL 101, PSYC 101, and CHEM 102.

This program has a selective admission process. Applications are due by March 15 of each year. Refer to the admissions section of this catalog on page 16 for details regarding specific requirements. LPN's are eligible for advance placement. They must, however, meet the same criteria and deadlines as other program applicants.

Completion of the following courses does not fulfill all General Education requirements for the generic A.S. degree, but does meet the nursing requirements for the A.S. degree. (Upon completion of the General Education core for the generic A.S. degree, transfer to a B.S.N. completion program is available.) BSN completion programs are available through the Intercollegiate Center



# PROGRAM GUIDELINES



for Nursing Education: Howard State University, Eastern Washington University, Gonzaga University, Idaho State University, Washington State University and Lewis-Clark State College.

## Associate of Science Degree

Effective 1997-98

### First Year

#### Fall Semester

Course	Title	Credit Hours
BIO 227	Human Anatomy and Physiology	4
NURS 110	Nursing Practice I	9
NURS 120	Conceptual Basis of Nursing Lab I	1
NURS 105	Fundamentals of Nursing I	6

#### Spring Semester

Course	Title	Credit Hours
BIO 228	Human Anatomy and Physiology	4
NURS 121	Conceptual Basis of Nursing Lab II	1
NURS 106	Management of the Medical-Surgical Patient	8

#### Summer Session

Course	Title	Credit Hours
NURS 107	Medical Nursing	3
NURS 108	Psych-Mental Health Nursing	3

### Second Year

#### Fall Semester

Course	Title	Credit Hours
ENGL 102	English Composition	3
NURS 205	Nursing Independent I	9
	* Humanities Elective	3

#### Spring Semester

Course	Title	Credit Hours
NURS 209	Foundations of Nursing Practice	1
NURS 206	Nursing Independent II	8
SOC 101	Introduction to Sociology	3
	* Mathematics Elective	3
<b>TOTAL</b>		<b>61</b>
<b>TOTAL INCLUDING PREREQUISITES</b>		<b>75</b>

the nursing program. Other prerequisites remain the same with the addition of COMM 101. While students are eligible for the program following graduation from high school or successful completion of the high school level GED tests, acceptance into the program is normally not granted until all or most of the college-level general education requirements have been completed. Please refer to the admissions section of the catalog (page 16) for a listing of specific courses required for the Nursing program. Students may also wish to contact a nursing advisor at (208) 769-3481.

### First Year

#### Fall Semester

Course	Title	Credit Hours
BIO 227	Human Anatomy and Physiology	4
NURS 110	Nursing Practice I	9
	Humanities Elective	3

#### Spring Semester

Course	Title	Credit Hours
BIO 228	Human Anatomy and Physiology	4
NURS 112	Nursing Practice II	9

### Second Year

#### Fall Semester

ENGL 102	English Composition	3
NURS 210	Nursing Practice III	9
	* Humanities Elective	3

#### Spring Semester

Course	Title	Credit Hours
NURS 212	Nursing Practice IV	9
SOC 101	Introduction to Sociology	3
	* Mathematics Elective	3
<b>TOTAL INCLUDING PREREQUISITES</b>		<b>72</b>

A grade of C or better is required for all nursing courses and for all general education course requirements.

\* These courses may be substituted from options listed in the A.S. degree requirements on pages 40-41.

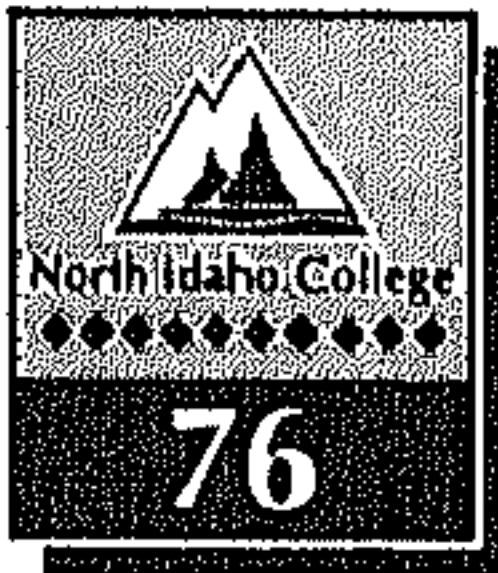
(Course catalog varies somewhat from the college-wide general education requirements for the Associate of Science Degree). A grade of C or better is required for all nursing courses and for all general education course requirements.

## Associate of Science Degree

Effective 1998-99

Students entering the Nursing program in 1998 will be required to meet all A.S. degree requirements. Beginning with 1998, Chemistry 102 is no longer a prerequisite for





# PROGRAM GUIDELINES

## Paralegal

### Applied Technology Program

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. The paralegal program prepares the student for employment in the legal services field and as a trained specialist who, while not admitted to the practice of law, functions as a vital part of a legal service team by managing law office operation, relieving a practicing lawyer of routine duties that require knowledge of routine legal processes, and assisting a lawyer in the conduct of more complicated and difficult matters. This program has a selective admissions process. Students with legal office experience will be given preference. Applications are due by October 25 of each year. Refer to the admission section of this catalog for details regarding specific requirements.

### Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 185	Business Math .....	3
BUSO 115	Records System Management .....	3
BUSO 173	Word Processing .....	3
BUSO 205	Legal Terminology/Transcription I .....	3
BUSO 206	Legal Terminology/Transcription II .....	3
COMM 101	Introduction to Speech Communications ...	3
	or COMM 233 Interpersonal Communication .....	(3)
	or COMM 236 Small Group Communication .....	(3)
ENGL 101	English Composition .....	3
PLEG 101	Introduction to Law and Legal Practice .....	2
PLEG 103	Criminal Procedure .....	2
PLEG 104	Civil Litigation .....	2
PLEG 125	Contracts .....	3
PLEG 135	Torts .....	3
PLEG 201	Legal Ethics .....	1
PLEG 205	Law Office Management .....	1
PLEG 210	Legal Research I .....	3
PLEG 211	Legal Research II .....	3
PLEG 220	Legal Writing I .....	3
PLEG 221	Legal Writing II .....	3
PLEG 230	Evidence .....	3
PLEG 290	Paralegal Internship I .....	3
PLEG 291	Paralegal Internship II .....	3
PLEG	^ Electives .....	6
PSYC 101	Introduction to Psychology .....	3
	<b>TOTAL .....</b>	<b>65</b>

^ Choose from PLEG 240, 245, 250, 255, 260, 265 or 270.

## Pharmacy Technology

### Applied Technology Program

The Pharmacy Technology program, an Allied Health program, prepares its graduates for positions working under the supervision of a licensed and registered pharmacist in retail, wholesale, and medical facilities. Students completing the program will have a basic understanding of anatomy, physiology, medical terminology, and the therapeutic classification and use of the top 200 drugs. Students will develop skill in pharmaceutical preparation, maintaining patient profiles or records, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technology program has a selective admissions process with 8-12 students admitted to the pharmacy coursework and practicum which begins every spring semester. Course requirements prior to the first hour of pharmacy courses are open to all students who meet specific course prerequisites. The Certificate of Completion can be obtained in an 11-month course of study. The Associate of Applied Science Degree can be obtained in two additional semesters.

The deadline for submitting completed application packets is October 25 for admission to the program beginning the following spring semester. Contact the Allied Health Division at (208) 769-1279 for further information.

### Certificate of Completion

#### Fall Semester

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health	1.0
ALTH 102	Introduction to Allied Health Lab	1.0
BIOL 125	Human Biology	4.0
BUSO 109	Medical Terminology/Anatomy	1.0
COMM 233	Interpersonal Communication	1.0
ENGL 101	English Composition	1.0
MATH 102	Computational Skills for Allied Health	1.0
PHAR 110	Pharmacy Law	1.0

#### Spring Semester

Prerequisite to PHAR 150 and taken in alternation with the program.

ALTH 105	Infectious Prevention	2.0
PHAR 150	Orientation to CMC & Prescription Drugs	2.0
PHAR 170	Pharmacy Technology	2.0
PHAR 180	Pharmacy Practicum I	1.0
PHAR 181	Pharmacy Seminar I	0.5
PHIL 292	Ethics in Health Care	1.0

#### Summer Session (10 weeks)

ATEC 110	Successful Job Search	1.0
PHAR 185	Pharmacy Practicum II	1.0
PHAR 186	Pharmacy Seminar II	0.5
	<b>TOTAL .....</b>	<b>19.0</b>



# PROGRAM GUIDELINES



## Associate of Applied Science Degree Second Year Fall Semester

PHYS 202	Advanced Fitness & Health	1
PHYS 201	Physiology & Endocrinology	1-6
PHYS 203	Introduction to Exercise Physiology	1
PHYS 204	Introduction to Exercise Physiology	3
PHYS 205	Introduction to Applied	4
PHYS 206	Introduction to Exercise Physiology	3
PHYS 207	Introduction to Exercise Physiology	(3)

### Spring Semester

PHYS 208	Introduction to Exercise Physiology	3
PHYS 209	Introduction to Exercise Physiology	4
PHYS 210	Introduction to Exercise Physiology	3
PHYS 211	Introduction to Exercise Physiology	3
PHYS 212	Physiology & Endocrinology	1-6
<b>TOTAL CREDITS FOR A.A.S. DEGREE</b>		<b>72</b>

## Philosophy Transfer Program

This philosophy program provides excellent preparation for transfer students into a variety of graduate study, especially business, law, education, public administration, and other advanced degree programs. Completion of the following courses results in an associate degree and meets the general core requirements of all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Philosophy. Course selection should be based on specific requirements by intended transfer institutions.

## Associate of Arts Degree

Course	Title	Credit Hours
PHYS 202	Advanced Fitness & Health	1
PHYS 201	Physiology & Endocrinology	1-6
PHYS 203	Introduction to Exercise Physiology	1
PHYS 204	Introduction to Exercise Physiology	3
PHYS 205	Introduction to Applied	4
PHYS 206	Introduction to Exercise Physiology	3
PHYS 207	Introduction to Exercise Physiology	(3)
PHYS 208	Introduction to Exercise Physiology	3
PHYS 209	Introduction to Exercise Physiology	4
PHYS 210	Introduction to Exercise Physiology	3
PHYS 211	Introduction to Exercise Physiology	3
PHYS 212	Physiology & Endocrinology	1-6
<b>TOTAL</b>		<b>64</b>

\* If you are a transfer student, please consult with your advisor on the A.A. degree requirements and pages 10-19.

## Physical Education Transfer Program

This program is for students interested in pursuing a baccalaureate degree in Physical Education for Teaching grades 1-12, with options in Exercise Science/Fitness or Coaching or a minor in Health Education.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of the baccalaureate degree requirements for Physical Education at the University of Idaho-Coeur d'Alene campus.

## Associate of Science Degree

Course	Title	Credit Hours
BIOC 227	Anatomy & Physiology	4
BIOC 228	Anatomy & Physiology	4
COMM 101	Introduction to Speech	3
EDUC 201	Introduction to Teaching	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 205	Interdisciplinary Writing	3
ENGL 227 or ENGL 228	Survey of American Literature	3
PE 160	Foundations of Physical Education	3
PE 220	Sports and Society	2
PE 221	Fitness Activities and Concepts	2
PE 222	Wellness Lifestyles	3
PE 235	**Individual/Team Sports (Select 2)	7
PE 235E	Weight Training	1
PE 243	Play and Game Theory	2
PE 288	First Aid	3
PSYC 101	Introduction to Psychology	3
SOC 101	Intro to Sociology	3
*Math/Statistics Elective		3
*Arts & Humanities Elective		3
*Social Science Electives (HIST 111, 112 or POIS 101)		3

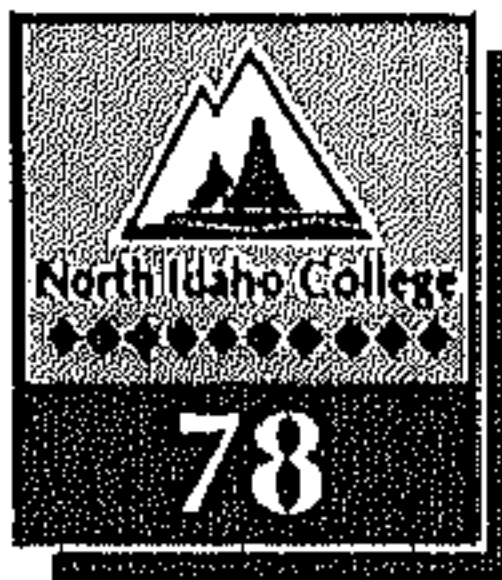
\*\*PE 108 may be substituted for 1 credit of PE 235

## Exercise Science/Fitness Option

(15 Additional credits; no minor needed)

BIOC 207	Concepts in Human Nutrition	3
DANC 105	Aerobic Dance	1
PSYC 223	Stress Management	3
SOC 155	Drug Abuse: Fact, Fiction & the Future	3
PE 207	Water Aerobics	1
PE 235E	Weight Training	1
PE 248	Athletic Injuries	3





# PROGRAM GUIDELINES

## Coaching Option

(13 Additional credits; no minor needed)

BIOL 207	Concepts in Human Nutrition .....	3
SOC 155	Drug Abuse: Fact, Fiction & the Future .....	3
PE 241	Coaching Methods (Select 2, No Repeats)	
PE 241 A	Coaching Basketball .....	2
PE 241 B	Coaching Volleyball .....	2
PE 241 C	Coaching Football/Soccer .....	2
PE 241 D	Coaching Baseball/Softball .....	2
PE 241 E	Coaching Track & Field/Cross Country .....	2
PE 241 F	Coaching Wrestling .....	2
PE 248	Athletic Injuries .....	3

## Health Education Minor

BIOL 207	Concepts in Human Nutrition .....	3
SOC 155	Drug Abuse: Fact, Fiction & the Future .....	3
SOC 220	Marriage and Family .....	3
PSYC 223	Stress Management .....	3
PE 222	Wellness Lifestyle .....	3
PE 288	First Aid .....	3

## Physical Therapist Assistant

### Applied Technology Program

This Allied Health program prepares graduates to work as physical therapist assistants in a variety of settings (hospitals, nursing homes, private practice, rehabilitation centers, sports medicine clinics, etc.). There is a selective admissions process. The program is in the process of development and more information may be obtained by contacting the Allied Health Division at (208) 769-3279.

*Note: The PTA program is in the process of accreditation. The first and second class of students will be accepted into a nonaccredited program until the final accreditation process is completed in September of 1998. Although all will be done to achieve accreditation, North Idaho College and the Commission on Accreditation for Physical Therapy Education make no guarantee as to the final accreditation of the program.*

Required courses that can be taken prior to program entry are:

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health .....	1
ALTH 102	Introduction to Allied Health Lab.....	1
ALTH 105	Infection Prevention .....	2
BIOL 227	Human Anatomy and Physiology I.....	4
BIOL 228	Human Anatomy and Physiology II.....	4
BUSO 109	Medical Terminology/Anatomy .....	3
COMM 233	Interpersonal Communication .....	3
ENGL 101	English Composition .....	3
MATH 102*	Computation Skills for Allied Health.....	3

PSYC 101	Introduction to Psychology	3
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\* or any other math course that satisfies A.A.S. degree requirements.

## Associate of Applied Science Degree

Enrollment requires prior acceptance into the Physical Therapist Assistant Program

Fall Semester		
Course	Title	Credit Hours
PTA 105	Professional Orientations	2
PTA 106	Kinesiology	4
PTA 108	Fundamentals of Physical Therapy	4
PTA 109	Gross Anatomy	3
PTA 210	Clinical Affiliation I	4
Spring Semester		
PTA 107	Observation and Measurement	4
PTA 200	Clinical Pathology	3
PTA 202	Physical Modalities I	4
PTA 206	Therapeutic Exercise I	4
Summer Session		
PTA 211	Clinical Affiliation II	4
Fall Semester		
PTA 205	Physical Modalities II	4
PTA 207	Therapeutic Exercise II	4
PTA 208	PTA Procedures	1
PTA 212	Clinical Affiliation III	4
<b>TOTAL TECHNICAL CREDITS</b> .....		<b>48</b>
<b>TOTAL CREDITS</b> .....		<b>75</b>

## Physics/Astronomy Transfer Program

This program is for students interested in pursuing a baccalaureate degree in physics. Physics is the science that deals with matter and energy and their interactions in selected fields, like mechanics, acoustics, and electricity, to name a few. NIC's small class sizes facilitate student interaction with qualified faculty and excellent laboratories offer state-of-the-art instrumentation. A strong background in science and mathematics is important preparation for a college physics program.

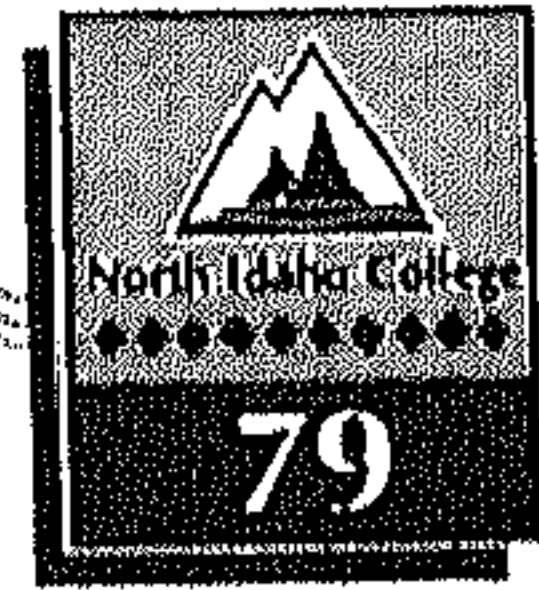
Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Physics. Course selection should be tailored to match requirements defined by intended transfer institutions.

## Associate of Science Degree

Course	Title	Credit Hours
CS 185 or CS 150	Intro to Num. Computing with FORTRAN Computer Science I	3 3-4



# PROGRAM GUIDELINES



CS 100	English Composition Fundamentals	4
CHM 111	Principles of General College Chemistry I	4
CHM 112	Principles of General College Chemistry II	4
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 201	History & Literature I	4
ENGL 202	Introduction to Modern Fiction	3
ENGL 203	Essays of English Authors	3
MATH 111	Analytic Geometry and Calculus I	4
MATH 112	Analytic Geometry and Calculus II	4
MATH 113	Analytic Geometry and Calculus III	4
MATH 114	Introduction to Calculus: Differential Equations	3
PHYS 211, 211L	Engineering Physics I	4
PHYS 212, 212L	Engineering Physics II	5
	P.E. Activity/Dance	2
	*Laboratory Science Electives	6
	*Arts and Humanities Electives	9
	<b>TOTAL</b>	<b>77</b>

\* Electives may be selected from options listed in the A.S. degree requirements on page 40-41.

Foreign Language	16
*Computer Science Elective	2-3
*Arts and Humanities Electives	9
*Laboratory Science Electives	8
<b>TOTAL</b>	<b>71-72</b>

## Associate of Science Degree

COMM 101	Introduction to Speech Communication	3
CS 100	Introduction to Computers	3
EDUC 201	Introduction to Teaching	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 292	Creative Writing	3
MATH 123	Contemporary Math	3
PHIL 201	Logic and Critical Thinking	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
POLS 103	Introduction to Political Science	3
	P.E. Activity/Dance	2
	*Laboratory Science Electives	8
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	General Electives	7
	<b>TOTAL</b>	<b>65-67</b>

\* Electives may be selected from options listed in the A.A. and A.S. degree requirements on pages 38-41.

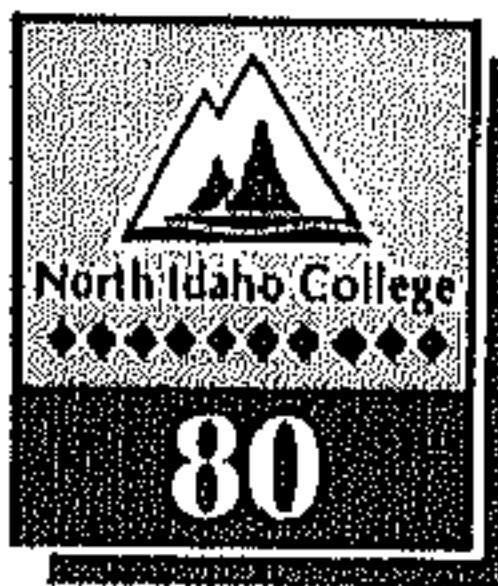
## Political Science and Pre-Law Transfer Program

The Associate of Arts degree program leads to career opportunities in government, teaching, and law (law school). The Associate of Science degree program should be pursued by those students who wish to seek a secondary teaching degree to become a social studies teacher. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Political Science and Pre-Law. Course selection should be tailored to match requirements of intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
ECON 201	Principles of Economics	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 101 or 102	History of Civilization	3
MATH 110	Finite Mathematics	4
PHIL 201	Logic and Critical Thinking	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
POLS 103	Introduction to Political Science	3
PSYC 101	Introduction to Psychology	3
	P.E. Activity/Dance	2





# PROGRAM GUIDELINES

## Pre-Agriculture Transfer Program

This program is designed for students interested in a broad education with an emphasis on agriculture. Career opportunities may be found in the areas of farm and ranch management, marketing, soil and water management, farm equipment design and manufacturing, food processing, extension program services, and governmental agencies.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Pre-Agriculture. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 202	General Zoology .....	4
BIOL 203	General Botany .....	4
BIOL 204	Introduction to Life Sciences .....	4
BIOL 231	General Ecology .....	3
BIOL 241	Systematic Botany .....	4
BIOL 250	General Microbiology .....	4
CHEM 111	Principles of General College Chemistry I ..	4
CHEM 112	Principles of General College Chemistry II ..	4
COMM 101	Introduction to Speech Communication ....	3
ECON 201	Principles of Economics .....	3
ECON 202	Principles of Economics .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 130	Finite Mathematics .....	4
	P.E. Activity/Dance .....	2
	*Social Science Elective .....	3
	*Arts and Humanities Electives .....	6
	Business Elective (100-level or higher) .....	3
	<b>TOTAL .....</b>	<b>64</b>

\*Electives can be selected from options listed in the A.S. degree requirements on page 40-41.

## Pre-Medical Related Fields Transfer Program

Several options within the pre-medical field are available for students completing this general program some of which are: Pre-Dental Hygiene, Pre-Medical/Pre-Dental Studies, Pre-Osteopathy, Pre-Pharmacy, Radiologic Technology, Respiratory Therapy, Radiographic Science, Speech Pathology and Audiology, and Sports Medicine.

Most professional school admission requirements will be satisfied with a baccalaureate degree in biology or chemistry with substantial course work in the other disciplines. Professional schools are extremely competitive. It is important to contact the pre-professional advisor at the transfer institution of the student's choice.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in the Pre-Medical Related Field options. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

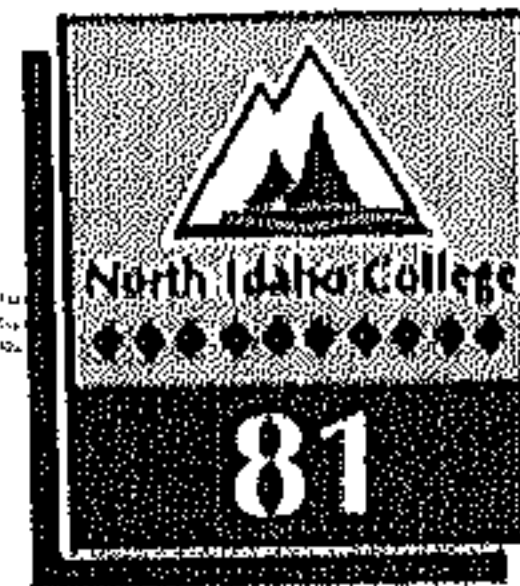
Course	Title	Credit Hours
BIOL 204	Introduction to Life Sciences .....	4
BIOL 207	Concepts in Human Nutrition .....	3
BIOL 227	Human Anatomy and Physiology .....	4
BIOL 228	Human Anatomy and Physiology .....	4
BIOL 250	General Microbiology .....	4
CHEM 111	Principles of General College Chemistry I ..	4
CHEM 112	Principles of General College Chemistry II ..	4
*CHEM 272	Organic Chemistry I .....	4
*CHEM 272L	Organic Chemistry I Lab .....	1
*CHEM 287	Organic Chemistry II .....	3
*CHEM 287L	Organic Chemistry II Lab .....	1
COMM 101	Introduction to Speech Communication .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 147	Precalculus .....	5
MATH 148	Graphing Calculator .....	1
MATH 170	Analytic Geometry and Calculus I .....	4
PHYS 111	General Physics I .....	5
PHYS 111L	General Physics I Lab .....	1
PHYS 112	General Physics II .....	5
PHYS 112L	General Physics II Lab .....	1
PSYC 101	Introduction to Psychology .....	3
SOC 101	Introduction to Sociology .....	3
	P.E. Activity/Dance .....	2
	**Arts and Humanities Electives .....	6
	<b>TOTAL .....</b>	<b>68-71</b>

\*See requirements for specific transfer institutions.

\*\*Electives can be selected from options listed in the A.S. degree requirements on pages 40-41.



# PROGRAM GUIDELINES



## Pre-Physical Therapy Transfer Program

This program is designed for students planning to transfer to a major in physical therapy.

Typically, an overall GPA of 2.75 or better, a 1.00 GPA in all prerequisite work in biology, zoology, chemistry, physics and psychology for transfer, and 150 hours minimum of work/credits earned under the direction of a licensed physical therapist is requested for entry in physical therapy programs in any way with transfer institutions.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Pre-Physical Therapy. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BIO 204	Introduction to Life Sciences	4
BIO 227	Human Anatomy and Physiology	4
BIO 228	Human Anatomy and Physiology	4
BIO 270	General Microbiology	4
CHEM 111	Principles of General College Chemistry I	4
CHEM 112	Principles of General College Chemistry II	4
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 147	Pre-calculus	5
MATH 148	Calculus I and II	3
MATH 170	Analytic Geometry and Calculus I	4
PHYS 111	General Physics I	3
PHYS 111L	General Physics I Lab	1
PHYS 112	General Physics II	3
PHYS 112L	General Physics II Lab	1
PSYC 200	Introduction to Psychology	3
P.E. Activity/Dance		2
* Arts and Humanities Electives		6-9
* Social Science Electives		3-6
<b>TOTAL</b>		<b>65-71</b>

\* Electives can be selected from options listed in the A.S. degree requirements on pages 40-41.

## Pre-Veterinary Medicine Transfer Program

The states of Idaho and Washington have an agreement which guarantees a certain number of places in the Washington State University School of Veterinary Medicine to qualified Idaho residents. Normally, students must maintain a 3.20 overall grade point average in their academic studies prior to admission to the program. Candidates with the greater depth and breadth of academic background are given preference by WSU.

Either the Graduate Record Examination (GRE) or the Veterinary Aptitude Test (VAT) should be taken in October prior to the year in which the student hopes to enter the WSU School of Veterinary Medicine. While students may enter the program following completion of an associate degree program, acceptance is normally not gained until a baccalaureate program is completed.

Students are to acquire and record at least 300 hours of significant exposure to veterinary medicine while employed or by working on a voluntary basis for a graduate veterinarian. The 300 hours must be completed by November 1 of the application year.

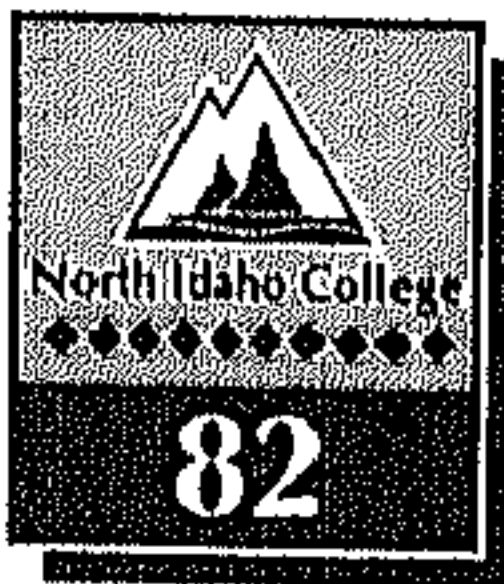
Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Pre-Veterinary Medicine. Course selection should match requirements of intended transfer institutions.

### Associate of Science Degree

Course	Title	Credit Hours
BIO 202	General Zoology	4
BIO 204	Introduction to Life Sciences	4
CHEM 111	Principles of General College Chemistry I	4
CHEM 112	Principles of General College Chemistry II	4
CHEM 277	Organic Chemistry I	3
CHEM 277L	Organic Chemistry I Lab	1
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 130, 147 or 170	Finite Math, Precalculus, or Analytic Geometry and Calculus I	4-5
PHYS 111	General Physics I	3
PHYS 111L	General Physics I Lab	1
PHYS 112	General Physics II	3
PHYS 112L	General Physics II Lab	1
P.E. Activity/Dance		2
* Arts and Humanities Electives		6-9
* Social Science Electives		6-9
General Electives		6
<b>TOTAL</b>		<b>64-68</b>

\* Electives can be selected from options listed in the A.S. degree requirements on pages 40-41.





# PROGRAM GUIDELINES

## Psychology

### Transfer Program

A baccalaureate degree with a major in psychology provides a solid foundation for many careers that require knowledge of human behavior in areas such as business, industry, government, or the helping professions. Completion of a graduate degree (masters or doctorate) is generally necessary, however, for careers specific to psychology. Therefore, students seriously considering such a career option should maintain a grade point average of 3.00 or higher.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Psychology. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication ....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
PHIL 201	Logic and Critical Thinking .....	3
PSYC 101	Introduction to Psychology .....	3
PSYC 205	Developmental Psychology .....	3
PSYC 218	Intro to Research in the Behavioral Sciences	4
	P.E. Activity/Dance .....	2
	*Mathematics Elective .....	3-4
	*Computer Science Elective .....	2-3
	*Laboratory Science Electives .....	0
	*Social Science Electives .....	6
	*Arts and Humanities Electives .....	6
	*Cultural Diversity Elective .....	3-4
	General Electives .....	12
	<b>TOTAL .....</b>	<b>64-67</b>

\* Electives can be selected from options listed in the A.A. degree requirements on pages 38-39.

## Small Business Management

### Applied Technology Program

The Small Business Management Program leads to entry-level and mid-management positions in sales, management, marketing, and retailing. It includes required course work for an Associate of Applied Science Degree (A.A.S.) in Small Business Management. This coursework also provides an opportunity for small business owners to upgrade their business skills. Students must complete a common core of classes to receive an A.A.S. degree.

**Management Option:** Students choosing this option will develop skills in planning, organizing, directing and

controlling basic business functions. Students will also have the opportunity to participate in leadership development. This option prepares students to work in small or large businesses as well as preparing them for the entrepreneurial role of owning their own business.

**Marketing Option:** Students choosing this option will focus on marketing, advertising, retailing, and sales. Students learn what motivates customers in making buying decisions and how to identify and anticipate consumer needs.

**General Business Option:** Students will complete the core requirements and also have the flexibility to design their own program of study in business with assistance from a faculty advisor. Many small businesses need generalists -- people who have broad business knowledge adaptable to various needs.

## Associate of Applied Science Degree

### Program Core

Course	Title	Credit Hours
BUSA 100	Introduction to Communications	3
BUSA 101	Introduction to Business	3
BUSA 121	Introduction to Speech/Debate	1
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 211	Principles of Management	3
BUSA 221	Principles of Marketing	3
BUSA 265	Legal Environment of Business	3
COMM 101	Introduction to Speech & Communication Studies	3
or COMM 236	Small Group Communication Studies	3
ECON 201	Principles of Economics (Micro)	3
ECON 202	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
ENGL 272	Business Writing	3
MATH 108	Intermediate Algebra	4
or MATH 130	Finite Mathematics	4
PSYC 101	Introduction to Psychology	3
	<b>CORE TOTAL</b>	<b>44</b>

### Management Option

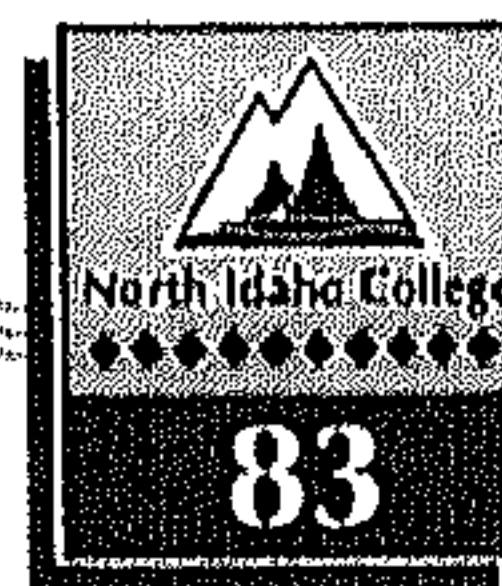
BUSA 138	Accounting for Managers	3
BMGT 236	Human Resource Management	3
BMGT 256	Problem Solving Through Team Dynamics	3
BMGT 266	Small Business Management	3
BMGT 280	Marketing Management Development	3
	Electives From List Below	6

### Marketing Option

BUSA 138	Accounting for Managers	3
BMKT 231	Principles of Retailing	3
BMKT 241	Fundamentals of Promotions & Advertising	3
BMKT 261	Princ. of Professional Selling & Sales Mgmt	3
BMGT 280	Marketing Management Development	3
	Electives From List Below	6



# PROGRAM GUIDELINES



## General Business Option

Business Administration & Marketing

20

### Elective Credits List

BIOL 175	Human Biology	3
PHIL 103	Ethics	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
PSYC 223	Stress Management	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SCWK 240	Introduction to Social Work	3
SCWK 241	Social Work Generalist Practice	3
P.E. Activity/Dance ..... 2		
+ Cultural Diversity Elective ..... 1-4		
* Laboratory Science Electives ..... 8		
* Arts and Humanities Electives (Group 1&2) 6		
* Social Science Electives (Group 2&3) ..... 6		
General Electives ..... 9-10		
<b>TOTAL ..... 68-70</b>		

## Social Work Transfer Program

This program is for students planning to transfer to a four-year college to complete a Bachelor of Social Work (BSW). Among the career opportunities available in Social Work are social services at federal, state and local levels. Health care social work includes geriatric care, hospice care, hospitals and outpatient care for chronic medical health facilities, children and youth services, aging services network, rehabilitation counseling, juvenile delinquency, family services, pre-adoption investigation, drug and alcohol counseling, group therapy network and counseling, and employee assistance counseling.

Completion of the following courses results in an associate degree and meets the general education core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of basic associate degree requirements in Social Work. Course selection should be based on the transfer requirements defined by the intended transfer institution. Students planning to attend Eastern Washington University should consider the Associate of Arts degree program, while students planning to attend Lewis & Clark State College should pursue the Associate of Science degree program.

### Associate of Arts Degree

Course	Title	Credit Hours
BIOL 175	Human Biology	3
PHIL 103	Ethics	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
PSYC 223	Stress Management	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SCWK 240	Introduction to Social Work	3
SCWK 241	Social Work Generalist Practice	3
P.E. Activity/Dance ..... 2		
+ Foreign Language-Intermediate ..... 4		
* Laboratory Science Electives ..... 4		
General Electives ..... 19		
<b>TOTAL ..... 64</b>		

Course	Title	Credit Hours
BIOL 175	Human Biology	3
PHIL 103	Ethics	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
PSYC 223	Stress Management	3
SOC 155	Drug Abuse	3
SOC 283	Death and Dying	3

+ (Intermediate Foreign Language strongly recommended, preferably Spanish)

\* Electives can be selected from options listed in the A.A. degree requirements on pages 38-39.

### Recommended General Electives:

BIOL 175	Human Biology	3
PHIL 103	Ethics	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
PSYC 223	Stress Management	3
SOC 155	Drug Abuse	3
SOC 283	Death and Dying	3

### Associate of Science Degree

Course	Title	Credit Hours
BIOL 175	Human Biology	3
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 130	Finite Mathematics (or higher)	4
PHIL 103	Ethics	3
POUS 102	State and Local Government	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SCWK 240	Introduction to Social Work	3
SCWK 241	Social Work Generalist Practice	3
P.E. Activity/Dance ..... 2		
+ Foreign Language-Intermediate ..... 4		
* Laboratory Science Electives ..... 4		
General Electives ..... 19		
<b>TOTAL ..... 64</b>		

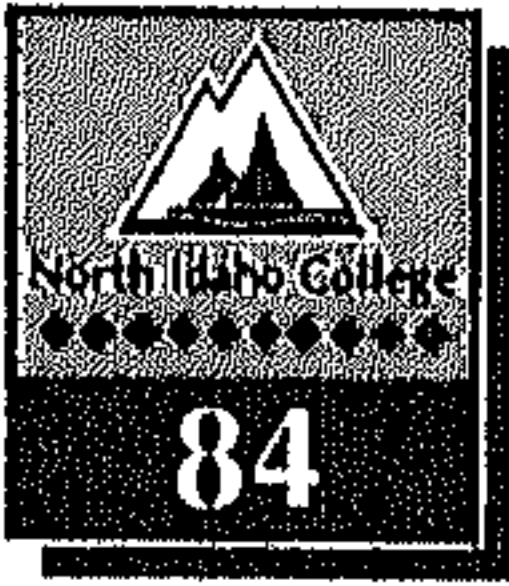
+ (Intermediate Foreign Language strongly recommended - preferably Spanish)

\* Electives can be selected from options listed in the A.S. degree requirements on pages 40-41.

### Recommended General Electives:

ANTH 225	Native People in North America	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3





# PROGRAM GUIDELINES

PSYC 223	Stress Management .....	3
SOC 155	Drug Abuse .....	3
SOC 102	Social Problems .....	3
SOC 283	Death and Dying .....	3

## Sociology

### Transfer Program

Sociology is largely concerned with the study of American society and how it operates today. Graduates may work in society-related activities including sociology, social work, criminology, teaching, and a wide range of social service professions.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Sociology. Course selection should be tailored to match requirements defined by intended transfer institutions.

### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication ....	3
CS 100	Introduction to Computers .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
MATH 123	Contemporary Math .....	3
PHIL 201	Logic and Critical Thinking .....	3
PSYC 101	Introduction to Psychology .....	3
PSYC 205	Developmental Psychology .....	3
PSYC 218	Introduction to Research in the Behavioral Sciences .....	4
SOC 101	Introduction to Sociology .....	3
SOC 102	Social Problems .....	3
SOC 220	Marriage and Family .....	3
	P.E. Activity/Dance .....	2
	*Cultural Diversity Elective .....	3-4
	*Social Science Electives .....	9
	*Arts and Humanities Electives .....	6
	*Laboratory Science Electives .....	8
	<b>TOTAL .....</b>	<b>65-66</b>

\* Electives may be selected from options listed in the A.A. degree requirements on pages 38-39.

## Theatre

### Transfer Program

This program is designed for students who want to emphasize the Theatre Arts in the planning of their undergraduate degree. Because class size often dictates whether a particular course can be offered, there is no guarantee a student can achieve an Associate Degree in Theatre. Rather, the program is designed for those who would take an Associate in General Studies with an emphasis in Theatre to transfer and complete a Bachelor's degree.

Emphasis is placed on the Theatre Arts as a valuable study for a wide range of career choices. Theatre Arts at NIC is not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical and psychological/emotional skills, a theatre major prepares students for success in many different professions.

There are no program prerequisites. Previous experience is, of course, helpful. Scholarships are available. Participation in theatre requires some evenings and weekend work.

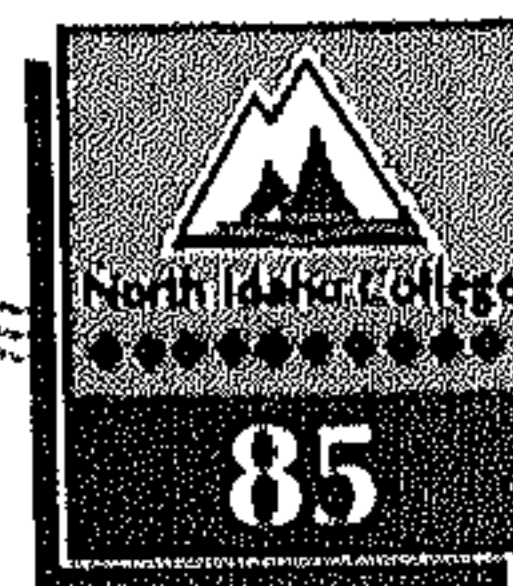
### Associate of Arts Degree

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication .....	3
COMM 103	Oral Interpretation .....	3
ENGL 101	English Composition .....	3
ENGL 102	English Composition .....	3
PHIL 201	Logic and Critical Thinking .....	3
THEA 101	Introduction to Theatre .....	3
THEA 102	Stage Makeup .....	2
THEA 103	Introduction to Stagescraft .....	3
THEA 105	Basics of Performance .....	2
THEA 106	Basics of Performance .....	2
THEA 163	Basics of Scene Design .....	2
THEA 190	Theatre Practice .....	4
THEA 263	Technical Production .....	2
THEA 271	Play Analysis .....	2
THEA 272	Intermediate Acting .....	3
THEA 273	Stage Lighting .....	1
	P.E. Activity/Dance .....	2
	*Arts and Humanities Electives .....	3
	*Cultural Diversity Elective .....	1-4
	*Computer Science Elective .....	2-3
	*Mathematics Elective .....	1-4
	*Laboratory Science Electives .....	8
	*Social Science Electives .....	12
	<b>TOTAL .....</b>	<b>76-79</b>

\* Electives may be selected from options listed in the A.A. degree requirements on pages 38-39.



# PROGRAM GUIDELINES



## Associate of Science Degree

Course	Title	Credit Hours
CCOMM 100	Introduction to the Speeches of Communication Studies	1
CCOMM 101	Speech Fundamentals	1
ENGL 101	English I Composition	1
ENGL 102	English II Composition	1
TECH 101	Technical Skills for the Trade	1
TECH 102	Stage Make-up	2
TECH 103	Introduction to the Science of Welding	1
TECH 104	History of Welding	2
TECH 105	History of Welding	2
TECH 106	History of Science Through	2
TECH 107	Technical Writing	4
TECH 108	Technical Writing	2
TECH 109	Math Analysis	2
TECH 110	Intermediate Welding	1
TECH 111	Stage Lighting	1
TECH 112	Math Fundamentals	2
	* Math and Humanities I Lab	6
	* Mathematics II Lab	1-4
	* Mathematics III Lab	6
	* Math and Humanities II Lab	6
<b>TOTAL</b>		<b>67-68</b>

\* If the above course titles and credit hours are indicated in the A S degree requirements on pages 40-41

## Basic Welding Certificate of Completion

First Semester		
Course	Title	Credit Hours
ATEC 120	Occupational Relations	3
MATH 020	Computational Skills	1
WELD 130	Welding Blueprint I	3
WELD 161	Oxyacetylene Cng/Basic SMAW	1
WELD 161L	Oxyacetylene Cng/Basic SMAW Lab	4
WELD 162	Advanced SMAW Theory	1
WELD 162L	Advanced SMAW Lab	4
Second Semester		
ENGL 095	Communication Skills	1
WELD 132	Pattern Layout/Parallel Dev.	3
WELD 163	GMAW Theory	1
WELD 163L	GMAW Lab	4
WELD 164	GTAW & OAW Theory	1
WELD 164L	GTAW & OAW Lab	4
Summer Session		
WELD 165	Introduction to Pipe Welding Theory	1
WELD 165L	Introduction to Pipe Welding Lab	2
<b>TOTAL</b>		<b>34</b>

## Advanced Welding Certificate of Completion

Prerequisite: Successful completion of the Basic Welding Certificate Program and permission of the instructor.

First Semester		
Course	Title	Credit Hours
WELD 235	Blueprint II - Pipe Drawings	1.5
WELD 241	Materials Preparation	1.0
WELD 269	Interm. Pipe Welding Theory-Metallurgy	2.0
WELD 269L	Interm. Pipe Welding Lab	2.5
Second Semester		
WELD 236	Fabrication Tech-Layout and Fitting	2.5
WELD 270	Adv. Pipe Welding Theory	3.0
WELD 270L	Adv. Pipe Welding Theory Lab	7.0
<b>Total</b>		<b>55.5 - 58.5</b>

## Associate of Applied Science Degree

Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

First Year		
First Semester		
Course	Title	Credit Hours
ATEC 120	Occupational Relations	3.0
MATH 024	Technical Math	3.0
WELD 130	Welding Blueprint I	3.0
WELD 161	Oxyacetylene Cng/Basic SMAW	1.0
WELD 161L	Oxyacetylene Cng/Basic SMAW Lab	4.0

continued...

## Welding Technology

### Applied Technology Program

The Welding Technology Program offers the student three options. The one-year Certificate program is 10 months in length and includes a four-week summer session. This basic program is designed to provide entry-level skills for those who will work in the construction industry. In addition, the student is required to pass a national standard American Welding Society written examination. This test allows the student to become a graduate of the nationally recognized American Welding Society Certified Welding program.

The advanced Certificate of Completion program is one semester in length and requires individuals entering it to have successfully completed the Basic Welding Certificate of Completion program. Upon the permission of the instructor, an advanced competency exam to prove the ability to work on the program. The second year program is designed to provide entry-level skills for the pipe welding industry.

The third option is for students wishing to obtain an Associate of Applied Science Degree and requires 12 credits of general education courses. Strong basic math skills are recommended. Skill building is available through the Learning Center, see page 27 for more information.





# PROGRAM GUIDELINES

WELD 162	Advanced SMAW Theory .....	1.0
WELD 162L	Advanced SMAW Lab .....	4.0

### Second Semester

ENGL 099	Communication Skills .....	3.0
or ENGL 101	English Composition .....	(3.0)
WELD 132	Pattern Layout/Parallel Dev. ....	3.0
WELD 163	GMAW Theory .....	1.0
WELD 163L	GMAW Lab .....	4.0
WELD 164	GTAW & OAW Theory .....	1.0
WELD 164L	GTAW & OAW Lab .....	4.0
	*A.A.S. Elective .....	3.0

### Second Year

#### First Semester

WELD 235	Blueprint II - Pipe Drawings .....	1.5
WELD 241	Materials Preparation .....	1.0
WELD 269	Inter. Pipe Welding Theory -Metallurgy ..	2.0
WELD 269L	Inter. Pipe Welding Lab .....	7.5

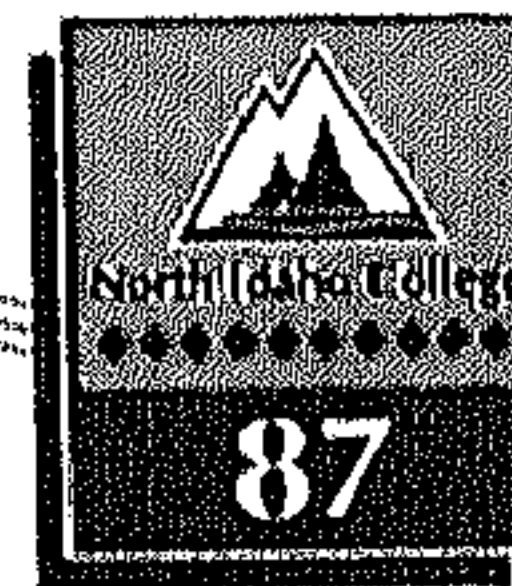
#### Second Semester

WELD 236	Fabrication Tech-Layout and Fitting .....	2.5
WELD 270	Adv. Pipe Welding Theory .....	3.0
WELD 270L	Adv. Pipe Welding Lab .....	7.0
	*A.A.S. Elective .....	3.0
	<b>TOTAL .....</b>	<b>62.5</b>

\* Electives may be selected from options listed in the A.A.S. degree requirements on page 42.



# COURSE DESCRIPTIONS



## Prior Completion of a Course

When "prior completion of a course" is listed as a requirement for a course description, it normally means the course should have been completed with a grade of C or above. In some cases a higher grade is required, but when that specific grade is listed in the description.

## Course Information

Courses numbered 2000 to 2999 are creditable and also apply to the Associate of Arts and Associate of Science degrees. They may be required within some Associate of Applied Science degrees.

## 203 Workshop

6 credits arranged

All students of a school department led by qualified faculty and other instructors in a particular field. Six credits maximum may be applied toward graduation. Prerequisite: permission of the instructor.

## 204 Special Topic

6 credits arranged

Special Topic courses are semester-length courses dealing with unique subjects or timely topics conducted by qualified faculty or instructors in a particular field.

## 290 Internship

An on-site supervised experience directed by an on-site supervisor and overseen by a faculty member designed to provide the student with an opportunity to observe and/or participate in a job-related activity that falls within the student's field of study. Six credits maximum may be applied toward graduation. Prerequisite: permission of the instructor.

## 298 Practicum

An on-site supervised experience designed to give the student an opportunity to apply principles learned in an academic course to specific community-related or employment-related situations. Practicums are overseen by a faculty member. Eight credits maximum can be applied toward graduation. Prerequisite: permission of the instructor.

## 299 Independent Study

6 credits arranged

Individual study of either reading or project nature. Offered on demand only. Six credits maximum may be applied toward graduation. Contact the Registrar's Office for Independent Study Guidelines. Enrollment is accepted the first two weeks of each semester or first two weeks of summer session. Prerequisite: Sophomore standing, 3.00 GPA and permission of the instructor.

## Allied Health

ALTH 101  
1 Credit

Introduction to Allied Health  
Offered Each Semester

This course provides an overview of traditional health care delivery systems and current social, economic, and political influences. It introduces students to health occupation roles and addresses consumer health needs, trends, and issues. This course is required for students planning to enroll in the Pharmacy and Mental Health Technician programs.

ALTH 102  
1 Credit

Introduction to Allied Health Lab  
Offered Each Semester

This weekly three-hour lab course provides the student an opportunity to explore health careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Pharmacy Technician program. All students who have a sincere interest in exploring health career options are welcome. Concurrent enrollment in ALTH 101 is required.

ALTH 105  
2 Credits

Infection Prevention  
Offered Each Semester

This course is an introduction to concepts regarding infection/prevention and control with major emphasis on the blood-borne pathogens HIV and Hepatitis B. Modes of transmission, prevention and OSHA standards for blood-borne pathogens, basic pathophysiology of HIV and Hepatitis B and current treatments will be defined. Psychosocial, legal, and ethical issues about these diseases will also be discussed.

ALTH 107  
1 Credit

Communication Skills  
Offered Fall Semester

This course explores nurse-patient relationships. The focus is on the difference between therapeutic and non-therapeutic interactions. Course work includes interviewing skills, appropriate documentation of nursing performance, telephone protocols, and hospital shift reporting. This course is required for program completion.

## Anthropology

ANTH 101  
(Formerly ANTH 110)  
3 Credits

Introduction to Physical Anthropology  
Offered Fall Semester

This course offers instruction in how the human species has developed over the past five million years. Information includes the African fossil finds, possible ancestors of the first humans, how human populations may differ from each other biologically, and the development of the





# COURSE DESCRIPTIONS

human abilities to live in all of earth's environments.

An interesting course for students curious about the development of human life on earth and why people appear to differ greatly. Satisfies a social science course requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required. BIOL 100 or BIOL 201 or one year of high school biology would be helpful and is recommended.

**ANTH 102** Introduction to Social & Cultural Anthropology  
(Formerly ANTH 120) 3 Credits Offered Each Semester

ANTH 120 is a study of human culture, which involves the information and techniques people use to survive and get along with each other. Included are examples from exotic peoples around the world in the areas of religion, magic, kinship, coming of age ceremonies, marriage rituals, economic activities, hunting techniques, etc.

The course is desirable for students seeking a broad understanding of how human beings live, and how human customs vary throughout the world. Satisfies a social science course requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

**ANTH 225** Native People of North America  
3 Credits Offered Each Semester

This course offers an examination of who the North American Indians are, and who they were. Various facets of Indian culture are explored, including hunting, religion, art, living styles, foods, and relationships between the Native American tribes, both now and in the past.

ANTH 225 is an interesting course for students curious about the Native Americans and their relationship with the environment, as well as those students wishing to satisfy the Cultural Diversity requirement for the A.A. degree or three Social Science credits toward an A.S. degree. Prior completion of other courses is not required.

**ANTH 230** Introduction to Archaeology and World Prehistory  
3 Credits Offered Spring Semester

This course offers classroom instruction in the ways archaeologists unearth the remains of ancient peoples. Included is a brief look at what those archaeologists have discovered in various places throughout the world from the earliest stone tools to the invention of agriculture.

ANTH 230 is an interesting course for those students curious about the human past in both the Old and New Worlds, as well as students wishing to satisfy the Group 4 Social Science requirement for the A.A. degree or three Social Science credits toward an A.S. degree. Prior completion of other courses is not required.

**ANTH 299** Independent Study: Readings in the History of Anthropology  
3 Credits Offered Each Semester

This course is an individual study in which the student completes reading from a list of books relating to the development of modern anthropological thinking. A

document based on those readings will be prepared by the student.

This course is intended for anthropology majors wishing to transfer to B.A.-granting institutions. ANTH 101, ANTH 102, ANTH 230, and ENGL 102 must be completed prior to enrollment in this course.

## Applied Technology

**ATEC 103** College Survival Skills for Applied Technology  
2 Credits Offered Each Semester

ATEC 103 is designed to increase student success by helping students obtain the skills necessary to accomplish their educational objectives. An emphasis is placed on study techniques for applied technology subjects. Other topics include goal setting, time management, scheduling, communication/listening skills, motivation and attitude, study techniques, thinking skills, college resources, and test taking. The course also addresses general education objectives such as lifelong learning and information literacy.

**ATEC 108** Introduction to Technical Careers  
3 Credits Offered Each Semester

ATEC 108 is designed to evaluate student success by helping students understand the national human resource work and the workplace in America. Students will examine major technological developments in the last 50 years, as well as emerging trends in the workplace, such as total quality management, customer service, team-based organization, and entrepreneurship. Students will recognize skills critical for success in the new work environment, as well as conduct self-assessment and career exploration activities. Students will survey three to five occupations based on stated interest and develop a personal career action plan for their career choice.

**ATEC 109** Occupational Relations  
1 Credit Offered Each Semester

Instruction in practical applications and use of job interpersonal relations as it applies to you as an employer, supervisor or consumer.

**ATEC 110** Successful Job Search  
1 Credit Offered Each Semester

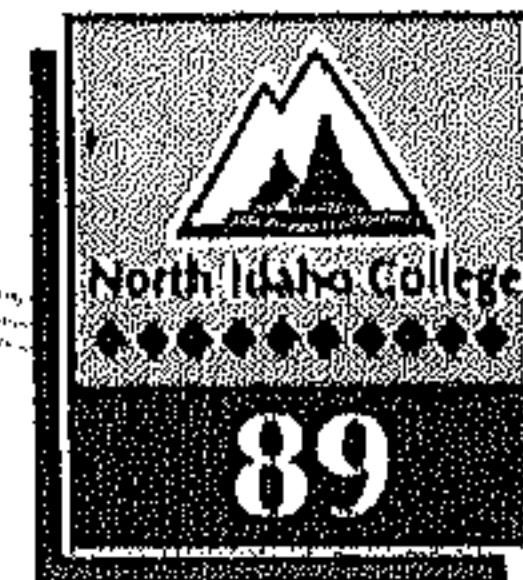
This course serves as an introductory basis for the formal, practical techniques necessary to gain entry-level employment. Its underlying assumption is that it is better to train to become one how to find his or her own job, than to find one for that person. Techniques include identifying skills, requirements, interviewing, and conducting a successful job search.

**ATEC 118** Library Skills for Applied Technology  
1 Credit Offered Each Semester

ATEC 118 is designed to increase student success by teaching students to access and use the professional resources available in a college library. Students will learn how to use interlibrary loans, how a library is organized, how to use the reference collections, and how to use



# COURSE DESCRIPTIONS



presented in lectures, the learning papers, CD-ROM, and on-line enhancement. Class members will find a discussion group on their chosen subject on the Internet, locate and correspond with a professional person active in their career, and be able to obtain an informational interview in their career. Students learn to actively assess the information they find during this class.

**ATEC 119 Occupational Relations/Work Ethics**  
2 Credits Offered Fall Semester

This course has a practical application of on-the-job interpersonal relations as it applies to employees, supervisors and employers. A variety of work ethics topics will be covered that will help employers define you as a "good" employee such as punctuality, staying on task, being a team player, teaming/mentoring in the work area, time management, goals in workmanship and flexibility.

**ATEC 120 Occupational Relations**  
1 Credit \*\* Offered Either Semester

This course provides students with a practical application of on-the-job interpersonal relations, including work habits, attitudes and fundamental job search and preparation techniques. A variety of topics will be covered including learning to manage stressors for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communication skills, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing. \*\*Note: ATEC 120 is 2 credits if ATEC 119 has been completed, 1 credit if ATEC 119 has been completed.

**ATEC 194 Cooperative Workbased Learning I**  
1-3 Credits Offered Fall Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab, while the classroom component gives students a chance to complete the necessary paperwork as well as share with their experiences with other students and receive guidance from the instructor. Current enrollment as a freshman in an Applied Technology program is required.

**ATEC 195 Cooperative Workbased Learning II**  
1-3 Credits Offered Spring Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab, while the classroom component gives students a chance to complete the necessary paperwork as well as share with their experiences with other students and receive guidance from the instructor. Current enrollment as a freshman in an Applied Technology program is required.

**ATEC 220**  
2 Credits

**Industrial Safety**  
Offered Fall/Spring Semester

This course is a practical and theoretical hands-on study of how and why accidents occur and how to prevent them. Topics include OSHA requirements, Right to Know, Hazard Communication Standard and Material Safety Data Sheets. Course content also covers stress management and employee responsibility, attitude, philosophy and commitment in the interest of accident prevention and loss control.

**ATEC 294 Cooperative Workbased Learning III**  
1-3 Credits Offered Fall Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab with other students and receive guidance from the instructor. Current enrollment as a sophomore in an Applied Technology program is required.

**ATEC 295 Cooperative Workbased Learning IV**  
1-3 Credits Offered Spring Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab with other students and receive guidance from the instructor. Current enrollment as a sophomore in an Applied Technology program is required.

## Art

**ART 100 (Formerly Art 103) Survey of Art**  
3 Credits Offered Each Semester

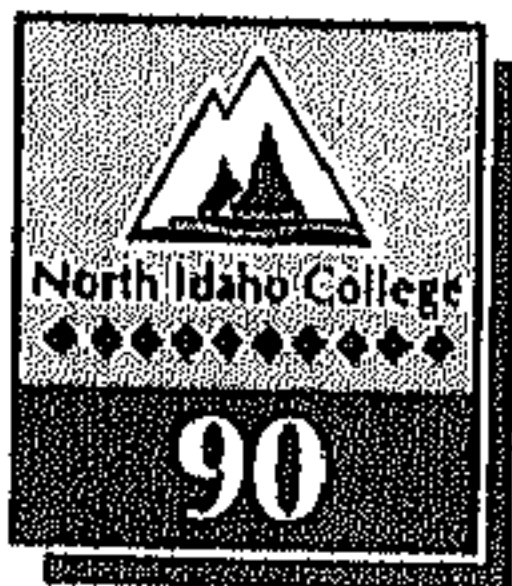
ART 100 is designed to create a greater aesthetic understanding and appreciation of the various visual arts. Emphasis will be on painting, sculpture, architecture, and related art forms. When appropriate, gallery tours, films, and visiting artists will be included. A basic understanding of visual art coordinates with the principles emphasized in studio art classes.

This course is appropriate for both non-art students and art majors who wish to view art with greater awareness and respond to and evaluate art, with approaches that are both objective and critically subjective. It satisfies an arts and humanities course requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

**ART 101 History of Western Art I**  
(Formerly Survey of Art I)  
3 Credits Offered Fall Semester

This course offers an historical overview of the development of Western visual art in its principal phases from prehistoric societies to the 12th century AD. The arts of these cultures will be examined through the analysis of major monuments of architecture, sculpture, and painting with specific attention to the communicative function of the work of art in relation to its society.





# COURSE DESCRIPTIONS

ART 101 expands an understanding in the visual arts and the societies that produced them, and enables the student to make connections to contemporary society and culture and increases individual aesthetic concepts. It satisfies an arts and humanities course requirement for the A.A. and A.S. degrees.

**ART 102** **History of Western Art II**  
(Formerly Survey of Art II)  
3 Credits Offered Spring Semester

Survey of Art II offers an historical overview of the development of Western painting, sculpture, and architecture from the Renaissance to the present with emphasis on the struggle to find a universal and unified visual language for a world of changing values, new institutions, and unprecedented diversity.

The course creates a higher understanding of the parallels and interconnections of visual art and the societies that made it. It enables students to thoughtfully view creative expression in its communicative function as seen in relation to contemporary society and culture. Satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

**ART 111** **Drawing I**  
2 Credits Offered Each Semester

Drawing I offers beginning experiences in the concepts of composition, line, value, form, perspective and texture, introduced through the use of still life, nature, and the model. The media used include charcoal, conte, pencil, and dry pastels.

This course is also fundamental for the commercial art program and for transfer programs in fine arts and architecture. The concepts covered in this course will help students develop a visual vocabulary as well as a heightened ability to "see" and respond creatively. Prior completion of other courses is not required.

**ART 112** **Drawing II**  
2 Credits Offered Spring Semester

ART 112 is a continuation of ART 111, with an emphasis on personal artistic expression and imagery. In this course students will be exposed to a variety of drawing mediums and approaches to the picture plane. Traditional as well as contemporary trends in drawing will be explored.

The course is fundamental for the Commercial Art program, for transfer programs in fine arts and architecture, and for personal enjoyment. Prior completion of ART 111 is required.

**ART 121** **Design and the Creative Process I**  
3 Credits Offered Fall Semester

This course offers instruction in the design process with consideration of abstract/concrete and intangible/tangible elements. These design elements are explored through various media in two-dimensional problems.

ART 121 helps students channel conceptual thinking and to organize and master skills of the basic elements of art. The course is necessary for the artist/designer in all

fields. It is a required course in the Commercial Art program and for some transfer programs. Prior completion of other courses is not required.

**ART 122** **Design and the Creative Process II**  
3 Credits Offered Spring Semester

ART 122 offers instruction in the use of basic art fundamentals as applied to three-dimensional art work and the creative concepts evolving from these properties.

This course helps students to channel conceptual thinking and organize and master skills of the basic elements of art as they relate to three-dimensional expression. Design II is important for artists and designers in all fields and is a required course in the Commercial Art program and for some transfer programs. Prior completion of other courses, including ART 121, is not required.

**ART 217** **Life Drawing I**  
3 Credits Offered Fall Semester

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both an anatomical analysis and an interpretive drawing of the untraced and traced model.

ART 217 helps to develop eye/hand coordination that is important for careers in applied arts and fine arts. This course is a required course in the Commercial Art program. Prior completion of ART 111 and 112 or permission of the instructor is necessary.

**ART 218** **Life Drawing II**  
3 Credits Offered Spring Semester

Life Drawing II offers an exploration in the artistic expression of the draped and untraced human form. Included will be drawing in various media from the model with an emphasis on personal interpretation.

ART 218 offers a basis for development in any of the visual arts. The course equally accommodates the gestural artist and the technical illustrator. It is a required course in the Commercial Art program. Prior completion of ART 217 or permission of the instructor is required.

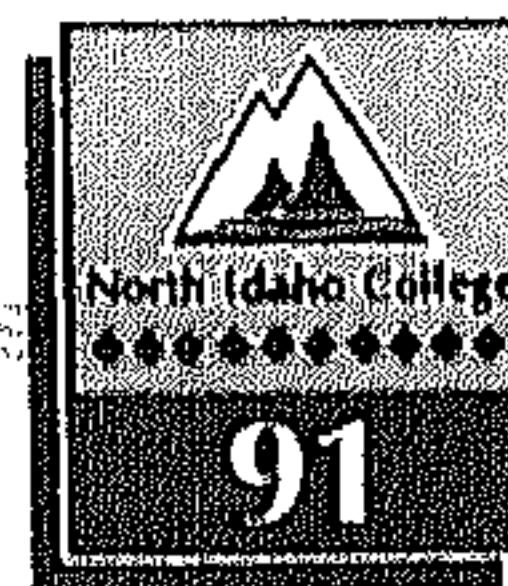
**ART 231** **Beginning Painting I**  
3 Credits Offered Fall Semester

Beginning Painting I develops competence with oil paint medium through specific assignments designed to emphasize composition and the fundamentals of painting and color. Particular attention is given to visual thinking, exploration, exposure to materials, and technical procedures. The course is structured around individual instruction and group critiques.

ART 231 helps develop ideas and competence with a creative medium. It promotes the articulation of feelings and objectives through a descriptive visual vocabulary. This course is a required course in the Commercial Art program. Class supplies are to be purchased by the student. Prior completion of other courses is not necessary.



# COURSE DESCRIPTIONS



## **ART 232** **Beginning Painting II** 3 Credits Offered Spring Semester

ART 232 offers additional studio hours to the knowledge and understanding of the visual medium with special emphasis on personal development. The course is designed around personal instruction and group critiques.

Beginning Painting II encourages divergent thinking and different approaches with the medium through the presentation of abstract concepts. It is a required course in the Commercial Art program. Class supplies are to be purchased by the student. Prior completion of other courses, including ART 231, is not necessary.

## **ART 241** **Sculpture I** 3 Credits Offered Fall Semester

Sculpture I provides an introduction to ideas and materials through the student's response to three-dimensional forms. Emphasis will be on concepts of modeling, casting, and construction.

This course provides a foundation for the three-dimensional art through fundamental skills. It is a recommended elective for the Commercial Art program. Prior completion of other courses is not required.

## **ART 242** **Sculpture II** 3 Credits Offered Spring Semester

ART 242 is a continuation of Sculpture I. The course explores techniques of greater complexity through both technical and personal development.

The course further develops the necessary skills for three-dimensional work. It is a recommended elective for the Commercial Art program. Prior completion of ART 241 is required.

## **ART 243** **Intermediate Painting I** 3 Credits Offered Fall Semester

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques.

Intermediate Painting I provides an appreciation for the complexity of the medium and the range of possibilities available to the student who has a firm understanding of the properties and fundamentals of this studio discipline. The course is a recommended elective for the Commercial Art program. Class supplies are to be purchased by the student. Prior completion of ART 231 and 232 is required.

## **ART 246** **Intermediate Painting II** 3 Credits Offered Spring Semester

Intermediate Painting II is a continuation of ART 243. The course focuses on developing students' greater understanding of personal intent, continuing creative expression, and exploration beyond the visual image. The course offers individual instruction and group critiques.

Class supplies are to be purchased by the student. It is a recommended elective for the commercial art program. Prior completion of ART 245 is required.

## **ART 251** **Printmaking I** 3 Credits Offered Fall Semester

Printmaking explores the relief printing processes of wood and lino blocks, silkscreen methods, and handmade paper processes. Emphasis is on methods, techniques, exploration of materials, and individual development. An additional focus will be on the historic influence and importance of each media and its relationship to other artistic expressions.

ART 251 is a recommended elective for the Commercial Art program. Prior completion of other courses is not required.

## **ART 252** **Printmaking II** 3 Credits Offered Spring Semester

Printmaking II provides an introduction to engraving, collagraphic, and mixed media processes. Emphasis is on exploration of materials, methods, and creative expression. Additional focus will be on the historical influence and importance of each media and its relationship to other artistic expressions.

ART 252 is a recommended elective for the Commercial Art program. Prior completion of other courses is not required.

## **ART 253** **Letterform Design** 2 Credits Offered Fall Semester

ART 253 offers instruction in basic type styles and design. The course includes characteristics of letters in relationship to technical, free style, and creative letter rendering as they apply within the commercial art and illustration fields.

Letterform Design provides a fundamental knowledge of hand lettering. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.

## **ART 261** **Ceramics I** 3 Credits Offered Both Semesters

Ceramics I introduces the student to wheel-thrown and handbuilt clay forming techniques, ceramic design concepts, and glaze experimentation. Emphasis is on the development of fundamental skills and understanding the creative potential of clay.

This course helps develop sensitivity of design and aesthetics for the clay objects we use daily. The course enhances an appreciation for the creative process and establishes the student as a designer/craftsperson. It is a recommended elective for the Commercial Art program and a fundamental course for transfer art majors or minors. Prior completion of other courses is not required.

## **ART 262** **Ceramics II** 3 Credits Offered Both Semesters

ART 262 is a continuation of Ceramics I. Structured to develop the creative potential of the student using the





# COURSE DESCRIPTIONS

medium of clay as a vehicle of communication, the course focuses on continued development of fundamental skills and expressive use of materials. Additional emphasis is placed on establishing individual design criteria and expanding awareness of aesthetic qualities of ceramics as art forms or as utilitarian vessels.

This is a recommended elective for the Commercial Art program. Prior completion of ART 261 is required. The course may be repeated for a total of 12 credits.

## **ART 281** Watercolor I 3 Credits Offered Fall Semester

Watercolor I introduces the student to a water-based medium that includes the application of visual and tactile elements and the functions of design. Emphasis will be on visual thinking, exploration, exposure to materials, and technical approaches. Individual instruction and group critiques are utilized.

ART 281 helps to develop an appreciation for complexities and the potential for creative expression. Class supplies are to be purchased by the student. Prior completion of other courses is not required.

## **ART 282** Watercolor II 3 Credits Offered Spring Semester

ART 282 offers additional instruction in watercolor designed to increase student awareness, knowledge, and understanding of the medium's potential. This course introduces mixed media for the purpose of combining with the watercolor medium. Individual approaches are encouraged, and personal development is emphasized.

This course helps to develop different approaches and divergent thinking through the presentation of abstract concepts. Class supplies are to be purchased by the student. Prior completion of other courses is not required.

## **ART 283** Portfolio I 2 Credits Offered Fall Semester

Portfolio I is an intensive course designed to assist committed, self-motivated students in preparing a portfolio that effectively demonstrates their abilities. Portfolios are assessed for their strengths and weaknesses, and appropriate presentational methods are recommended.

This course helps art students with the important development of an individualized and professionally competitive portfolio. This is a required course in the Commercial Art program. Restricted to sophomores.

## **ART 284** Portfolio II 2 Credits Offered Spring Semester

ART 284 is a continuation of ART 283. This is a required course in the Commercial Art program. Restricted to sophomores.

## **Art-Commercial**

**NOTE:** Course enrollment requires prior acceptance into the Commercial Art program.

## **ARTC 131** Computer Graphics I 3 Credits Offered Fall Semester

ARTC 131 offers an exploration of the basics of Macintosh computers. Input devices, hardware, software and output peripherals will be covered. In addition, two applications, Pagemaker and Freehand, will be studied with a minimum of three design projects being produced in each application. This is a required course in the Commercial Art program.

## **ARTC 132** Computer Graphics II 3 Credits Offered Spring Semester

ARTC 132 offers an exploration of the basics of Macintosh computers. Input devices, hardware, software and output peripherals will be covered. In addition, two applications, Illustrator and Photoshop, will be studied with a minimum of three design projects being produced in each application. This is a required course in the Commercial Art program.

## **ARTC 210** Illustration I 2 Credits Offered Fall Semester

ARTC 210 offers an introductory focus for illustration for the commercial artist with emphasis on developing an ability to rapidly visualize and illustrate objects, environments and people. Skill instruction will include using 1-2-3 point perspective, creating objects out of simple forms and using shading, shadows, and textures. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.

## **ARTC 211** Illustration II 2 Credits Offered Spring Semester

This course is a continuation of ARTC 210, emphasizing the skills necessary to creatively solve visual problems and meet deadlines. Included will be newspaper illustration, technical illustration, literary illustration, and statistical illustration. This is a required course in the Commercial Art program. Prior completion of ARTC 210 is necessary.

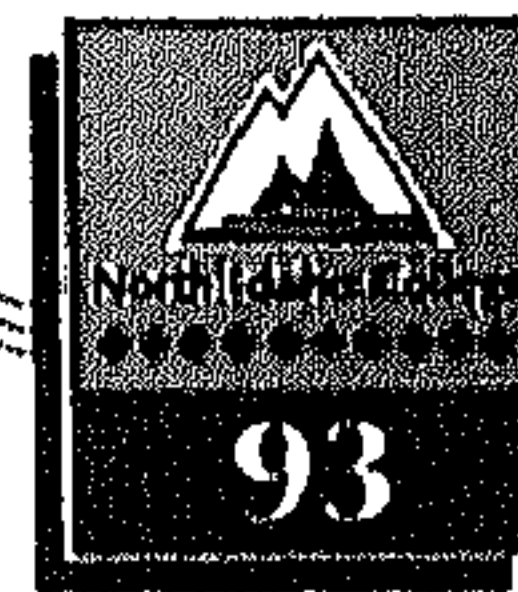
## **ARTC 212** Illustration III 2 Credits Offered Fall Semester

ARTC 212 offers instruction in basic airbrush techniques through simple two-dimensional illustrations. The course emphasizes the creation of strong and effective visual concepts for illustrations needed in various public settings.

This course provides important skills for potential illustrators, artists, and designers. It is a required course in the Commercial Art program. Prior completion of ARTC 210 and ARTC 211 or permission of the instructor is necessary.



# COURSE DESCRIPTIONS



## **ARTC 221** **Graphic Design I** 3 Credits Offered Fall Semester

This course offers students an introduction to the principles of design, layout, and guidelines such as they apply to print communications. Students explore typography, photo layout, and illustrations used in publications to develop a working knowledge through and comprehensive. Students are introduced to a computer graphics and work on assigned projects. This is a required course in the Commercial Art program. Prior completion of other courses is not necessary.

## **ARTC 222** **Graphic Design II** 3 Credits Offered Spring Semester

This course is a continuation of ARTC 221. It is designed to give the student more hands-on experiences including such as: illustration, and professional production and creating the total graphic concept. The student will learn how to separate elements, illustrations, and graphics to create the "mechanical," a prepress-ready layout. Emphasis is placed on assignments and on assigned projects.

This course is designed to build visual literacy, emphasizing visual analysis and basic skills, and improving creative problem-solving skills. It is a required course in the Commercial Art program. Prior completion of ARTC 221 and previous course and their prerequisites are required.

## **ARTC 223** **Graphic Design III** 3 Credits Offered Fall Semester

Graphic Design III offers students instruction in the use of a computer for design and the graphic designer. Students gain hands-on experience in a variety of computer hardware, and hardware, software and hardware applications for creating an effective design solution. This course introduces the student to a variety of computer and software applications (word processing, presentation and page design programs) to design and illustrations, and other print communications.

ARTC 223 emphasizes the creative use of computer for design and the graphic designer. It is a required course in the Commercial Art program. Prior completion of ARTC 221 and 222 is necessary for enrollment.

## **ARTC 234** **Pre Press and Typography** 3 Credits Offered Spring Semester

ARTC 234 is a course designed to focus on the production skills needed for the computer artist. Various printing processes, such as paper and various business skills will be addressed in addition, and attention on type and its design features will be addressed. This is a required course in the Commercial Art program. Prior completion of ARTC 221, 222, ART 120, 122 and ARTC 221, 222 is required.

## **ARTC 283** **Capstone I** 3 Credits Offered Fall Semester

ARTC 283 allows the commercial art student the

opportunity to complete a working portfolio and learn the business strategies necessary to compete in the world of graphic design. This is a required course in the commercial art program. It is restricted to sophomores. Prior completion of ARTC 131, 132, ART 121, 122, ARTC 210, 211, 221, and 222 is required.

## **ARTC 284** **Capstone II** 3 Credits Offered Spring Semester

ARTC 284 is a continuation of Capstone I and is a required course in the commercial art program. This course culminates with a portfolio show and focuses on business and personal marketing skills as well as generated artwork. Prior completion of ARTC 131, 132, ART 121, 122, ARTC 211, 212, 221, 222 and 283 is required.

## **Auto Body Technology**

Note: Course enrollment requires prior acceptance into the Auto Body Technology Program.

## **ABRR 151** **Auto Body Technology Theory I** 6 Credits Offered Fall Semester

Auto Body Technology Theory I offers classroom instruction in all phases of automobile refinishing including base coat and clear coat systems, cutting, heating and gas metal arc welding, basic body panel repair, fiberglass and plastic parts repair. Health and safety rules are also taught.

## **ABRR 151L** **Auto Body Technology Lab I** 8 Credits Offered Fall Semester

This lab features hands-on shop experience in all phases of auto refinishing, gas metal arc welding, basic body panel repair techniques, fiberglass and plastic parts repair. Mock-up vehicles as well as actual customer work will be experienced. Health and safety practices are promoted.

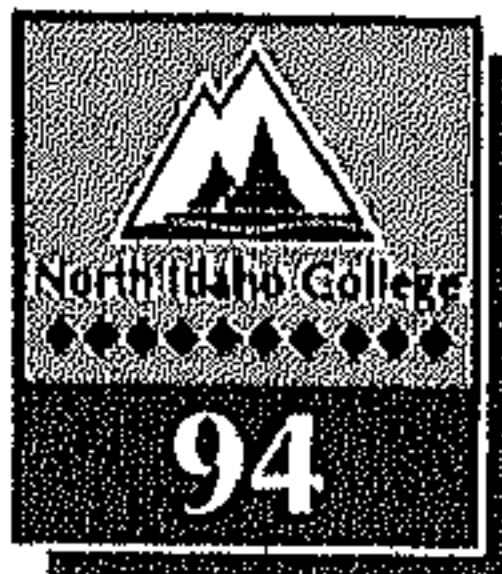
## **ABRR 152** **Auto Body Technology Theory II** 3 Credits Offered Spring Semester

Auto Body Technology Theory II presents classroom instruction in automobile construction and panel identification, estimating, hardware and fastener identification, body panel replacement, uni-body and frame alignment, steering and suspension components, glass replacement, cooling and air conditioning components, and electrical systems.

## **ABRR 152L** **Auto Body Technology Lab II** 10 Credits Offered Spring Semester

This lab offers hands-on shop experience in repair, estimating, replacements of hardware and body panels, alignment of uni-body vehicles and frames, replacement and steering and suspension parts, replacement of auto glass, restoring cooling and air conditioning systems, and diagnosing and repairing electrical problems. Health and safety practices along with quality work is promoted.





# COURSE DESCRIPTIONS

**ABRR 153** Auto Body Technology Theory III  
1 Credit Offered Summer Session

ABRR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

**ABRR 153L** Auto Body Technology Lab III  
2 Credits Offered Summer Session

This course provides hands-on shop experience in wreck rebuilding and meeting production shop time schedules. Quality work is promoted.

## Auto/Diesel Technology

**NOTE:** Course enrollment requires prior acceptance into either the Automotive Technology program or the Diesel Technology program.

**ATDT 105** Orientation/Safety/General Shop Practices  
1 Credit Offered Fall Semester

This course will introduce students to on-campus services including the library and learning center. It will give them instruction about the industry, including wages, job opportunities and the nature of the work. This course will also give instruction in safety equipment and procedures. Instruction will be given in a variety of general shop practices such as drilling and tapping holes, drilling out broken bolts, Heli-coils, double flares, soldering and the care of equipment and floors.

**ATDT 280** Heating, Ventilation, Air Conditioning  
3 Credits Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling, and recharging of air conditioning systems. The course will cover both R-12 and R-134a refrigerant handling. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

## Automotive Technician

**Note:** Course enrollment requires prior acceptance into the Automotive Technician Program.

**AUTO 115L** Auto Lab  
5.5 Credits Offered Fall Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in ATDT 120 and 130 as well as AUTO 100, 110, 120 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools or equipment, or handling asbestos-containing materials.

**AUTO 116L** Auto Lab  
5.5 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in ATDT 160 and

AUTO 125 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools or equipment, or handling asbestos-containing materials.

**AUTO 117L** Auto Lab  
2 Credits Offered Summer Session

This course will give the student additional experience in lab experiences related to the area of special interest selected by the student in AUTO 117. It may consist of work with mock-ups, components, live work, or on-site cases. School to Work arrangements with local shops. Prior successful completion of the first year of the Automotive A.A.S. program is required, or instructor permission.

**AUTO 121** Powertrain/Brakes  
3.5 Credits Offered Fall Semester

This course will teach students the principles of hydraulic brakes and lockers, as well as the operation and construction of drum and disc brake systems. Students will also learn the operation, construction and repair of clutch systems, driveshafts and universal joints.

**AUTO 122** Differential  
1.5 Credits Offered Fall Semester

This course will teach students the principles of differential operation, construction and overhaul procedures, including how to read patterns and adjust bearing preloads.

**AUTO 126** Steering/Suspension  
2 Credits Offered Spring Semester

This course will teach the various steering and suspension systems used on today's cars and light trucks. The construction, service and repair of components will be taught along with their relation to the steering geometry of the vehicle. In-depth instruction will be given in front-wheel alignment principles using the Hunter ID 111 Computerized Alignment machine.

**AUTO 130** Gas Engine Fundamentals  
3 Credits Offered Fall Semester

This course will teach the student how to identify, repair or replace components as they relate to gasoline engines. The four-stroke cycle and its components and valve action will be taught, as well as the construction, adjustment and servicing of cooling and lubrication systems. The student will learn proper engine disassembly, measuring, machining and assembly procedures.

**AUTO 141** Electrical System Fundamentals  
5 Credits Offered Spring Semester

This course will cover basic electrical theory, including types of circuits and components, as well as batteries, starter and charging systems. Students will also learn about wiring schematics and diagrams, along with the 25 most common car wiring systems.



# COURSE DESCRIPTIONS



## **AUTO 160** Tune-Up Fundamentals 1.5 Credits Offered Spring Semester

This course will cover basic ignition systems, basic combustion theory, and general tune-up procedures such as setting timing, adjusting mixture screws and setting idle speed.

## **AUTO 195** Specialization Study 1 Credit Offered Summer Session

Students will select an area of special interest in which they wish to pursue substantial study. The instructor will assist the student by providing instruction through one or more of the following: a laboratory instruction, videos, slides, library research projects or short field trips. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

## **AUTO 210** Advanced Electrical 1.5 Credits Offered Fall Semester

Students will be exposed to a variety of accessory electrical circuits, such as windshield wipers, power windows, door locks, seats, and cruise control systems as well as receive in-depth instruction into troubleshooting procedures and theories.

## **AUTO 215L** Advanced Auto Lab 6.5 Credits Offered Fall Semester

Students will perform troubleshooting on computerized engine controls on live wiring harness that have been "bugged" by the instructor. Students will use various scanners and electronic test equipment typically used in the industry to diagnose the "bugs." Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

## **AUTO 216L** Advanced Auto Lab 6.5 Credits Offered Spring Semester

This course will give students hands-on exposure, in a shop setting, to those subjects covered in AUTO 260, 270 and 280 theory classes. The instruction will utilize a variety of mock-ups, starting and components and live work. Prior successful completion of the first year of the Automotive A.A.S. degree program is required or instructor permission.

## **AUTO 221** Advanced Tune-Up 4 Credits Offered Fall Semester

This course will teach the various ignition systems used on today's cars, as well as the use of electronic engine analyzers, scope patterns. Students will learn about carburetor theory, overhaul and adjustments. Instruction will include emission control systems and related regulations, as well as the use of the four gas emission analyzer. Students will learn about "drivability" and how each of the systems must work together to produce it. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

## **AUTO 250** Computer Controls 1.5 Credits Offered Fall Semester

The theory and systems of automotive computer controls will be covered including the various sensors and output devices. The use of scanners, computerized engine analyzers, and a multitude of special tools will also be taught. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

## **AUTO 260** Computer Controlled Systems 3 Credits Offered Spring Semester

Students will receive instruction on various systems on the automobile that are computer controlled such as fuel injection and anti-lock brakes, as well as some introduction to digital dash, keyless entry and active suspension systems. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

## **AUTO 270** Trans/Transaxle 3 Credits Offered Spring Semester

This course will cover the general theory of manual and automatic transmission and transaxle operation. Students will learn appropriate testing, disassembly and repair procedures. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

## **AUTO 280** Heating, Ventilation, Air Conditioning 1.5 Credits Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling, and recharging of air conditioning systems. The course will cover both R-12 and R-134a refrigerant handling. Prior successful completion of the first year of the Automotive A.A.S. degree program is required.

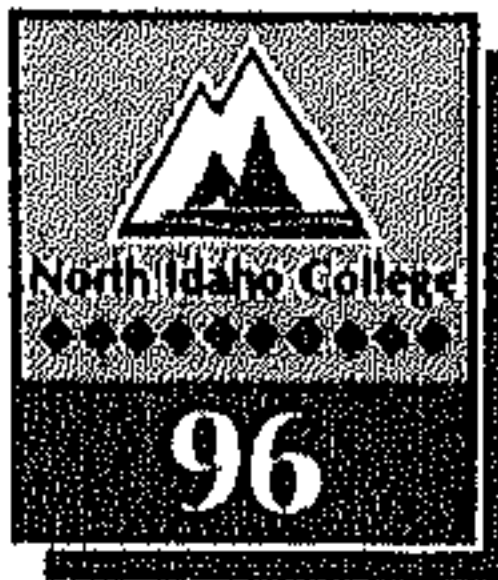
## **Biology**

### **BIOL 100** Fundamentals of Biology 4 Credits Offered Each Semester

This introductory course provides a general overview of evolution, the five kingdoms, ecology, DNA, cell structure, genetics, and human systems.

BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 204 OR BIOL 175, and upon completion of BIOL 100, BIOL 175 and BIOL 204 cannot be taken for credit. This course may not be accepted as fulfilling biology course requirements by some medical programs. The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required. This course includes three hours of lecture and one two-hour lab (BIOL 100L) each week.





# COURSE DESCRIPTIONS

**BIOL 101** **Forestry Orientation**  
(Formerly FORS 101)  
1 Credit Offered Fall Semester

BIOL 101 is an introduction to forestry and related wildlife management professions. Students will explore career opportunities in natural resource management. It includes one hour of lecture each week. Prior completion of other courses is not required.

**BIOL 111** **Living with the Environment**  
3 Credits Offered Fall Semester

This course is a study of the environment that includes population dynamics, ecological principles, use and misuse of resources, worldwide environmental problems, and man in relation to land, air, and water resources.

Living with the Environment helps enhance an understanding of current environmental issues and the application of environmental principles to everyday decisions. Prior completion of other courses is not required. This course includes three hours of lecture each week; it does not have a lab component. It does not fulfill a lab science requirement for an associate degree.

**BIOL 175** **Human Biology**  
4 Credits Offered Fall Semester

This introductory course provides a general overview of the structure, function, healthy maintenance and common diseases of the human body. BIOL 175 is designed to give the non-biology major a better understanding and appreciation of the human body. It is not intended to be a preparation or alternative for BIOL 204 or BIOL 227 and 228, Human Anatomy and Physiology. Upon completion of BIOL 175, BIOL 100 and BIOL 204 cannot be taken for credit. Students must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 upon completion of BIOL 175. Credits may be restricted depending upon the student's educational objectives. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking the class. This course satisfies laboratory science course requirements for the A.S., A.A. and A.A.S. degrees. Prior completion of other courses is not required. BIOL 175 includes three hours of lecture and one three-hour lab (BIOL 175L) each week.

**BIOL 202** **General Zoology**  
(Formerly ZOO 202)  
4 Credits Offered Spring Semester

This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes classification, structure, physiology, histology, reproduction, embryology, and life histories of representative forms of the major animal groups and their relationship, application, and economic importance to man. This course includes three hours of lecture and two two-hour labs (BIOL 202L) each week. This course is required for students in medicine, dentistry, optometry,

pharmacy, veterinary medicine, certain forestry options, medical technicians, all biology majors, and interested general studies students. Prior completion of BIOL 100 or BIOL 204 is preferred, but not required.

**BIOL 203** **General Botany**  
(Formerly BTNY 203)  
4 Credits Offered Spring Semester

BIOL 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion up through the gymnosperms and angiosperms. Where possible, each group is related to the higher plants.

The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others who are interested in the plant kingdom. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of BIOL 100 or 204 is preferred but not required. This course includes three hours of lectures and two two-hour labs (BIOL 203L) each week.

**BIOL 204** **Introduction to Life Sciences**  
(Formerly BIOL 201)  
4 Credits Offered Fall Semester

BIOL 204 is an introduction to the fundamental principles which govern living organisms, including molecular biology, cell biology, biochemistry, reproduction, genetics, and evolution.

The course provides an important foundation for more advanced coursework in the life sciences and medical related programs. The course cannot be taken for credit after completion of BIOL 100. It satisfies a laboratory science course requirement for the A.S. and A.A. degrees. Prior completion of one year of high school biology and chemistry is recommended. This course includes four hours of lecture and one three-hour lab (BIOL 204L) each week.

**BIOL 205** **General Soils**  
4 Credits Offered Spring Semester Alternate Years

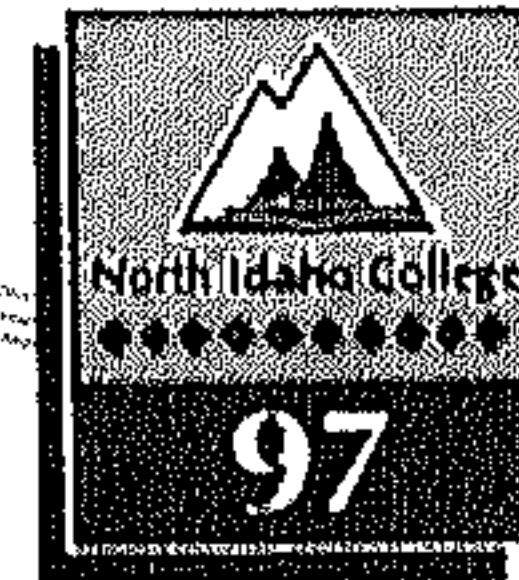
This course is an introduction to the basic physical, chemical, and biological properties of soils and land resources. The emphasis is on the fundamental principles of soil processes and soil formation with examples drawn from numerous disciplines. This course is designed for a variety of majors such as crop sciences, forestry, landscape architecture, wildlife and fisheries, agribusiness, biosystems engineering or agricultural education. This course satisfies the laboratory science requirement for the A.S. and A.A. degrees. Prior completion of CHEM 101 or CHEM 111 is required. The course includes three lecture hours and one three-hour laboratory (BIOL 205L) each week.

**BIOL 207** **Concepts in Human Nutrition**  
3 Credits Offered Fall Semester

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and in food selection for individual needs. Topics covered will include



# COURSE DESCRIPTIONS



carbohydrates, fats, proteins, vitamins, minerals, energy balance, temperature, growth, growth labels and additives. It is a laboratory course for athletes. Individual dietary habits will be analyzed and assessed through a well-evaluation of personal diet situations.

Course requires laboratory procedures, important basic knowledge in making personal dietary decisions. Prior completion of other courses is not required. This course consists of three hours of lecture each week. It does not satisfy a laboratory requirement for an associate degree.

**BIOL 221 Forest Ecology (Same as BIOL 231)**  
(Formerly BIOL 221)

4 Credits Offered Spring Semester

Forest Ecology is an introduction to the relationships among living and non-living components in the environment, and includes an examination of the processes which influence the distribution of plant and animal communities.

This course explores ecological relationships, fundamental principles of ecology, and natural resource management. It fulfills a laboratory requirement for the A.S. degree. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology, environmental science and industry disciplines. It includes three hours of lecture and one three-hour lab (BIOL 221L) each week. Prior completion of BIOL 100 or permission of instructor is required.

**BIOL 227 Human Anatomy and Physiology I**  
(Formerly ZOM 107)

4 Credits Offered Fall Semester

Note: Students having completed BIOL 175 must petition the Department of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted.

This course offers a humanistic approach to the study of the human body, from the level of the cell to organ systems, with special emphasis on acid-base balance and important physiological problems. Systems covered include skeletal, muscular, nervous, and respiratory. It is designed primarily for students enrolled in health-related fields. It includes three hours of lecture and one three-hour lab (BIOL 227L) each week.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective as well as those in the health-related areas. Prior completion of CHEM 101 is strongly recommended. This course fulfills a laboratory science requirement for the A.S. degree.

**BIOL 228 Human Anatomy and Physiology II**  
(Formerly ZOM 108)

4 Credits Offered Spring Semester

Note: Students having completed BIOL 175 must petition the Department of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted.

This course is a continuation of BIOL 227 and covers

the cardiovascular, digestive, urinary, and reproductive systems; the sense organs; and metabolism. It is designed primarily for students enrolled in health-related fields. This course includes three hours of lecture and one three-hour lab (BIOL 228L) each week.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner which should interest students wishing to take a science elective as well as those in the health-related areas. Prior completion of BIOL 227 or CHEM 101 and permission of the instructor is required. It fulfills a laboratory science requirement for the A.S. degree.

**BIOL 231 General Ecology (Same as BIOL 221)**  
4 Credits Offered Spring Semester

This introductory course shows the relationships between the living and non-living components of the environment. The course examines the processes which influence the distribution of plant and animal communities.

It provides an exposure to the fundamental principles of ecology in natural resource management. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology, environmental science and botany disciplines. Prior completion of BIOL 100 or 204, or permission of the instructor, is required. The course includes three hours of lecture and one three-hour lab (BIOL 231L) per week.

**BIOL 241 Systematic Botany**  
(Formerly BTNY 241)  
4 Credits Offered Spring Semester

BIOL 241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a recognized botanical key. The course includes field trips and plant collection.

Systematic Botany is designed for individuals pursuing a degree in biology, botany, or forestry, and for those with an interest in the identification of local plants. This course includes two hours of lectures and two two-hour labs (BIOL 241L) each week. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of BIOL 100 or 204 may be beneficial but is not required.

**BIOL 250 General Microbiology/Bacteriology**  
(Formerly BACT 250)  
4 Credits Offered Each Semester

Introductory survey of microorganisms. Emphasis will be on bacteria as examples of all microorganisms, and as models for all living organisms/cells in regard to structure, physiology, and reproduction. This is a fairly rigorous lab course requiring attendance to cover various lab skills of media use, culturing, slide-staining, use of lab materials, and processes relating to microorganisms.

This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental





# COURSE DESCRIPTIONS

science, and laboratory research. BIOL 250 satisfies a laboratory science course requirement for the A.S. degree. Previous completion of other courses is not required. However, completion of BIOL 100 or BIOL 204 and CHEM 101 is recommended. This course includes three hours of lecture and one three-hour lab (BIOL 250L) each week.

**BIOL 251 Principles of Range Resources Management**  
2 Credits Offered Spring Semester Alternate Years

BIOL 251 studies the development of range use, range resource management, rangeland vegetation types, current management issues, and the relationship of grazing use with other land uses and values. It does not satisfy laboratory science requirements for the A.S. or A.A. degrees. Prior completion of BIOL 100 or BIOL 204 is required. The course includes two lecture hours a week.

**BIOL 290 Principles of Wildlife Biology**  
2 Credits Offered Spring Semester 1999

This course introduces the principles of wildlife ecology including such topics as basic ecological laws, wildlife biology, and management of wildlife populations. This course does not satisfy a laboratory science requirement for the A.S. or A.A. degrees. Prior completion of BIOL 100 or BIOL 204 is required. Prior completion of BIOL 202 or BIOL 203 is recommended. The course consists of two lecture hours each week.

**BIOL 299 Independent Study**  
Credits arranged Offered Each Semester

BIOL 299 is individual study culminating in a project or product that will become property of the Division of Life Sciences. Individual study will be based on a mutual agreement between the student and instructor and must be outlined on a form available from the Registrar.

Individual study allows for an in-depth study of areas of biology that are of personal interest. Prior completion of 26 college credits with a 3.00 GPA is required, in addition to the approval of the instructor, the division chair, and the Associate Dean of Instruction. A maximum of three credits is allowed per semester and only six credits can apply toward graduation requirements. Independent study cannot be used to fulfill associate degree core requirements.

## Business Administration

**BUSA 100 Introduction to Computers**  
3 Credits Offered Each Semester

BUSA 100 is the study of computer systems and applications. It introduces students to computer hardware, and a hands-on exploration of application and system software for microcomputers, including word processing, spreadsheets, and several applications within the Windows environment. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular

software packages.

This course is required for the Business Administration, Business Education, and Small Business Management degree programs. It meets the computer science requirement for the A.A. degree. This course is not taken for credit after completion of BUSA 107. Prior completion of other courses is not required.

**BUSA 101 Introduction to Business**  
(Formerly BUSA 107)  
3 Credits Offered Each Semester

BUSA 101 is an introductory survey course of the organization, functions, and activities of business in contemporary society. Emphasis is placed on the terminology necessary to understanding business principles and practices. The course also includes an exploration of business administration, business organization, management, marketing management, financial management, international trade, and international marketing. Focus is on a critical analysis essential to understanding the interdependent or interrelated different facets of business operations.

This course is useful for those who are considering a career in business or who want an overview of what the study of business encompasses. This is a required course in the Administrative Assistant, Office Information Specialist, and Small Business Management programs. Students enrolled in the Small Business Management program should complete this course before enrolling in other marketing and management courses. Prior completion of other courses is not required.

**BUSA 107 Survey of the Macintosh Computer**  
1 Credit Offered Each Semester

This course is a beginning level course using the Macintosh to learn the basics of the Macintosh operating system, initializing disks, using the mouse, and keyboarding. The class includes basic word processing using MS Office, an introduction to a basic drawing program using SuperPaint, and basic database use with HyperCard. Prior completion of other courses is not required. This course is required in the Office Information Specialist Program and is a microcomputer elective in other Business and Office Technology programs.

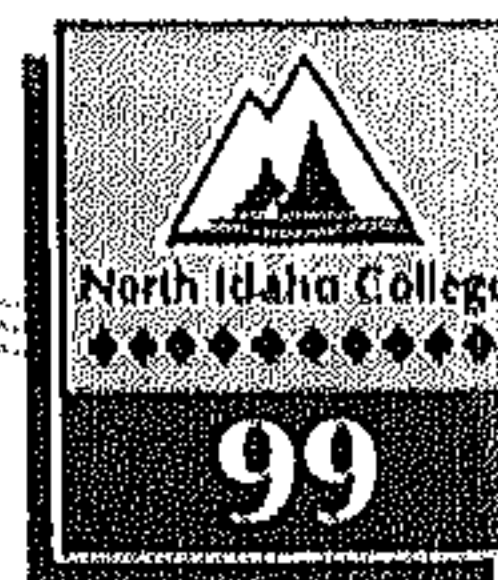
**BUSA 110 Small Business Accounting**  
3 Credits Offered Each Semester

BUSA 110 provides an introduction to accounting procedures for individual proprietorships businesses. Emphasis is on the accounting cycle, double entry accounting system, special journals, payroll, and procedures for handling accounting problems associated with small businesses. Accounting for health service and more handling businesses will be included in this course. Students will practice preparing accounting procedures manually, on spreadsheets software, and using accounting software.

This course is required for students in all Business and Office Technology programs and is included as a core requirement.



# COURSE DESCRIPTIONS



and the appropriate business skills for improved computer ability. Prior completion of BUSA 121 or an equivalent is required for permission and enrollment is required.

## **BUSA 117 Introduction to DOS** 1 Credit Offered Each Semester

BUSA 117 provides an introduction to the major microcomputer operating systems, MS-DOS on IBM compatible computers and Apple II on Apple II computers. It includes file management, changing and saving files, batch files, screen sharing, printing, creating and editing files, and managing hard disk systems. Hands-on computer use is required.

This is an introductory course for anyone who wants to learn how to use the microcomputing system on IBM-type and Apple II computers. It is a practical computer elective course for all Business and Office Technology programs. Prior completion of an equivalent course is not required.

## **BUSA 118 Introduction to Word Processing** 1 Credit Offered Each Semester

BUSA 118 provides an introduction to word processing fundamentals. It includes a class with business-oriented examples of file handling, creating, editing, reviewing, editing and printing documents. The software package utilized will be identified in the Class Schedule.

This is a valuable course for those who want to learn how to use word processing software. It does not fulfill the general program requirements for the Business and Office Technology programs. This course counts as a non-credit course when taken for the Business and Office Technology programs only if a different software package is used from the one used in BUSO 173 and 174. Prior completion of an equivalent course is not required, although some basic computer skills are assumed.

## **BUSA 119 Intermediate Word Processing** 1 Credit Offered Each Semester

BUSA 119 is an extension of BUSA 118. It provides additional word processing functions, including cutting and pasting text, merging text, and changing columns. The software package utilized will be identified in the Class Schedule.

This course does not fulfill the word processing requirements for Business and Office Technology programs and counts as a non-credit course when taken for the Business and Office Technology programs only if a different software package is used from the one used in BUSO 173 and 174. Prior completion of BUSA 118 is required.

## **BUSA 120 Introduction to Desktop Publishing** 1 Credit Offered Each Semester

BUSA 120 provides an introduction to desktop publishing fundamentals with primary emphasis on PageMaker software for IBM compatible microcomputers. This course emphasizes both theory and hands-on activities using business-oriented examples. The activities include design, creating page layout, using and saving text, and printing text, using various

typesets and fonts, and importing and creating artwork and graphic images.

This is a required course in the Office Information Specialist program and a microcomputer elective course in the other Business and Office Technology programs. Prior completion of BUSA 118 or BUSO 173 is required.

## **BUSA 121 Introduction to Spreadsheets** 1 Credit Offered Each Semester

BUSA 121 is an introduction to spreadsheet fundamentals. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves hands-on computer use. The software package utilized will be identified in the Class Schedule. This course is required for the Business and Office Technology programs. Prior completion of other courses is not required; however, some computer knowledge and basic math skills are recommended.

## **BUSA 122A Intermediate Spreadsheets** 1 Credit Offered Either Semester

BUSA 122A provides a continuation of spreadsheet software skills at an intermediate level using popular business software on IBM compatible computers. A hands-on class with business-oriented examples, it includes spreadsheet design, planning, documenting, and testing of spreadsheets, macros, database features, templates, and lookup. The software package utilized will be identified in the Class Schedule.

This is a valuable course for those who want to enhance their spreadsheet software knowledge. The course is required for the Office Information Specialist program and is a microcomputer elective for the other Business and Office Technology programs. Prior completion of BUSA 121 is required.

## **BUSA 122B Advanced Spreadsheets** 1 Credit Offered Either Semester

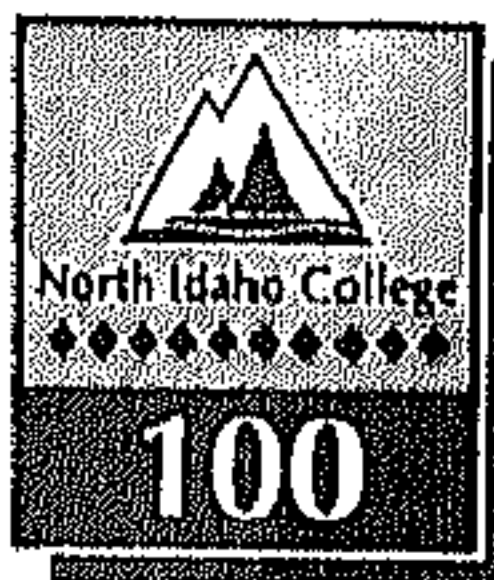
BUSA 122B continues development of spreadsheet software skills at an advanced level using popular business software on IBM compatible computers. A hands-on class with business-oriented examples, the course includes spreadsheet programming, creating and testing macros, using advanced functions and creating graphic applications. The software package utilized will be identified in the Class Schedule.

This is a valuable course for those who want to enhance their spreadsheet software knowledge. The course is required for the Office Information Specialist program and is a microcomputer elective for the other Business and Office Technology programs. Prior completion of BUSA 122A is required.

## **BUSA 123 Introduction to Database** 1 Credit Offered Each Semester

BUSA 123 provides an introduction to database fundamentals. It involves hands-on computer experience. Database design and theory, file structure, sorting, editing, report generating at the query-level of dBase, and printing





# COURSE DESCRIPTIONS

records are included. The software package utilized will be identified in the Class Schedule.

This course provides skills in the computer management of data for any application. It is a required course for the Administrative Assistant program and serves as a microcomputer elective for the other Business and Office Technology programs. Prior completion of other courses is not required; however, some computer knowledge is recommended.

**BUSA 125 Introduction to Presentation Software**  
1 Credit Offered Either Semester

This course provides an introduction to presentation software fundamentals on IBM compatible computers. Popular presentation software is used to create, store, retrieve, edit and print presentation software files. Class members will create a presentation. The software package utilized will be identified in the Class Schedule.

This is a valuable course for those who want to learn how to use presentation software. The course is a microcomputer elective for the Business and Office Technology programs. Prior completion of other courses is not required.

**BUSA 133 Introduction to Microsoft Windows**  
1 Credit Offered Each Semester

This course provides an introduction to Microsoft Windows fundamentals on IBM compatible computers. The course includes utilizing and controlling windows, Help, Write, Paintbrush, sharing data between applications with Clipboard, printing using Print Manager, and working with the Control Panel. This course is useful for anyone who wants to learn how to use Microsoft Windows software. The software package utilized will be identified in the Class Schedule. This course is a microcomputer elective for the Business and Office Technology programs. Prior completion of other courses is not required; however, some keyboarding proficiency is assumed.

**BUSA 135 Computer Applications for Technical Programs**  
1.5 Credits Offered Either Semester

This course provides an introduction to DOS/Windows based computers and computer software. It involves exposure to commonly used packages including windows, word processing, spreadsheets, database, and/or Internet search engines. Emphasis will be placed on one or two applications. Students will also learn computer technology and become familiar with basic computer operations. Examples of applications software directly related to the student program area is used or demonstrated where possible. Prior completion of other courses is not required.

**BUSA 138 Accounting for Managers**  
3 Credits Offered Each Semester

BUSA 138 is an introduction to accounting from a user's perspective. Students will explore accounting information's role in the decision-making process, and learn how to use various types of accounting information

found in financial statements and annual reports. This course will emphasize what accounting information is, why it is important, and how it is used by economic decision makers.

This course is required in the Small Business Management and Hospitality programs. Understanding how accounting information can be used to make better business decisions can benefit all students, regardless of their major course of study or chosen career. Prior completion of other courses is not required. This course does not replace BUSA 201 or 202.

**BUSA 185 Business Math**  
3 Credits Offered Each Semester

BUSA 185 provides instruction in the basic operations necessary to solve business problems including the areas of decimals, fractions, percentages, interest, discount, markup, installment buying, stocks and bonds, insurance, and taxes. The touch method of operating an electronic calculator to solve business work examples is developed.

This course is required in the Business Education, Small Business Management, and all Business and Office Technology programs. Prerequisite for Business Math is completing the ASSET Test with a scaled score of 38 or higher on the numerical skills test or 28 or higher on the elementary algebra test or successful completion of Math 015 or higher. Concurrent enrollment in Math 025 is recommended.

**BUSA 201 Principles of Accounting**  
3 Credits Offered Each Semester

BUSA 201 is an introduction to contemporary financial accounting. It emphasizes basic terminology and concepts, the theoretical framework of double-entry accounting, and descriptions and derivation of the primary financial statements prepared by accountants.

This course is required in the Business Education and Business Administration programs. It fulfills the accounting course requirement for the Small Business Management and all Business and Office Technology programs. Prior completion of other courses is not required.

**BUSA 202 Managerial Accounting**  
3 Credits Offered Each Semester

BUSA 202 is a continuation of BUSA 201 with emphasis on accounting theory and procedures relating to corporations. Manufacturing accounting and accounting for managerial decision making, including analysis and interpretation of financial statements and introduction to cost behavior is emphasized.

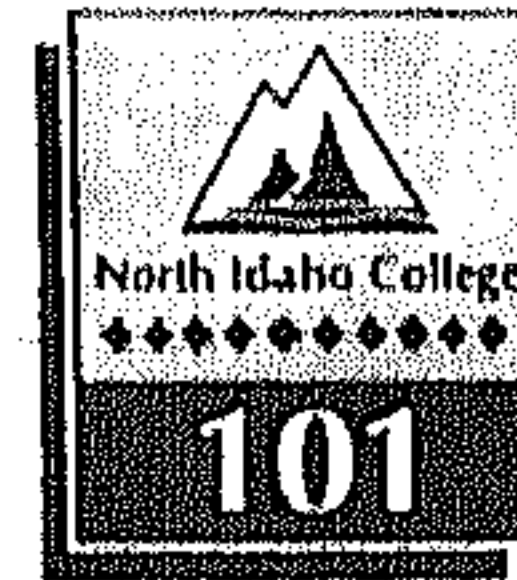
This course is required in the Business Education and Business Administration programs. Prior completion of BUSA 201 is required.

**BUSA 209 Computer Accounting**  
1 Credit Offered Each Semester

BUSA 209 applies accounting theory and principles in practical situations involving hands-on computer use. This course serves as a business elective for the Small Business Management and Business Administration



# COURSE DESCRIPTIONS



management, financial management and BUSA 201 and prerequisites and other courses that are required.

## **BUSA 211 Principles of Management** 3 Credits Offered Each Semester

BUSA 211 provides an overview of theories and practices of management. Major topics areas include the evolution and scope of management and the universal functions of management including planning, organizing, directing, staffing, controlling, coordinating, and delegating. Emphasis is also placed on the art of negotiating, leadership skills, team performance and problem solving and creative problem solving.

This course is designed for administrators of the operational skills and administrative functions of managers. It also helps in developing management skills. BUSA 211 is a required course in the Business Administration and Small Business Management programs. Prior completion of other courses as well as required.

## **BUSA 221 Principles of Marketing** 3 Credits Offered Each Semester

This is an introductory course in marketing designed to provide an overview of marketing principles and practices. The course includes marketing research, strategic planning, marketing objectives and implementation, and marketing research. Topics include the product, promotion, pricing, and distribution mix. This course promotes an awareness of the impact of social and technological factors on marketing managers. It also helps in upgrading marketing skills. This is a required course for the Small Business Management program. Prior completion of other courses as well as required.

## **BUSA 231 Principles of Statistics** 3 Credits Offered Each Semester

BUSA 231 provides an introduction to the techniques used to analyze and describe data. It emphasizes the application of probability and other methods, and provides an overview of averages, skewness, probability, sampling, hypothesis testing, analysis of variance, and regression analysis. This course is a required course in the Business Administration program. Prior completion of BUSA 201 and 211 is required.

## **BUSA 245 Legal Environment of Business** 3 Credits Offered Each Semester

BUSA 245 provides an introduction to the areas of law that affect business and its conduct, with an emphasis on the business law. This course is a required course in the Business Administration, Business Education, Small Business Management, Paralegal, Legal Secretary, and Office Administration programs. Prior completion of other courses as well as required.

## **Business-Management**

### **BMGT 236 Human Resource Management** (Formerly MGMT 236 and BUSA 226) 3 Credits Offered Fall 97 and Fall 99

This is an intensive course in the management of people. Management styles and theories, along with management processes, are an important component of this course. Additional topics include HRM roles and duties, job analysis, job design, job description, skills inventory, employee recruitment and selection, performance appraisal, motivation, team building, compensation, HRM performance, and employee development.

BMGT 236 helps to develop important personnel management skills. This is a required course in the Management Option in the Small Business Management program.

### **BMGT 256 Problem Solving Through Team Dynamics** (Formerly MGMT 256) 3 Credits Offered Spring Semester 99 and Spring 01

This course explores the creation of teams and their utilization to solve problems. Team dynamics and strategies, brainstorming, information gathering methods, interpersonal communication, interdependence, and synergy are examined.

This course is a required course in the Management Option in the Small Business Management program.

### **BMGT 266 Small Business Management** (Formerly MGMT 266 and BUSA 257) 3 Credits Offered Spring 98 and Spring 00

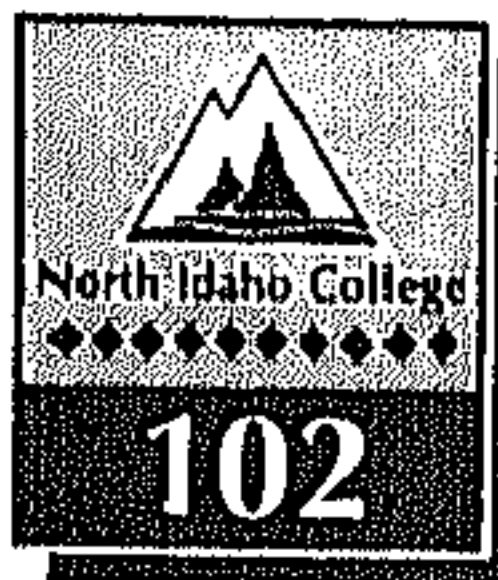
BMGT 266 is an intensive course that applies management and marketing concepts to planning, owning, and operating a small business. Topics covered include entrepreneurial opportunities, developing a business plan, marketing and management, financial management, and the social and legal environment of business. A major emphasis is on the business plan.

This course is a required course in the Management Option in the Small Business Management program. Prior completion of BUSA 138 or 201 and BUSA 221 are required.

### **BMGT 280 Marketing Management Development** (Formerly MGMT 280) 2 Credits Offered Each Semester

BMGT 280 provides additional skill development for business students. Students develop the skills necessary to make efficient and productive decisions. Topics include retailing and marketing analysis and segmentation, buying and selling, inventory planning and control, and price setting and adjustment. The focus is on retail and service enterprises. This course creates an awareness of the operational and administrative activities of a marketing manager and upgrades marketing skills. This course is a required course in the Marketing and Management Options in the Small Business Management program.





# COURSE DESCRIPTIONS

**BMGT 290**                      **Marketing/Management Internship**  
 (Formerly MGMT 280)  
 3 Credits                      Offered Each Semester

This course is an on-the-job application of principles and procedures learned in the Small Business Management program. Students are placed in business organizations and are expected to perform a variety of tasks and/or observe those which cannot be performed. BMGT 290 includes approximately 8-9 hours per week on-the-job.

This course is an elective course in the Small Business Management program. Students must have completed 42 credits in the Small Business Management program and possess a 2.8 grade point average for the Small Business Management program. Note that students must return a completed application form to the Division of Business and Professional Programs secretary by the end of mid-term week in the semester prior to enrolling in BMGT 280. Approval by a division screening committee is required.

## Business-Marketing

**BMKT 231**                      **Principles of Retailing**  
 (Formerly MKTG 231 and BUSA 156)  
 3 Credits    Offered Spring Semester 98 and Spring 00

BMKT 231 is an introductory course that provides an opportunity to explore the strategies and practices within retail and service industries. Students begin to develop the skills necessary to make efficient and productive decisions. Topics include retailing, marketing analysis and segmentation, buying and selling, inventory planning and control, and price setting and adjustment. The focus is on evaluation of the role of retail and service enterprises within a given economy through self-directed/team building activities.

This course creates an awareness of the operational and administrative activities of a marketing manager; it also helps in upgrading marketing skills. This is a required course for the Marketing Option in the Small Business Management program.

**BMKT 241**                      **Fundamentals of Promotion**  
 (Formerly MKTG 241 and BUSA 157) and Advertising  
 3 Credits                      Offered Fall Semester 97 and Fall 99

This introductory course presents an overview of the basic principles and procedures in promoting a product, service, or idea. Principles covered include target marketing, positioning, buyer behavior, creative development (copy writing, art direction, and production), media planning and selection, and measurement of promotional effectiveness and related cost. Emphasis is placed on small business budgets.

Fundamentals of Promotion and Advertising is a required course in the Marketing Option in the Small Business Management program.

**BMKT 261**                      **Principles of Professional Selling and**  
 (Formerly MKTG 261)                      **Sales Management**  
 3 Credits                      Offered Fall Semester 98 and Fall 00

An introductory course in the fundamentals of selling and sales management, the course explores the evolution of selling techniques, learning selling skills, communication messages, and the buying decision process. Students will learn how to apply a wide range of selling skills and how to prepare a sales demonstration. Discussion on managing a sales force is included.

## Business and Office Technology

**BUSO 101A**                      **Basic Keyboarding**  
 1 Credit                      Offered Each Semester

BUSO 101A provides introductory development of basic keyboarding skills. It provides an introduction to keyboarding through numeric and symbolic keyboarding. Emphasis is placed on developing touch control of the keyboard using proper keyboarding techniques and building basic speed and accuracy. This is a required course in the Business and Office Technology, Law Enforcement and Drafting programs. This is a suggested course for those who plan to enroll in microcomputer courses such as word processing, spreadsheets, database, etc. Prior completion of other courses is not required. (This is an eight-week course)

**BUSO 101B**                      **Keyboarding Speed Development**  
 1 Credit                      Offered Each Semester

BUSO 101B is a continuation of BUSO 101A. Emphasis is placed on improving keystroking efficiency and on reinforcing and building keying speed and accuracy. This is a required course in the Business and Office Technology programs. Prior completion or successful challenge of BUSO 101A is required. (This is an eight-week course)

**BUSO 109**                      **Medical Terminology**  
 3 Credits                      Offered Each Semester

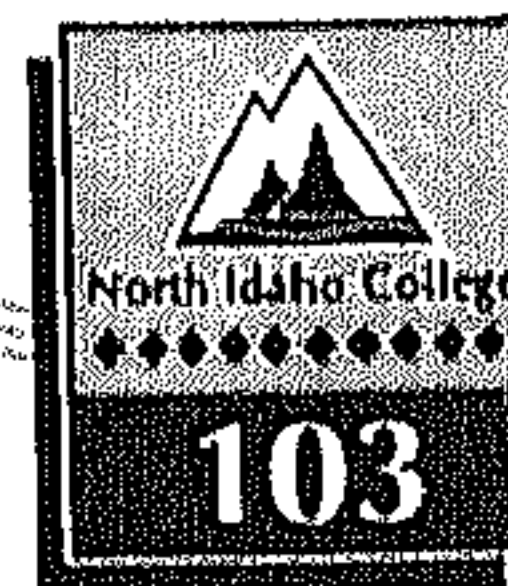
This course is an introduction to terminology used in the medical field with an emphasis on anatomy, diagnostic and surgical procedures, system disorders, and reports. This is a required course in the Health Information Management, Medical Secretary, Mental Health Technology/Human Services, Pharmacy Technology, and Physical Therapist Assistant programs and is helpful for any medical paraprofessional or Legal Secretary.

**BUSO 112**                      **Speedwriting Theory and Dictation**  
 3 Credits                      Offered Fall Semester

BUSO 112 is an introductory course in speedwriting. Emphasis is placed on learning the correct outlines and theory while developing speed in taking and transcribing dictation. This course is required for all students in the Office Information Specialist, Administrative Assistant and Legal Secretarial programs. It is a valuable aid for students who want to take notes more efficiently. Prior



# COURSE DESCRIPTIONS



competencies and a course description is available in BUSO 101A as requested.

## **BUSO 111 Speedwriting Dictation and Transcription** 1 Credit Offered Spring Semester

This course is a continuation of BUSO 112 with emphasis on abbreviating skills in taking and transcribing dictation. It involves study skill handling practice for speed and accuracy and the use of word processing available copy. BUSO 111 is a requirement for all students in the Administrative Assistant and Legal Secretary programs. Prior completion of BUSO 112 and course grade and length indicated are prerequisites is required.

## **BUSO 115 Records Systems Management** 1 Credit Offered Each Semester

This course covers applications in various systems of record management. Conceptual areas covered include principles and record systems, retention, transfer, and disposal. Topics also include organization and management of records systems, records facilities, personnel and retention programs, and safety and security of information. It covers the use of microcomputers, optical disk, and laser scanning and methods. Use of manual, mechanical, and electronic methods of storing and retrieving information are covered. This course is required for the Business and Office Technology programs. Prior completion of BUSO 101A and prior completion or concurrent enrollment in BUSO 101B is required.

## **BUSO 157 Medical Coding** 1 Credit Offered Each Semester

This course is designed to identify diagnoses and verify by code. The student will also learn to transform written descriptions of diagnoses, injuries, and procedures into numerical designations using the Current Procedural Terminology (CPT) and the International Classification of Diseases, Clinical Modification (ICD-9-CM) coding books. This is a required course in the Medical Secretary program. Prior completion of BUSO 109 is required.

## **BUSO 171 Word Processing** (Formerly BUSO 273) 1 Credit Offered Each Semester

This course provides an introduction to word processing fundamentals using microcomputers. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. It utilizes word processing functions such as spell check, grammar check, and formatting features. Emphasis is placed on formatting letters, memos, tables, reports, and other business documents. The software package utilized will be identified in the Class Schedule. This is a required course in the Business and Office Technology programs. Prior completion of BUSO 101B is required.

## **BUSO 174 Word Processing Applications** (Formerly BUSO 274) 1 Credit Offered Each Semester

BUSO 174 is a continuation of BUSO 171. It emphasizes advanced word processing and beginning desktop

publishing skills. The software package utilized will be identified in the Class Schedule. This is a required course in the Business and Office Technology programs. Prior completion of BUSO 173 is required.

## **BUSO 175 Grammar Skills and Machine Transcription** 1 Credit Offered Each Semester

BUSO 175 reviews and develops language skills by emphasizing the study of grammar usage, sentence structure, spelling, punctuation and proofreading of business communications. Students prepare business correspondence by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. This is a required course in the Business and Office Technology programs. Prior completion or concurrent enrollment in BUSO 173 is required.

## **BUSO 186 Office Assistant Internship** 2 Credits Offered Each Semester

Office Assistant Internship provides supervised training in office skills through on-the-job experience. This course allows a practical application of office skills learned in the Office Assistant program course work. It involves approximately six hours per week of in-office work. It is a required course in the Office Assistant program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: Permission of the instructor and prior completion of BUSO 110 or 201, BUSO 115, 173 and 175 and ENGL 099 or 101 and prior completion or concurrent enrollment in BUSA 185, BUSO 174 and 295 and ENGL 272 are required.

## **BUSO 205 Legal Terminology/Transcription I** 1 Credit Offered Fall Semester

This course provides an introduction to the pronunciation, spelling, and usage of legal terminology. It includes the transcription of recorded dictation using word processing software. Dictation tapes reinforce the knowledge of legal terminology and procedures.

BUSO 205 is a required course in the Legal Secretary and Paralegal programs. Prior completion of BUSO 173 and 175 is required.

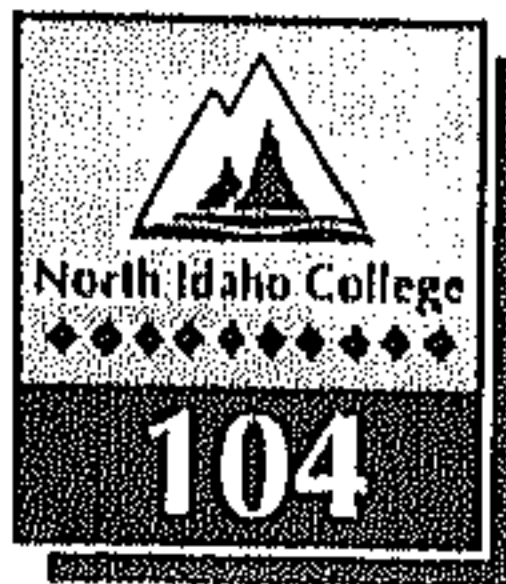
## **BUSO 206 Legal Terminology/Transcription II** 1 Credit Offered Spring Semester

BUSO 206 is a continuation of BUSO 205. Emphasis is placed on usage of legal terminology in legal documents, formatting legal documents, and transcribing documents from recorded dictation. This course reinforces knowledge of legal procedures. It is a required course for the Legal Secretary and Paralegal programs. Prior completion of BUSO 205 is required.

## **BUSO 209 Medical Transcription** 2 Credits Offered Fall Semester

This course provides an introduction to transcribing taped dictation, covers basic reports used in the medical field, and reinforces knowledge of medical terminology and procedures. It is required for students in the Medical





# COURSE DESCRIPTIONS

Secretarial program. Prior completion of BUSO 109, 173 and 175 is required.

**BUSO 210**                      **Advanced Medical Transcription**  
2 Credits                      Offered Either Semester

The Advanced Medical Transcription course emphasizes realistic dictation situations used in the medical community. It is required for students in the Medical Secretarial program. Prior completion of BUSO 209 is required.

**BUSO 285**                      **Office Information Specialist Internship I**  
4 Credits                      Offered Each Semester

Office Information Specialist Internship I provides supervised training and on-the-job experience in an office environment. The emphasis is placed on practical application of computer software such as word processing, spreadsheet, and database programs. It involves approximately 11 hours per week of in-office work. This is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: Permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, 121, 133, BUSO 112, 115, 173, 175, and ENGL 101, and prior completion or concurrent enrollment in BUSA 185, BUSO 174, 295 and ENGL 272.

**BUSO 286**                      **Office Information Specialist Internship II**  
4 Credits                      Offered Each Semester

BUSO 286 is a continuation of BUSO 285. It is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis. Permission of the instructor and prior completion of BUSO 285 are required.

**BUSO 287**                      **Medical Secretary Internship I**  
4 Credits                      Offered Each Semester

Medical Secretary Internship I provides supervised training in secretarial skills through on-the-job experience in a medical-related office.

This course provides a practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Medical Secretary program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: Permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, BUSO 109, 115, 173, 175, 209 and ENGL 101, and prior completion or concurrent enrollment in BUSA 185, BUSO 174, 210, 295 and ENGL 272.

**BUSO 288**                      **Medical Secretary Internship II**  
4 Credits                      Offered Each Semester

BUSO 288 is a continuation of BUSO 287. It is a required course in the Medical Secretarial program and is graded on a satisfactory/unsatisfactory basis. Permission of the instructor and prior completion of BUSO 287 is required.

**BUSO 289**                      **Administrative Assistant Internship I**  
4 Credits                      Offered Each Semester

Administrative Assistant Internship I provides supervised training in secretarial skills through on-the-job experience in a business office. This course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: Permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, BUSO 112, 115, 173, 175 and ENGL 101, and prior completion or concurrent enrollment in BUSA 185, BUSO 174, 295, and ENGL 272.

**BUSO 290**                      **Administrative Assistant Internship II**  
4 Credits                      Offered Each Semester

BUSO 290 is a continuation of BUSO 289. It is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Permission of the instructor and prior completion of BUSO 289 are required.

**BUSO 291**                      **Legal Secretary Internship I**  
4 Credits                      Offered Each Semester

Legal Secretarial Internship I provides supervised training in secretarial skills through on-the-job experience in a legal-related office. The course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Legal Secretarial program and is graded on a satisfactory/unsatisfactory basis. Prerequisites: permission of the instructor, sophomore standing, prior completion of BUSA 110 or 201, BUSO 112, 115, 173 and ENGL 101, and prior completion or concurrent enrollment in BUSA 185, BUSO 174, 205, 295 and ENGL 272.

**BUSO 292**                      **Legal Secretary Internship II**  
4 Credits                      Offered Each Semester

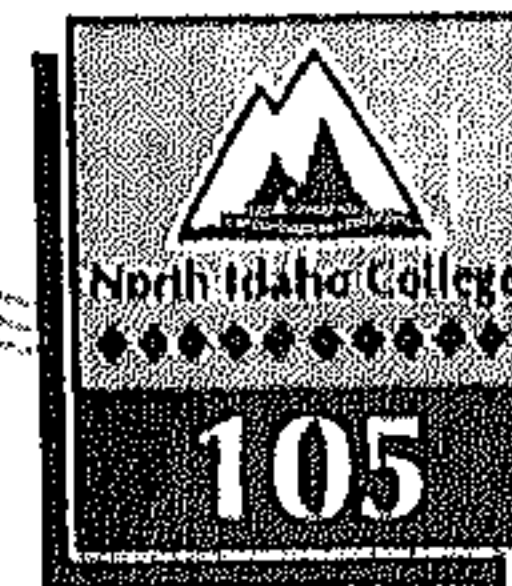
BUSO 292 is a continuation of BUSO 291. It is a required course in the Legal Secretarial program and is graded on a satisfactory/unsatisfactory basis. Prerequisites of the instructor and prior completion of BUSO 291 are required.

**BUSO 294**                      **Medical Office Procedures**  
1 Credit                      Offered Each Semester

This course emphasizes the procedures utilized in the medical office setting. Included are insurance and billing, appointment scheduling, patient file maintenance, and medical telephoning. The course also covers medical laws and requests, medical laws and ethics, and terminology for pain relievers, anesthetics, and prescription drugs. This is a required course in the Medical Secretary program. Prior completion of BUSO 109 is required.



# COURSE DESCRIPTIONS



## **BUSO 295 Office Procedures** 3 Credits Offered Fall Semester

BUSO 295 is a computer program designed to give students a practical background in the operation of a general office procedure. Topics to be covered include: general office procedures, and all computer office systems, and general office procedures. Topics to be covered include: general office procedures, and all computer office systems, and general office procedures.

This course is required for all Business and Office Technology Programs. Prerequisite: Completion of BUSO 171 and 172 and a corequisite enrollment in BUSO 173 or 285 or 289 or 291 are required.

## **Carpentry**

**Note: Course enrollment requires prior acceptance into the Carpentry Program.**

## **CARP 151 Carpentry Theory I** 7.5 Credits Offered Fall Semester

A look at the trade and its applications as a career is initially covered. All aspects of construction safety are taught. Hand and power tools are covered as well as all types of building materials. Much emphasis is given to blueprint reading, layout design, building codes, and site development. Concrete and formwork, as well as floor, wall, and roof framing are taught.

## **CARP 151L Carpentry Laboratory I** 7.5 Credits Offered Fall Semester

Students will spend time in an actual work-like situation. Students will use many hand, electric, portable, and stationary tools, and must acquire good skills in this area as well as understand all safety aspects of the tools used. Actual job situations will correspond with time spent in the classroom.

## **CARP 152 Carpentry Theory II** 5.5 Credits Offered Spring Semester

Site layout, insulation, roofing, and drywall techniques along with interior and exterior finishing are covered during this session. All aspects of safety are continuously covered.

## **CARP 152L Carpentry Laboratory II** 7.5 Credits Offered Spring Semester

On the same project as the first semester, the students will have the opportunity to sharpen their skills and put them into practice, as well as learn additional tasks. Slat layout, insulation, roofing, drywall techniques, and interior and exterior finishing will be covered. More emphasis will be placed on teamwork, work ethics, and work habits.

## **CARP 153 Carpentry Theory III** 1 Credit Offered Summer Session

The summer session provides a chance to review any required material not covered in the first two semesters.

This session allows additional time for students needing extra help.

## **CARP 153L Carpentry Laboratory III** 2.5 Credits Offered Summer Session

The summer lab session is spent completing a project, if necessary, as well as an opportunity for students to fine tune their skills. Students may exit early provided they 1) Have completed their required competency tasks; 2) Maintained a "C" grade; 3) Received instructor permission; and 4) Have a job which meets required criteria.

## **Chemistry**

## **CHEM 101 Introduction to Essentials of General Chemistry I** (Formerly CHEM 103/107) 4 Credits Offered Each Semester

CHEM 101 is a survey of the basic concepts of inorganic chemistry that includes quantitative concepts and development of problem solving methods. It is designed for health science majors, but also provides satisfactory preparation for CHEM 111 for students without sufficient background in chemistry. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It includes three hours of lecture and one three-hour lab each week. Prior completion of one year of high school algebra or its equivalent (MATH 025) is required.

## **CHEM 102 Introduction to Essentials of General Chemistry II** (Formerly CHEM 108) 4 Credits Offered Each Semester

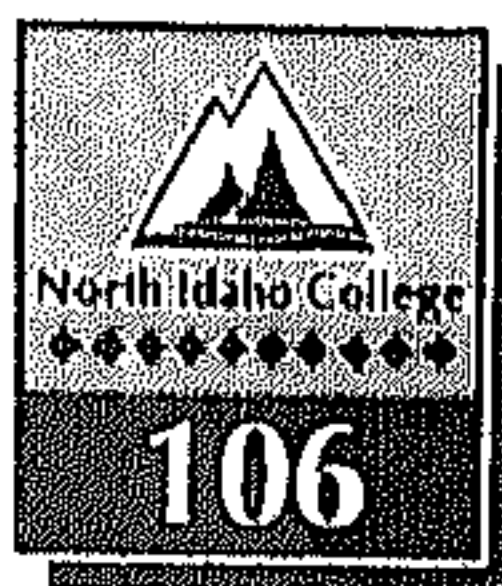
This course is a continuation of CHEM 101 and surveys basic concepts of organic and bio-chemistry. It is designed primarily for health science degrees or to meet general core requirements. The course satisfies a laboratory science requirement for the A.S. degree and includes three hours of lecture and one three-hour lab (CHEM 102L) each week. Prior completion of CHEM 101, 111, or other chemistry background and a satisfactory score on the CHEM 101 equivalency examination is required.

## **CHEM 111 Principles of General College Chemistry I** 4 Credits Offered Each Semester

CHEM 111 is a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving, but many applications are examined. Laboratory investigations support theory covered in lecture.

This course satisfies a laboratory science requirement for the A.S. and A.A. degrees. It includes three hours of lecture and one three-hour lab each week. It is a required course for many transfer degree programs in sciences and engineering. Prior completion of one year of recent high school chemistry, CHEM 101, or a satisfactory score on the chemistry placement test (at the first laboratory session) is required. Prior completion of two years of high school algebra or prior completion of MATH 108 is required.





# COURSE DESCRIPTIONS

## **CHEM 112 Principles of General College Chemistry II** (Formerly CHEM 114)

4 Credits

Offered Each Semester

CHEM 112 is a continuation of a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however, many applications are examined. Laboratory investigations support the theory covered in lecture.

This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It includes four hours of lecture and one three-hour laboratory session each week. It is a required course for many transfer degree programs in the sciences and engineering. Prior completion of CHEM 101 (grade of C or better is strongly recommended) and a working knowledge of logarithms is required (completion of MATH 147 or its equivalent is recommended).

## **CHEM 114** (Formerly CHEM 112)

2 Credits

### **Qualitative Analysis**

Offered Each Semester

CHEM 114 investigates the chemistry of separation and identification of selected cations and anions. It includes the theory of chemical equilibrium of acids, bases, buffers, complexions, and precipitation reactions and practical application of the concepts in the laboratory.

The course is designed to accompany CHEM 112 for students whose transfer programs require additional skill in chemistry. It includes one hour of lecture and a three-hour laboratory session each week. Prior completion of CHEM 111 (grade of C or better is strongly recommended) and a working knowledge of logarithms is required (completion of MATH 147 or its equivalent is recommended).

## **CHEM 277**

3 Credits

### **Organic Chemistry I**

Offered Fall Semester

CHEM 277 is a comprehensive study of the principles and theories of organic chemistry, emphasizing properties, preparations, and reactions. Required for transfer degree programs in chemistry, medicine, dentistry, pharmacy, engineering, and related fields. This course includes three hours of lecture and one three-hour lab (CHEM 277L) each week. Prior completion of CHEM 112 or 114 with a grade of "C" or better is required.

## **CHEM 277L**

1 Credit

### **Organic Chemistry I Laboratory**

Offered Fall Semester

CHEM 277L is an introduction to the techniques of the organic laboratory including application of chromatography and spectrometry, reaction mechanisms, and synthesis. This course consists of three hours of lab time each week. Concurrent enrollment in CHEM 277 is required.

## **CHEM 287**

3 Credits

### **Organic Chemistry II**

Offered Spring Semester

This is a continuation of CHEM 277 with an introduction to biological molecules. This course includes three hours

of lecture and one three-hour lab (CHEM 287L) each week. Prior completion of CHEM 277 with a grade of "C" or better, or permission of the instructor is required.

## **CHEM 287L**

1-2 Credits

### **Organic Chemistry II Laboratory**

Offered Spring Semester

CHEM 287L is the laboratory that accompanies CHEM 287. The second credit option includes qualitative organic chemistry which is intended for chemistry majors and others who can benefit from additional laboratory work. This course consists of three hours of lab each week per credit. Concurrent enrollment in CHEM 287 is required.

## **Child Development**

### **CHD 134**

3 Credits

### **Infancy through Middle Childhood**

Offered Every Semester

CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive and social-emotional development are examined in the context of family and social issues. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

### **CHD 243**

2 Credits

### **Early Childhood Education**

Offered Fall Semester

This course introduces the student to the field of early childhood education. Developmentally appropriate curriculum, behavior guidance, primary grade education, child care and various issues within the field are examined. Prior or concurrent completion of CHD 134 is required.

### **CHD 254**

3 Credits

### **Child Guidance Theory**

Offered Spring Semester

Techniques for understanding and effectively guiding children's behaviors are examined and practiced in this course. Included are skills for managing classroom situations, conflict resolution, verbal guidance, effective use of praise, preventing behavior problems, promoting self esteem and setting individual goals. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

### **CHD 298A**

3 Credits

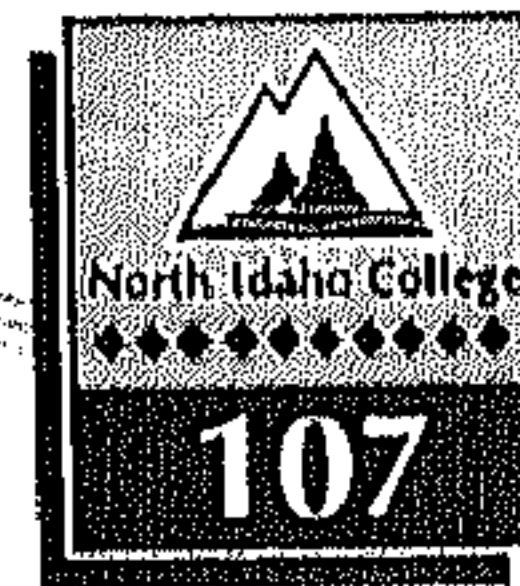
### **Child Development Practicum**

Offered Each Semester

This course offers a supervised experience working with pre-schoolers in the NIC Children's Center and is for those students in their first three Practicum semesters. (Practicum B and C are completed in an off-campus site). Students gain practical experience planning, preparing and implementing curriculum, practicing behavior guidance techniques and discussing how to meet the needs of individual children in the program. It is a required course for the Child Development program. Prior completion of CHD 134 is required.



# COURSE DESCRIPTIONS



## **CHD 298B Child Development Practicum** 3 Credits Offered Each Semester

CHD 298B offers continued experience working with young children. Students are placed in an approved off campus setting such as Head Start, kindergartens and private early care and education programs. Students continue practicing skills in curriculum development, behavior guidance and teaching effectiveness under the direction of a site based supervisor. Prior completion of CHD 298A is required.

## **CHD 298C Child Development Practicum** 3 Credits Offered Each Semester

CHD 298C provides the final experience working directly with young children in a supervised setting. Students are placed in an off campus early childhood setting and continue practicing skills in curriculum development, behavior guidance, assessment and teaching effectiveness. Prior completion of CHD 298B is required.

## **Cinema Arts**

### **CINA 126 Film and International Culture** 3 Credits Offered Each Semester

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich our viewing experience.

The concepts and methods introduced have applications to careers in broadcasting, commercial art, public relations, journalism, and corporate communications. This course is required for transfer into radio/television programs. It satisfies an arts and humanities course requirement for the A.S. and A.A. degrees. Involves classroom lecture and separately scheduled screening sessions. Prior completion of other courses is not required.

## **Communications**

### **COMM 101 Introduction to Speech Communication** (Formerly COMG 131) 3 Credits Offered Each Semester

This course introduces students to what communication is and how it affects human interaction. Emphasis is on public speaking with attention to audience analysis, organizational, and delivery skills.

The controlled and supportive classroom environment is an ideal setting for students to practice and perfect those communication skills of effective speaking and critical listening valued in all professions, the community, and personal relations. This course is a requirement for both the A.A. and A.S. degrees. Strong college-level reading and writing skills are recommended.

### **COMM 103 Oral Interpretation** 3 Credits Offered Either Semester

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform a variety of literary pieces including stories, plays, poems, and famous orations. COMM 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents. Prior completion of other courses is not required.

### **COMM 111 Interview Techniques** (Formerly COMG 101) 2 Credits Offered Each Semester

This course provides practical experience in the development of interviewing techniques for a variety of settings and career applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interview.

Students learn to design and carry out effective interviews through study and practice of the practical "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communications, law enforcement, psychology, oral history, and counseling. Use of an audio tape recorder is suggested. Prior completion of other courses is not required.

### **COMM 133 Improving Listening Skills** 1 Credit Offered Either Semester

This course involves instruction in the skills necessary for effective listening. These skills apply to all aspects of life from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills. Prior completion of other courses is not required.

### **COMM 134 Nonverbal Communication** 2 Credits Offered Either Semester

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language.

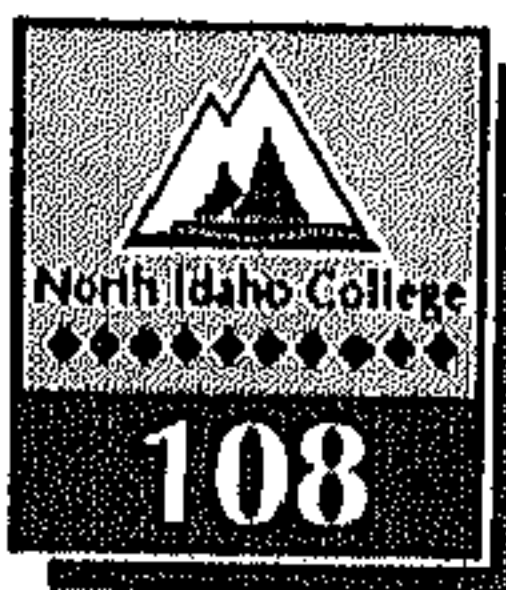
The study of nonverbal communication will help students better understand how people communicate in relationships at work and at home, and may create an awareness of students' own nonverbal communication style. Prior completion of other courses is not required. Strong college-level reading and writing skills are recommended.

### **COMM 200 Seminar: Human Potential** 2 Credits Offered Each Semester

This seminar features a structured small group with interactive experiences designed to assist students in becoming more self-directed, self-motivated, self-confident, and empathetic towards others.

It is an elective that helps students uncover insights into personal values, motivations, successes, achievements, and satisfactions. Short and long-term goal setting is





# COURSE DESCRIPTIONS

learned and practiced, making the course a useful one for success in college, determining career choices, establishing close relationships, and tapping into our unique potential as humans. Students of all majors, academic backgrounds, and experience are welcomed. Prior completion of other courses is not required.

**COMM 209** **Argumentation**  
3 Credits Offered Either Semester

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed.

It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed. Prior completion of COMM 101 or permission of instructor is required. Strong college-level reading and writing skills are recommended.

**COMM 220** **Introduction to Intercultural Communication**  
3 Credits Offered Each Semester

Introduction to Intercultural Communication is concerned with cultural differences and their effects on communication. The course attempts to help students become more sensitive to the needs of people from other cultures with whom you interact. With more and more diversity in our country, and to create and maintain positive relationships with minimal hostility and friction, an understanding of how to communicate across cultures will prove to be a considerable asset. Communication competence with people of other cultures calls for a repertoire of communication skills rarely taught in any other college course. Prior successful completion of COMM 101 with a C- or better is required.

**COMM 233** **Interpersonal Communication**  
3 Credits Offered Each Semester

This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within interpersonal relationships. Emphasis is on self-examination and understanding how "I communicate with others" and how that can be improved.

This is an excellent course for developing skills necessary for everyday life and living where relationships must be developed and maintained. Prior completion of other courses is not required.

**COMM 236** **Small Group Communication**  
3 Credits Offered Either Semester

This course is designed to present the fundamentals of small group communication in such a way that the student actually experiences the small group process and evaluates his/her own and other's behaviors for success. The course will combine theory and practical application.

## Computer Applications In Business

**CABS 100** **Principles of Computer Systems**  
3 Credits Offered Fall Semester

This course is designed to cover the principles of computer systems—their applications, organization and control, and technological impacts of the information age. Topics covered include information representation and processing techniques, elementary computer architecture, input and output hardware concepts, secondary storage devices, data communications for connectivity, computer security, futuristic trends in hardware and software components and processing techniques, artificial intelligence and knowledge-based systems, and a discussion of ethical and legal issues within computer systems.

**CABS 120** **Personal Computer Architecture**  
3 Credits Offered Fall Semester

This is an introduction to personal computer hardware. Basic architecture beginning with the motherboard will be discussed. Hands-on assembly of the different components of a computer, the installation of the operating system, and analyzing and correcting problems are emphasized.

**CABS 130** **Personal Computer Peripherals**  
3 Credits Offered Spring Semester

An advanced look at personal computer hardware covering various interface architectures and communication protocols. The course involves installation and troubleshooting of peripherals such as CD drives, sound cards, fax/modems, network interface cards, printers and scanners, along with advanced software driver configuration for those components. Prior completion of CABS 120 is required.

**CABS 140** **Database**  
3 Credits Offered Spring Semester

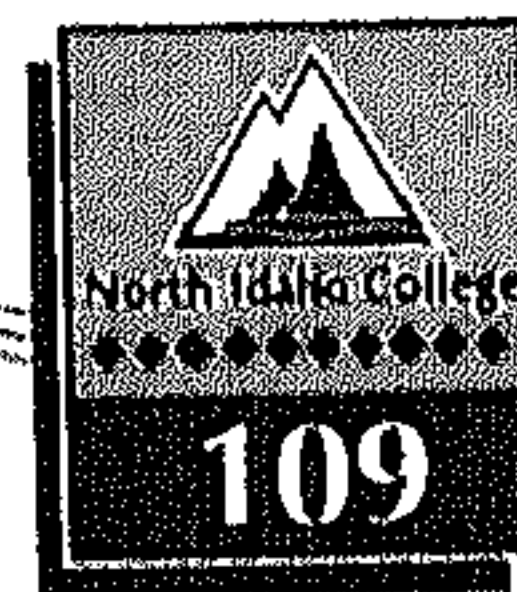
CABS 140 provides an introduction to database fundamentals. Using dBASE (or similar software) and hands-on instruction, students will be introduced to designing databases, creating and modifying data and file structures, printing simple lists, manipulating the order of data, and creating reports. Before enrolling in this course, it is recommended that students become familiar with DOS and Windows.

**CABS 150** **Introduction to Operating Systems**  
4 Credits Offered Fall Semester

This is an introductory level class in personal computer operating systems and graphic user interfaces. The course will discuss basic concepts of how operating systems work and how applications interact with operating systems. Also covered are fundamental skills in command line and graphic user interface environments. MS Windows and MS-DOS are utilized to illustrate these concepts. Concurrent enrollment in CABS 100 and 120 is required.



# COURSE DESCRIPTIONS



## **CABS 160** 3 Credits

### **Introduction to Networking** Offered Spring Semester

This is an introductory course in networking and networking technologies focusing on the basic concepts of data communications, logical LAN configurations, topologies, networking and connectivity. This course also provides the data communications framework for subsequent classes by introducing industry-specific language/terminology and protocols. Prior completion of CABS 100 is required.

## **CABS 170** 3 Credits

### **Systems Analysis/Design** Offered Fall Semester

This course provides an overview of the field of systems analysis, basic systems design tools and the procedures for conducting a systems analysis. Analysis via feasibility studies, structured analysis techniques, requirements, creation, and definition will be emphasized. System specification and the logical and physical elements of systems design will be covered. The student will define and model business processes and data flows. The relationship of analysis and design to systems implementation and maintenance will be identified. Prior completion of CABS 100 and prior completion or concurrent enrollment in CABS 140 are required.

## **CABS 180** 4 Credits

### **Introduction to Visual Basic** Offered Spring Semester

This course provides the overall concepts of programming in the Visual Basics for Windows. Topics discussed will be: designing, coding, testing, and debugging simple Windows applications. Other advanced topics include Dynamic Data Exchange (DDE), Object Linking and Embedding (OLE), Window's Application Programming Interface (APIs), database interface and documentation. Prior completion of CABS 140 and prior completion or concurrent enrollment in CABS 251 are required.

## **CABS 220** 3 Credits

### **Integrated Software Concepts** Offered Spring Semester

This course provides an extensive investigation into the integration of suite products. Advanced techniques for Microsoft Office Pro will be used as an example of product suites. The use of Object Linking and Embedding (OLE) and Dynamic Data Exchange (DDE) for Microsoft products will be discussed. A study of Microsoft Visual Basic for applications impact on product suite applications is reviewed to complete a comprehensive study of integration applications concepts. Prior completion of CABS 241 and CABS 251 and prior completion or concurrent enrollment in CABS 180 are required.

## **CABS 241** 3 Credits

### **Advanced Database** Offered Fall Semester

CABS 241 is a continuation of CABS 140 and provides instruction on advanced features of database use. Using dBASE (or similar software) and hands-on instruction, students will create conditional and compound queries, and multi-table queries; manipulate data and objects;

create data entry and report forms, and multilevel reports; control the dBASE environment, and learn database record and file maintenance. Prior completion of CABS 140, or completion of comparable database course with permission of the instructor, is required.

## **CABS 251** Adv. Personal Computer Operating Systems 3 Credits

Offered Spring Semester

CABS 251 is an advanced course delving into DOS commands, configuring the system, and working with memory management. The course examines the Windows system file, initialization file, and advanced PIF file functions as well as the options in the main window. MS Windows and MS-DOS are utilized to illustrate these concepts. Prior completion of CABS 150 is required.

## **CABS 262** 3 Credits

### **Advanced Network Management** Offered Spring Semester

This course teaches the skills needed to monitor and maintain NetWare 3.x, 4.x (server/client), and Windows for Workgroup (peer-to-peer) networks. Course topics include high-level system management features of NetWare and Windows for workgroups; how to analyze and improve network performance; advanced printing setup and how to customize printing; and how to prevent problems using recommended backup strategies. Lab activities are included to provide hands-on practice. Prior completion of CABS 160 and sophomore standing in the CABS program are required.

## **CABS 284** 3 Credits

### **Emerging Information Technologies** Offered Spring Semester

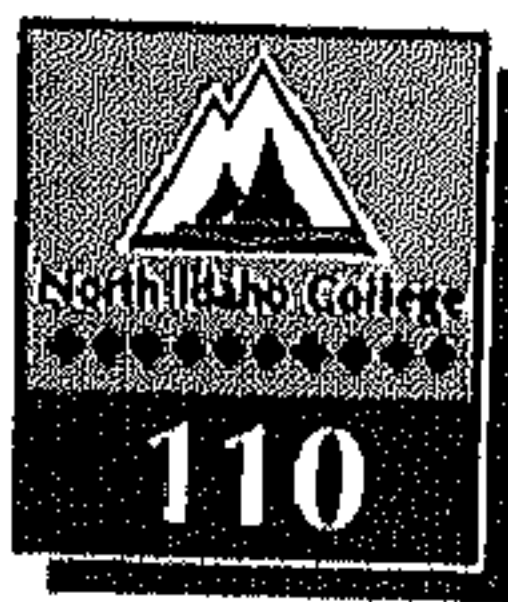
This course addresses and examines a wide variety of new and emerging advanced information technologies and issues: Internet and intranet hardware and software; marketing telecommunications and commercial applications; ethics and standard issues; and virtual reality. Specific technologies will be identified in the course syllabus. Prior completion of CABS 251 is required.

## **CABS 295** Computer Applications in Business Internship 4 Credits

Offered Spring Semester

The Computer Applications in Business Internship involves a working partnership in which North Idaho College and the sophomore students of the CABS program join with area computer processing employers in a structured relationship. The basic purpose is to provide CABS students insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level computer programming operations, networking, or end-user support staff. Sophomore standing in the CABS program and permission of the instructor are required.





# COURSE DESCRIPTIONS

## Computer Science

**CS 100 Introduction to Computers & Computer Science**  
3 Credits Offered Each Semester

CS 100 is intended as an introduction to computers for non-computer science majors. No prior experience with computers is necessary. Topics include an historical perspective, evolving hardware and software, word processing, and a programming language. Problem solving and algorithm development are the focus of the class. The course involves substantial use of microcomputers and the possible use of a minicomputer. This course includes three hours of lecture each week. Prior completion of MATH 025 or its equivalent is required.

**CS 125 Introduction to Visual BASIC Programming**  
2 Credits Offered Either Semester on Demand

This course is an introduction to the MS Visual BASIC programming language. It is intended for students who may need an introduction to MS Visual BASIC or students interested in programming their home computers. Prior completion of MATH 108 is required.

**CS 150 Computer Science I**  
4 Credits Offered Each Semester

CS 150 offers an introduction to the field of computer science using C/C++. Central themes of the class include an introduction to computer organization, algorithmic problem solving and structured and object oriented program design, and societal and professional context in which computer science exists. Fundamental data types including arrays and structures will be explored and concepts such as complexity, invariants, and abstract data types will be introduced. This course includes three hours of lecture and one two-hour lab each week. Concurrent enrollment in CS 150L is required. Prerequisite: Two years of high school algebra or MATH 130 or MATH 147. CS 100 is recommended for students without computer experience.

**CS 160 Computer Science II**  
3 Credits Offered Spring Semester

CS 160 provides continuing experience in problem-solving and software design methods. The analysis of algorithms, use of non-text files, and dynamic data structures are introduced and the entire software design cycle is considered in greater depth. A large group project will be completed. Standard algorithms for numeric and text processing, searching, and sorting will be covered. The exploration of recursion is continued. Students must be concurrently enrolled in a college level mathematics class such as MATH 160 or 170. This course includes three hours of lecture each week. Prerequisite: CS 150 and CS 150L.

**CS 185 Introduction to Numerical Computing with FORTRAN**  
3 Credits Offered Each Semester

This course is an introduction to numerical computing using FORTRAN. Students will be introduced to techniques of computer programming and the elements of the FORTRAN language. Practical applications will include the techniques of solving equations in one variable, polynomial approximation, numerical differentiation, numerical integration and matrix manipulations. The course is intended for engineering and science majors. It includes three hours of lecture each week. Prior completion of MATH 170 is required.

**CS 191 Programming in C**  
3 Credits Offered Spring Semester

This course provides an introduction to structured programming using the language C. Features of the UNIX operating system may be discussed. This course is suitable for those students aspiring to major in computer science, but the course will also serve science and engineering majors as well as people from the community. Prior programming experience in a structured language is required. This requirement is best met with a course in Pascal, but Pascal is not required. This course includes three hours of lecture each week.

**CS 240 Digital Computer Fundamentals**  
4 Credits Offered Spring Semester

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and program logic arrays are covered in this course. Laboratory activities use basic lab equipment, logic analyzers, and digital oscilloscopes. This course includes three hours of lecture and one two-hour lab (CS 240L) each week. Math 147 or permission of instructor is required for enrollment in this class.

**CS 250 Data Structures**  
3 Credits Offered Fall Semester with sufficient demand

Standard data structures are examined using a high level programming language such as C++. Stacks, Queues, Linked lists, trees, and graphs are presented and explored through manipulation methods specific to each. Other topics include a continued development of skills in the analysis of algorithms, dynamic memory use and the use of external files. This course includes three hours of lecture each week. Prior completion of CS 160 and MATH 187 is required.

**CS 270 Computer Organization and Assembly Language**  
3 Credits Offered Spring Semester on demand

Students will study computer organization, assembly language, the use of assemblers, addressing methods, and structured assembly programming methods. This course includes three hours of lecture each week. Prior completion of CS 150 and CS 240 is required.



# COURSE DESCRIPTIONS



## Culinary Arts

Note: Course enrollment requires prior acceptance into the Culinary Arts Program.

**CULA 151**                      **Stewardship and Purchasing**  
3.5 Credits                      Offered Each Semester

This course includes both theory and practice with emphasis on practical application. Sanitation topics include correct sanitation skills with tableware, equipment, and facilities. Storeroom topics include ordering and receiving goods and checking invoices. Emphasis is placed on storing and dating goods. Prior completion of other courses is not required.

**CULA 152**                      **Breakfast Cooking and Catering Skills**  
3.5 Credits                      Offered Each Semester

This course involves breakfast cooking skills with emphasis on eggs, their properties, and how to prepare them skillfully in an industrial setting. Also included are the fundamentals of front of the house activities including on-site busing and catering with emphasis on the special needs of logistics, sanitation, rental requirements, and safety. Prior completion of other courses is not required.

**CULA 153**                      **Prep Station Skills**  
3.5 Credits                      Offered Each Semester

This course presents instruction in knife skills and the identification and preparation of vegetables, fruits, and meats. Correct methods of trimming, filleting, and portioning will be emphasized. Breading and batters will also be included. Prior completion of other courses is not required.

**CULA 154**                      **Pantry Station Skills**  
3.5 Credits                      Offered Each Semester

Students are involved in the production process for preparation of a variety of salads and dressings, hors d'oeuvres and quiches, and quality set-ups for sandwiches. Plate presentation is stressed. Prior completion of other courses is not required.

**CULA 155**                      **Stock, Soup, and Sauce Preparation**  
3.5 Credits                      Offered Each Semester

This course features the preparation of stocks and their use as the base for sauces and soups. Emphasis is on mother sauces, small sauces, clear soups, vegetable soups, cream soups, purees, chowders, and ethnic soups. Thickening agents, temperature control, and seasoning of food will also be stressed. Prior completion of other courses is not required.

**CULA 156**                      **Line Cook Skills**  
3.5 Credits                      Offered Each Semester

Students will practice the different skills involved in being a line cook. Included are broiling, roasting, braising, grilling, stewing, poaching, steaming, and broiling. Preparation of hot specials is also included. Prior completion of CULA 151, 152, 153 and 154 is required.

**CULA 157**  
3.5 Credits

**Grill Cook Skills**  
Offered Each Semester

Grill Cook Skills students will practice mise en place, making hot sandwiches, deep frying, pan frying, and grilling. The use of leftovers in food preparation is included. Prior completion of CULA 151, 152, 153 and 154 is required.

**CULA 158**  
3.5 Credits

**Bakery Skills**  
Offered Each Semester

This course involves the theory and application of baking basics: vocabulary, weights and measures, and applied mathematical skills. Emphasis is placed on hands-on baking production. Prior completion of CULA 151, 152, 153 and 154 is required.

**CULA 159**  
3.5 Credits

**Grill Cook and Production Manager**  
Offered Each Semester

Students are presented with additional management responsibilities in assisting with set-up, answering questions, checking storage, and clean-up. This is a capstone course. Upon completion of this course the student should understand the entire scope of running a kitchen. Prior completion of CULA 151, 152, 153 and 154 is required.

**CULA 160**  
1 Credit

**Culinary Arts Seminar**  
Offered Each Semester

This class is a seminar meeting one hour per week where all Culinary Arts students meet with the instructor to review the material during the week, its application, success and failures in the applications and solutions for problems that arose during the courses and laboratory.

## Dance

**DANC 105**  
1 Credit

**Aerobic Dance/Fitness**  
Offered Each Semester

This course combines cardiovascular conditioning, toning, and flexibility exercises along with a fat burning intensity level. DANC 105 is offered in two levels: Nice and Easy, involving low impact with moderate intensity for the beginner; and Intermediate, involving muscle strengthening and a higher level of intensity. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of four credits.

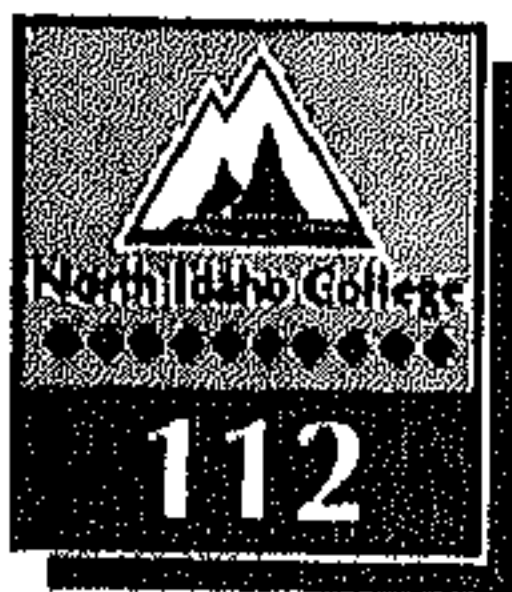
**DANC 113**  
1 Credit

**Jazz Dance: Beginning I**  
Offered Each Semester

DANC 113 is an introduction to the movements and styles particular to today's jazz dancer. It emphasizes exercises and combinations of steps and explores theatrical, lyrical, and "funk" styles set to popular music.

This course is a fun alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies a P.E./dance requirement for the A.S. and A.A.





# COURSE DESCRIPTIONS

degrees. May be repeated for a total of four credits. Prior dance experience is not required.

**DANC 114** **Jazz Dance II**  
1 Credit Offered Spring Semester

Jazz Dance II is a continuation of DANC 113, exploring movements and styles particular to today's jazz dancer. It emphasizes exercise, combination steps, and explores theatrical, lyrical, and "funk" styles set to popular music.

This course provides an alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility.

This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits. DANC 113 or some knowledge of jazz dance is recommended prior to this course.

**DANC 115** **Modern Dance: Beginning I**  
1 Credit Offered Each Semester

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. Includes an insight into how dances are created through improvisation, and by analyzing these movements, students will explore choreography.

This course provides a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and an appreciation of the art form. This is an excellent course for theatre and performing arts students. Satisfies a P.E./dance requirement for the A.S. and A.A. degrees. Prior dance experience is not required. May be repeated for a total of four credits.

**DANC 117** **Ballet: Beginning I**  
1 Credit Offered Each Semester

This course concentrates on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form.

DANC 117 helps gain more flexibility, muscle strength and control, and mental discipline over the body. It also promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of two credits. Prior dance experience is not required.

**DANC 118** **Ballet: Beginning II**  
1 Credit Offered Each Semester

This course is a continuation of DANC 117 for beginners and concentrates on technique, alignment, and progressions. The student is introduced to more complex steps through faster-paced instruction.

The course increases flexibility, muscle strength and control, and mental discipline over the body. It further enhances an appreciation of the art form as technique improves. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. It may be repeated for a total of two credits. Prior completion of DANC 117 or its equivalent is required.

## Developmental Education

**DEED 010** **Reading and Spelling Fundamentals**  
3 Credits Offered Each Semester

A self-paced course, DEED 010 is designed for basic reading and spelling skills that include word attack, word structure, sentence sense, main idea, and spelling rules. This is an important skill-building course that can influence college success, but does not fulfill degree requirements. Enrollment is recommended based on placement test results. Class size is limited to 12 students at any time; however, some students complete class requirements early. Students may enroll as late as mid-term week, subject to space availability and instructor approval.

**DEED 013** **Reading Comprehension & Vocabulary Development**  
3 Credits Offered Each Semester

DEED 013 is a self-paced course designed to enhance reading and vocabulary skills with an emphasis on comprehension of expressed and implied main ideas. The course also focuses on developing vocabulary skills including contextual clues, synonyms, antonyms and affixes. Enrollment is recommended based on placement test results. Class size is limited to 12 students at any time; however, some students complete class requirements early. Students may enroll as late as mid-term week, subject to space availability and instructor approval.

**DEED 043** **Reading in Applied Technology**  
1 Credit Offered Each Semester

This course is an open-entry, open-exit course designed to improve reading skills for technical materials. This course emphasizes learning for critical and efficient reading, including reading for information, following directions, critical reading, checking information, drawing conclusions, vocabulary, and understanding graphics in technical materials.

**DEED 100** **College Success Strategies**  
2 Credits Offered Either Semester

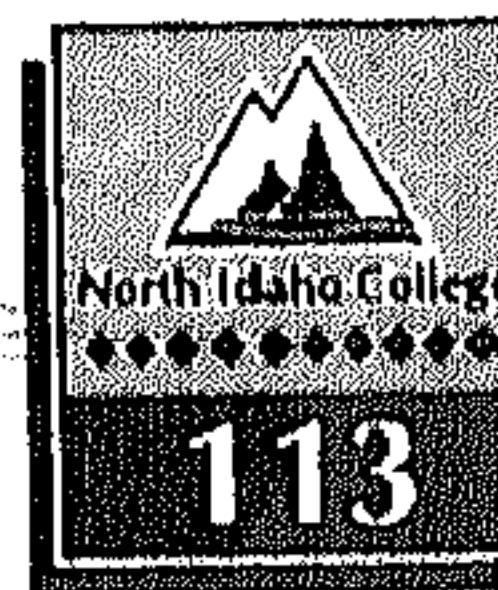
This course offers instruction in academic, personal and career skills, as well as provides an introduction to campus resources. It is designed to promote student success in college through an emphasis on using successful study techniques, test-taking skills, improving self-esteem, clarifying personal values, and setting goals. Students are also taught the importance of budgeting time and money, working with advisors, creating and maintaining supportive relationships, caring for one's health, managing stress and planning a career.

**DEED 104** **College Reading**  
2 Credits Offered Each Semester

This course is designed for the skilled reader who would like to develop strategies for flexible reading comprehension and to improve textbook reading skills. Reading techniques are applied to reading assignments



# COURSE DESCRIPTIONS



in other classes in content areas such as the sciences, social sciences and humanities.

**DEED 105** College Study Skills  
2 Credits Offered Either Semester

How to Study in College provides instruction in practical study techniques essential for academic success. This course emphasizes managing time, taking notes, reading textbooks effectively, and preparing for and taking exams.

**NOTE:** Other skill-building courses that are part of the DEED program are Library Skills (LBS 120) and Basic Mathematics (MATH 015).

## Diesel Technology

Note: Course enrollment requires prior acceptance into the Diesel Technology Program.

**DSL 108** Diesel Welding Theory  
2 Credits Offered Fall Semester

This course is designed to provide the student with welding skills required by the diesel mechanic industry.

**DSL 109** Diesel Welding Theory  
2 Credits Offered Spring Semester

This course is designed to provide the student with welding skills required by the diesel mechanic industry. Prior completion of DSL 108 is required.

**DSL 115L** Diesel Lab  
4.5 Credits Offered Fall Semester

This course will give the student hands-on exposure in a shop setting to those subjects covered in DSL 100, 110, 120 and 130 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or component, when using tools or equipment, and when handling cleaning agents or other hazardous materials.

**DSL 116L** Diesel Lab  
4.5 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSL 170, 180, and 190 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety procedures and precautions in the lab which include lifting and supporting vehicles or components, using tools or equipment, and proper handling of cleaning agents or hazardous materials.

**DSL 117L** Diesel Lab  
2 Credits Offered Summer Session

This course provides students with additional exposure to lab experiences related to a special interest area selected by the student in DSL 195. It may consist of work with mock-ups, components, live work, or in some cases School-to-Work arrangements with local shops.

Successful completion of the first year of the Automotive A.A.S. program is required, or instructor permission.

**DSL 121** Powertrain/Brakes  
7 Credits Offered Spring Semester

This course will teach students the operation, construction and repair of heavy-duty clutch systems, manual transmissions, drivelines, universal joints, single and two-speed differentials as well as wheels, bearings and seals.

**DSL 131** Diesel Engine/Electrical  
5.5 Credits Offered Fall Semester

This course will teach students how to identify, repair or replace diesel engines. The student will learn two-stroke and four-stroke diesel engine theory as well as engine performance factors and basic tune-up procedures. In addition, this course will cover basic electrical theory, including types of circuits and components, as well as batteries, starters, and charging systems. Students will also learn about wiring schematics and diagrams.

**DSL 195** Specialization Study  
1 Credit Offered Summer Session

During this course of study each student will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects or short field trips. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

**DSL 215L** Advanced Diesel Lab  
6 Credits Offered Fall Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSL 210, 220, 230 and 250 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or using tools or equipment.

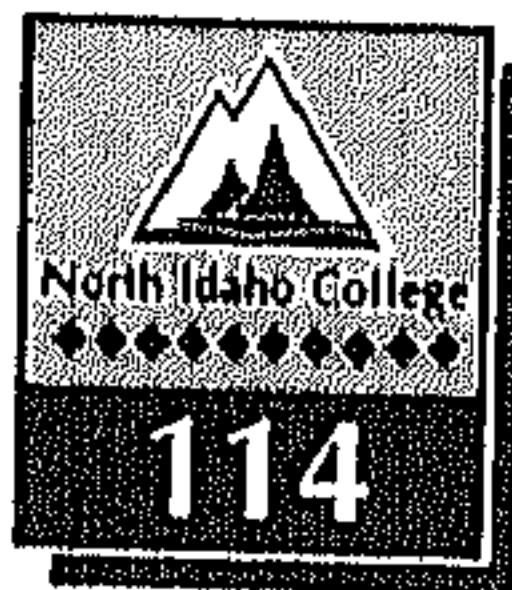
**DSL 216L** Advanced Diesel Lab  
6 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSL 260, 270 and 280 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will also be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or using tools or equipment.

**DSL 221** Advanced Tune-Up  
5 Credits Offered Fall Semester

This course will teach the student how to test, troubleshoot, adjust, repair, or replace components associated with proper tune up procedures for Caterpillar, Cummins, Detroit and other common diesel engines.





# COURSE DESCRIPTIONS

Instruction will also be given on fuel and induction systems as well as fuels, additives, emission controls and regulations, troubleshooting procedures. Prior successful completion of the first year of the Diesel A.A.S. degree program is required.

**DSLT 261**                      **Undercarriages/Suspension**  
5 Credits                      Offered Spring Semester

This course will teach the student about the operation, construction and repair of undercarriages and suspension systems. The student will be taught basic hydraulic theory, systems, construction, and operation, as well as its application to the maintenance and repair of heavy equipment. Prior successful completion of the first year of the Diesel A.A.S. degree program is required.

## Drafting Technology

Note: Course enrollment requires prior acceptance into the Drafting Technology Program.

**DRFT 101**                      **Drafting Theory and Laboratory I**  
5 Credits                      Offered Fall Semester

This course is divided into two sections. The first half deals with fundamentals of geometric construction and lettering. The second half of the course deals with multiview projection, dimensioning, intersection, and development and introduction to computer-aided drafting (CAD).

**DRFT 102**                      **Drafting Theory and Laboratory II**  
4.5 Credits                      Offered Spring Semester

This course teaches the fundamentals of sectional views, auxiliary views, and axonometric projections revolutions.

**DRFT 109**                      **Computer Aided Drafting (CAD) I**  
6 Credits                      Offered Fall Semester

This course provides an introduction to microcomputer assisted drafting using IBM AT compatible computers running AUTOCAD software.

**DRFT 110**                      **Computer Aided Drafting (CAD) II**  
4.5 Credits                      Offered Spring Semester

This course covers Computer Assisted Drafting utilizing 100 AUTOCAD commands and learning how to use the Microsoft Disk Operating Systems (MS-DOS).

**DRFT 174**                      **Descriptive Geometry**  
1 Credit                      Offered Spring Semester

This course is an introduction to the graphical solution of point, line, and plane problems in space. These solutions are accomplished by means of the same principles of orthographic drawing which are involved in making a simple three-view drawing of an object.

**DRFT 175**                      **Quality and Cost Control**  
1 Credit                      Offered Spring Semester

This course teaches the fundamentals of taking a project and breaking it down to determine how much material is

needed and costs projected. Due to the number of items generally needed, a set of house plans is used.

**DRFT 201**                      **Drafting Theory and Laboratory III**  
2.5 Credits                      Offered Fall Semester

This course teaches the fundamentals of topography, mapping, and road bed cross-section drawing, which directly relate to the survey class. Threads, fasteners, and weldments are used to complete the class.

**DRFT 202**                      **Drafting Theory and Laboratory IV**  
4.5 Credits                      Offered Spring Semester

This course teaches the drawing fundamental of a basic house plan, piping, electrical, elevations, plot plans, and heating. Threads, fasteners, weldments, and working drawings are used to complete the class.

**DRFT 209**                      **Computer Aided Drafting (CAD) III**  
4.5 Credits                      Offered Fall Semester

This course provides instruction in MS-DOS and the drawing environment, prototype (default) drawings, symbol libraries, and assembling complex drawings.

**DRFT 210**                      **Computer Aided Drafting (CAD) IV**  
4.5 Credits                      Offered Spring Semester

This course focuses on the techniques of plotting drawings and symbol sheets, customizing AUTOCAD through scripts, macros, tablet and screen menus, and AUTOLISPCH routines.

**DRFT 235**                      **Applied Physics**  
2 Credits                      Offered Fall Semester

This course provides a mathematical review of precision measurements, vectors, and graphic methods. It also covers working problems in force and motion, work and energy, power, basic machines, torque, and power transmission.

**DRFT 236**                      **Applied Physics**  
3 Credits                      Offered Spring Semester

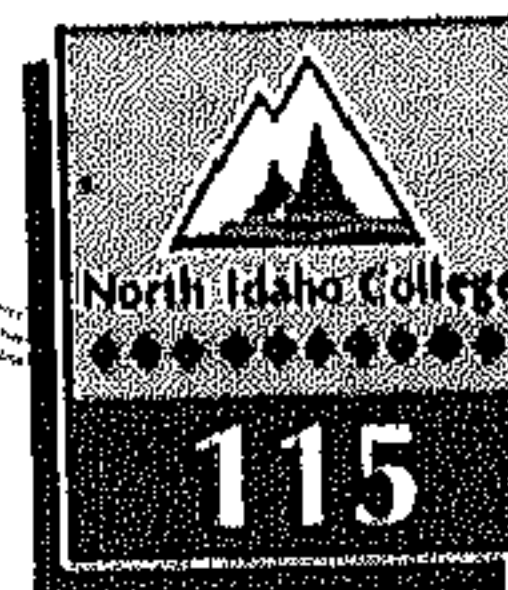
This course covers the mechanical properties of matter, solids, liquids, gases, and the study of heat and thermodynamics.

**DRFT 262**                      **Surveying**  
1 Credit                      Offered Fall Semester

This course provides instruction in performing physical measurements in the horizontal and vertical planes, computation of areas, topographical mapping, and road profile layout are taught. Field work includes use of transit, level, rod, tape, and electronic distance meter (EDM) techniques.



# COURSE DESCRIPTIONS



## Economics

**ECON 201** Principles of Economics (Macro)  
3 Credits Offered Each Semester

This course is an introductory study of the behavior of our national economy, including the tools of supply and demand and the measurement of inflation, employment, business cycles, national income, and money. Economic vocabulary and analysis of economic situations are emphasized.

ECON 201 is a required course in the Business Administration, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of MATH 108 or two years of high school algebra is strongly recommended.

**ECON 202** Principles of Economics (Micro)  
3 Credits Offered Each Semester

ECON 202 is an introductory study of the economic behavior of individual consumers and suppliers. It examines consumer response to price changes and levels of satisfaction, supplier response to costs, and business response to degree of competition. Economic vocabulary and analysis of economic situations are emphasized.

This is a required course in the Business Administration, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required. However, ECON 201 provides some familiarity with the vocabulary and methodology used in the course. Prior completion of MATH 108 or two years of high school algebra is strongly recommended.

## Education

**EDUC 190** Special Education Lab  
1 Credit Offered Alternate Spring Semesters

This course involves observation of and involvement with exceptional individuals in a variety of educational settings. It includes interaction with practicing special educators and the exceptional individuals they are serving.

This course provides valuable insights by observing the teaching techniques used by special educators as they teach. Concurrent enrollment in EDUC 275 is required.

**EDUC 201** Introduction to Teaching  
3 Credits Offered Each Semester

EDUC 201 provides an introduction to the world of teaching by focusing on teachers, learners, curriculum, and the social context in which teaching occurs. Insight and understanding of this world will be facilitated through reflection and analysis of the student's observations and participation in 30 hours of field experience in the public schools.

This course is required for some transfer degrees in education. Its major goals are to assist students in making

an educated decision about teaching as a career choice, to develop communications and interpersonal skills, to encourage creativity and critical thinking, and to provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required. Sophomore standing or permission of the instructor is required.

**EDUC 275** Education of the Exceptional Individual  
3 Credits Offered Alternate Spring Semesters

This course offers a general overview of special education. It emphasizes an introduction to the different handicapping categories, teaching methods, and unique legal requirements associated with educating exceptional individuals.

EDUC 275 provides important knowledge about exceptional individuals who are found throughout the educational system (not just special education classrooms). This course is appropriate for all education degrees. Concurrent enrollment in EDUC 190 is required.

## Electronics Technology

**ELEC 151** Electrical Theory I  
8 Credits Offered Fall Semester

DC and AC electricity theory is presented in this course as well as the study of voltage, current, resistance and their relationships. The theory of magnetism, inductance and capacitance and their reaction to AC and DC electricity is also covered. These basics prepare the student for understanding the action of electrical circuits and how passive components work in a circuit. Component recognition and schematic symbols of passive components are taught as a precursor to circuits and analysis.

**ELEC 151L** Electrical Laboratory I  
5 Credits Offered Fall Semester

Laboratory experience is gained in using and measuring DC and AC electricity, voltage and current, in circuits constructed of passive components. Test equipment such as meters and oscilloscopes are introduced, and their proper use and operation is learned. Safety and general lab practices from schematics and analyzing their operation for the purpose of troubleshooting component and circuit problems.

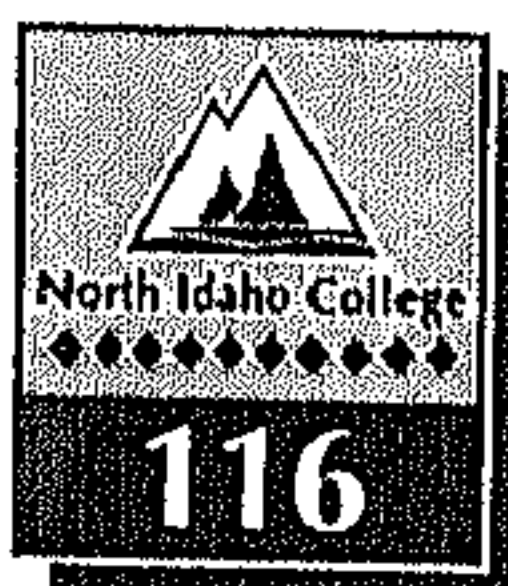
**ELEC 152** Electrical Theory II  
8 Credits Offered Spring Semester

This course studies voltage and current sources, general semiconductor theory, diodes, transistors, DC and AC amplifiers and field effect transistors. The use of semiconductors in DC and AC circuits and troubleshooting problems in semiconductor component and circuit problems.

**ELEC 152L** Electrical Laboratory II  
5 Credits Offered Spring Semester

This course features laboratory practices in the use and troubleshooting of circuits constructed with





# COURSE DESCRIPTIONS

semiconductors. It includes DC and AC amplifiers and AM radio operation and troubleshooting of radio and amplifier problems. Semiconductors are used in many electrical circuits; understanding their operation and practice in building and troubleshooting prepares the student for problem solving in future employment. Prior completion of ELEC 151L is required.

**ELEC 253**                                  **Electronics Theory III**  
10 Credits                                  Offered Fall Semester

The study of semiconductor devices and their application is continued and expanded to include digital devices. Boolean algebra and computer number systems are taught coincidentally with developing an understanding of digital devices. Prior completion of ELEC 152 is required.

**ELEC 253L**                                 **Electronics Laboratory III**  
5 Credits                                    Offered Fall Semester

Laboratory experiments are planned to provide hands-on experience with the devices being taught in ELEC 253. Familiarity with test equipment will be expanded to include logic analyzer and digital oscilloscope. Troubleshooting of problems in complex analog and simple digital circuits are provided as part of the planned experimentation. Prior completion of ELEC 252L is required.

**ELEC 254**                                 **Electronics Theory IV**  
10 Credits                                 Offered Spring Semester

The study of digital devices and circuits is expanded to include complex systems and microprocessor systems. An overview of TV, VCR and compact disk systems is presented. An introduction is made to assembly language programming. Prior completion of ELEC 253 is required.

**ELEC 254L**                                 **Electronics Laboratory IV**  
5 Credits                                    Offered Spring Semester

Laboratory experiments designed to provide hands-on training with the devices and systems covered in ELEC 254 are presented. Familiarity with industry test equipment as a part of troubleshooting digital systems is reinforced. Practical experience is gained in using assembly language programming as a troubleshooting tool. Prior completion of ELEC 253L is required.

## Engineering

**ENGR 101**                                 **Engineering Graphics**  
2 Credits                                    Offered Each Semester

This course provides instruction in computer-aided engineering drafting with emphasis on visualization of points, lines, planes, and solids in space; freehand sketching; orthographic projection; axonometric and oblique drawing; sectioning; dimensioning; descriptive geometry; mechanical, electrical, and civil drawing.

It provides engineering students with beginning skills in computer-aided engineering drawing but is not intended as a preparation for professional drafting. It is required for

engineering transfer degrees. The course consists of four hours of lecture/lab each week. A basic understanding of mathematics is required and completion of high school algebra and geometry is recommended.

**ENGR 201**    **Circuits I**  
4 Credits    Offered Spring Semester

ENGR 201 presents a study of Ohm's Law, analysis methods, network theorems, Laplace transforms, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers.

This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry. The course includes four hours of lecture each week. Prior completion or concurrent enrollment in MATH 170 is required.

**ENGR 203**    **Circuits II**  
4 Credits    Offered Fall Semester

Circuits II presents a study of power, three phase, transformers, filters, Farrier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers.

This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry. It requires of four hours of lecture and one two-hour lab (ENGR 203L) each week. Prior completion of ENGR 201 and prior completion or concurrent enrollment in MATH 175 is required.

**ENGR 211**    **Introduction to Mechanics**  
4 Credits    Offered Fall Semester

ENGR 211 is a study of vector analysis, resolution of forces, free body diagrams, equilibrium, friction, centroids, moments of inertia, statics of rigid bodies, trusses, frames, machines, and cables.

The course provides basic engineering skills in mechanics necessary for analysis of structures and dynamics of rigid bodies. It is required for all engineering transfer degree programs. It requires four hours of lecture each week. Prior completion of MATH 170 is required and PHYS 211 is required.

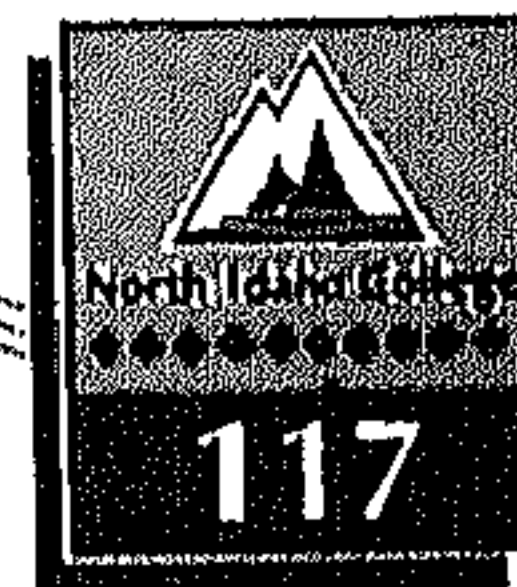
**ENGR 214**    **Surveying**  
4 Credits    Offered Fall Semester 9/2 on Demand

ENGR 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry.

This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations. It is required for transfer degrees in civil engineering and surveying and recommended for other engineering programs. This course requires three hours of lecture and one three-hour lab (ENGR 214L)



# COURSE DESCRIPTIONS



each week. Prior completion of MATH 147 or its equivalent is required.

## **ENGR 221** Dynamics of Rigid Bodies 3 Credits Offered Spring Semester

ENGR 221 is the study of kinematics and kinetics of particles and rigid bodies. Includes position, velocity, acceleration, relative velocity and acceleration, translation and rotation, Newton's 2nd Law, energy, and momentum methods, collision equations, and vibrations.

The course provides basic engineering skills that apply to all machines and other engineering bodies in motion. It is required for transfer degree programs in civil and mechanical engineering and recommended as an engineering science elective for other engineering programs. It requires three hours of lecture each week. Prior completion of MATH 175 and ENGR 211 is required.

## **ENGR 233** Introduction to Engineering Design 3 Credits Offered Either Semester on Demand

Engineering 233 is a required class in engineering at the University of Idaho and Gonzaga University, as well as at most four-year engineering institutions. The class is taught in the sophomore year and is considered to be fundamental to any pre-engineering program. It combines numerical analysis skills with basic engineering applications using various computer software programs for analysis and presentation. The University of Idaho, as well as other universities, expect transferring engineering students to be proficient in the use of computer methods for use in junior level classes. Prior completion of ENGR 101 and MATH 170 or permission of instructor is required. Corequisite: CS 150 or permission of instructor.

## **ENGR 295** Strength of Materials 3 Credits Offered Spring Semester on Demand

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, deformation, modes of failure, and column analysis.

The course provides a basic understanding of how structures and machines should be designed to prevent failure. It is required for transfer degree programs in mechanical and civil engineering and is recommended for all other engineering programs. It requires three hours of lecture each week. Prior completion of ENGR 211 and MATH 175 is required.

## **English**

### **The Writing Center**

The Writing Center, located in the Kildow Learning Center, is open 10-15 hours per week (scheduled hours may vary each semester). NIC students can drop in to receive professional assistance with their writing assignments. Experienced writing instructors are available to offer help in all areas of concern ranging from correct punctuation to word choice and organization. A student may come in one time or use the center on an on-going basis all semester.

## **ENGL 045** 3 Credits

## **Writer's Workshop** Offered Each Semester

English 045 offers introductory instruction in grammar, sentence construction, and paragraph development. This class includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support.

Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college success but will not fulfill degree requirements. Enrollment is recommended based on placement test results.

## **ENGL 095** 1 Credit

## **Communication Skills** Offered Either Semester

English 095 is a course designed specifically to meet the needs of certificate technical students. It focuses on the writing tasks students may encounter in the work force. The course introduces technical writing forms and strategies for approaching writing tasks relevant to the trade and industrial programs and also reinforces fundamentals of grammar and English mechanics. Enrollment is restricted to students enrolled in certificate technical programs.

## **ENGL 099** 3 Credits

## **Fundamentals for Writing** Offered Each Semester

Fundamentals for Writing is a course focusing on building sentence, paragraph, and basic essay skills. This class teaches some related language skills, such as dictionary use and spelling development.

English 099 positively influences college success by providing entry-level skills necessary to tackle required English composition courses. It is offered in traditional or lab classroom settings. English 099 may be taken on a graded or satisfactory/unsatisfactory basis. It will not fulfill A.A. or A.S. degree requirements, but it applies toward a certificate of completion and specified A.A.S. degree requirements. Enrollment is based on placement test results.

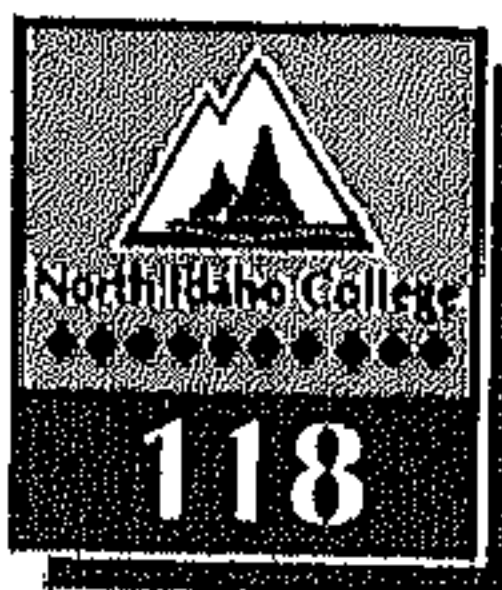
## **ENGL 099A, 099B, 099C** Fundamentals for Writing 1 Credit each (3 credits) Offered Each Semester

These courses are the same as English 099, but are scheduled as three one-credit units that must be taken sequentially. The class is structured in a self-paced setting with each student working one-to-one with the instructor. The student must sign up at the beginning of the semester for three hours per week selected from the five hours the class is offered as listed on the semester schedule. Students may work with the instructor during Writing Center hours also.

## **ENGL 101 (Formerly ENGL 103)** English Composition 3 Credits Offered Each Semester

English 101 provides students the opportunity to deal with any writing challenges which may be encountered





# COURSE DESCRIPTIONS

in the future—in their job, personal life, or recreational activities. Students will learn to write strong, clear prose, and will learn to use words accurately and precisely; to write clear and direct sentences that follow conventional structure, grammar, and punctuation; to use paragraphs that show unity and coherence while developing one primary idea that relates directly to preceding and succeeding paragraphs; and to develop essays that focus on a central idea, develop the idea adequately, and show organization and unification.

This course is required for all degree programs. An appropriate placement test score and a satisfactory entry essay (written during the first class session) are required.

**ENGL 102 (Formerly ENGL 104) English Composition**  
3 Credits Offered Each Semester

English 102 provides instruction in the research process which includes the gathering, the critical evaluation, and the presentation of evidence. Critical thinking is emphasized as vital to drawing conclusions from evidence.

This class helps provide techniques for conducting research in all areas of study. It is required for all transfer degree programs. Prior completion of ENGL 101 with a grade of C- or better and passing a minimal competency essay exam administered by the English department are required for enrollment.

**ENGL 175 Introduction to Literature**  
3 Credits Offered Each Semester

Introduction to Literature surveys literature's many forms including essay, short story, poetry, and drama. This course focuses on literature as a primary vehicle for ideas and values.

This course helps students to recognize and appreciate the humanistic and artistic elements of literature. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 202 Technical Writing**  
3 Credits Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports.

Technical Writing is designed for those interested in practical applications of technical writing principles. This class is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 099 and sophomore standing or permission of instructor are required. Prior completion of ENGL 101 with a grade of C- or better is recommended.

**ENGL 204A Writing a Personal Family History**  
3 Credits (Same as HIST 204A) Offered on Demand

English 204A offers instruction for the beginning or

experienced student in researching and writing a personal or family history. This course focuses on the use of oral history, family folklore, genealogical research in private and public records, and techniques to make the writing interesting. It includes field trips to major archives.

This course helps the student develop research and writing skills while pursuing a project of great personal value. It is recommended for history and English students as a way to put theories into actual practice. Participation without submitting research and writing for evaluation is possible by enrolling for zero credit. Prior completion of ENGL 101 with a grade of C- or better is advisable.

**ENGL 204B Modern Writers & What They Are Saying**  
3 Credits Offered on Demand

English 204B provides a study of fiction, poetry, drama, essays, and other formative documents from 1940 to the present. It includes works of major American and European authors. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 204C Modern Writers & What They Are Saying**  
3 Credits Offered on Demand

English 204C provides a study of fiction, drama, poetry, and formative documents from 1940 to the present period. It includes the works of Malamud, Williams, Thomas, Camus, Plath, and others. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 205 Interdisciplinary Writing**  
3 Credits Offered Each Semester

This course builds on writing skills gained from ENGL 101 and ENGL 102. In addition, the course enables students to make connections among many disciplines, including a choice of art, mythology, poetry, architecture, music, culture, travel, nature, science, theater, autobiography and biography. Emphasis is placed on the student's own writing of essays and explications based on the 5-step critical thinking method.

This course encourages applied writing through projects in each student's field of study. It also encourages students to practice and to learn to apply the steps in the writing process: prewriting, arrangement, revision, and editing. Prior completion of ENGL 101 and ENGL 102 with a grade of C- or better is required.

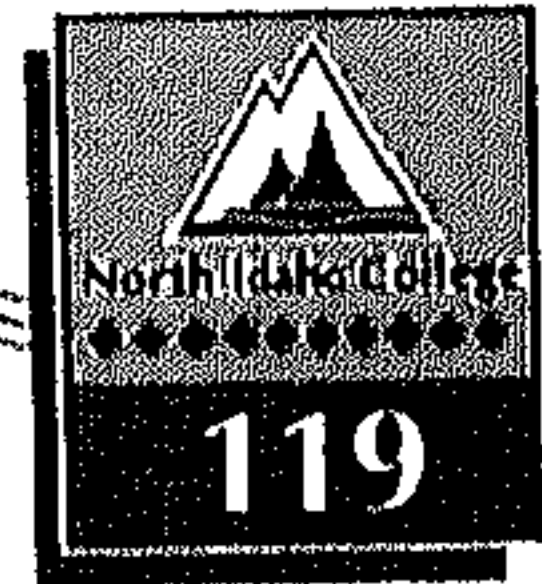
**ENGL 216 Mythology**  
3 Credits Offered Spring Semester

Mythology surveys both Greek myths and themes common to all Western mythologies, particularly those of the hero quest. This course includes the study of a variety of stories, poems, plays, and films, and it focuses on learning to identify the mythological elements at work within them.

Mythology creates an awareness and appreciation of mythological stories and themes as a base for much of our literature and art; therefore, it enhances literary and artistic experiences. Prior completion of ENGL 101 with a grade of C- or better is required.



# COURSE DESCRIPTIONS



**ENGL 257**                      **Literature of Western Civilization**  
(Formerly ENGL 111)  
3 Credits                              Offered Fall Semester

English 111 examines significant literary works of Western Civilization from about 800 B.C. through Shakespeare. This course focuses on the values, traditions, themes, and ideas that have shaped Western culture and have influenced other humanistic disciplines such as art, psychology, and philosophy.

This course helps link the basic concepts of early literature to the contemporary world. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 258**                      **Literature of Western Civilization**  
(Formerly ENGL 112)  
3 Credits                              Offered Spring Semester

English 258 is the study of Western (European and North American) classics from the mid-1600s to the present. This course includes internationally acclaimed writers who are representative of the major literary movements (Enlightenment, Romantic, Realist, and Modernist traditions) and who are significant in shaping Western Civilization.

English 258 serves as a foundation to the humanities through an exploration of writers and works that comprise the core of our literary and philosophical tradition. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 267**                      **Survey of English Literature**  
3 Credits                              Offered Fall Semester

English 267 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Anglo-Saxon period through the Eighteenth Century.

This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 268**                      **Survey of English Literature**  
3 Credits                              Offered Spring Semester

English 268 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Romantic period to the present.

This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 272**                      **Business Writing**  
3 Credits                              Offered Each Semester

Business Writing offers instruction in the practical application of business writing principles. This course

includes business writing strategies for memos, letters, and reports. It emphasizes audience analysis, content planning, language effectiveness, and message layout.

English 272 helps develop the writing skills necessary for effective business communication. It is required for some business and business-related programs. A working knowledge of correct grammar and a satisfactory score on the English Placement Test are essential. Prior completion of ENGL 101 with a grade of C- or better is recommended.

**ENGL 277**                      **Survey of American Literature**  
3 Credits                              Offered Fall Semester

English 277 is a study of selected historical documents, journals, essays, poetry, and fiction illustrating the development of American literary ideas, values, and philosophy from the Colonial Period (1620) to the end of the Civil War (1865). This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 278**                      **Survey of American Literature**  
3 Credits                              Offered Spring Semester

English 278 is a study of selected historical documents, journals, essays, poetry, fiction, and drama illustrating the development of American literary ideas, values, and philosophy from the Civil War (1865) to the present. This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 101 with a grade of C- or better is required.

**ENGL 291**                      **Creative Writing I**  
3 Credits                              Offered Fall Semester

English 291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. Exact content will depend on student preference.

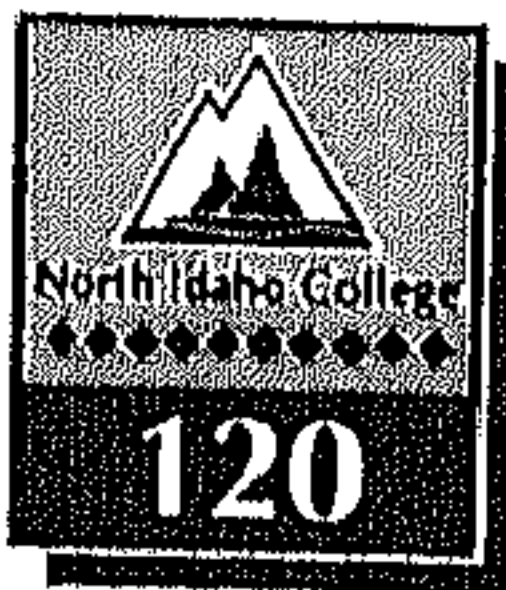
This course helps develop a personal, advanced writing style and an appreciation of literary forms. An above average writing ability and some familiarity with literature are necessary. Prior completion of ENGL 175 with a grade of C- or better is required.

**ENGL 292**                      **Creative Writing II**  
3 Credits                              Offered Spring Semester

English 292 introduces the principles and techniques of fiction and nonfiction writing, examined through exercises and discussions of student and professional writing. The exact content of the course will depend on student preference.

This course helps develop a personal, advanced writing style and an appreciation of literary forms. Above average writing ability and some familiarity with literature are necessary. Prior completion of ENGL 175 with a grade of C- or better is required.





# COURSE DESCRIPTIONS

## English as a Second Language

ESL 090  
1-2 Credits

ESL Conversant Program  
Offered On Demand

ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus.

This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.

ESL 100  
4 Credits

ESL Grammar and Structure  
Offered On Demand

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb forms, verbal phrases, models, preposition, modifiers, and basic sentence strategies. Attendance at the language laboratory is required.

This course prepares students to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. It is designed for students whose native language is not English. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

ESL 101  
3 Credits

ESL Composition  
Offered On Demand

ESL 101 helps non-native speakers of English to understand and produce the kind of academic writing required in college. Emphasis is on the most common and effective formats of academic writing and on editing for accuracy of expression, grammar, and sentence structure.

This course is valuable for building fluency in written expression. It prepares students for success in competing with native English speakers in college writing courses. A working knowledge of English grammar and basic sentence strategies is required. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement determined by instructor.

## Environmental Science

ENSI 119  
3 Credits

Introduction to Environmental Science  
Offered Both Semester

The content of this course may vary somewhat with class interest, current world affairs, and instructors. The topics covered generally include air and water pollution, land use, biocides, resource and energy crises, nuclear

energy and radiation, population, world food supply, food additives, and environmental ethics. This course satisfies a laboratory science course requirement for the A.S. degree. It includes three hours of lecture and one two-hour lab (ENSI 119L) each week. Prior completion of Math 025 or its equivalent is strongly recommended.

ENSI 119L Introduction to Environmental Science Lab  
1 Credit  
Offered Both Semester

This laboratory accompanies Environmental Science 119 and includes one two-hour laboratory per week. Some Saturday field trips may be required. Prior completion of Math 025 or its equivalent is strongly recommended.

## Foreign Language

One full year of high school study in a foreign language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take an advanced placement examination in the target language and complete the next semester advanced level with a grade of "C" or better. Placement in and completion of the second elementary level or first intermediate level will enable a student to get credit for the first elementary level; placement in and completion of the second semester intermediate level will enable a student to get credit for the first three semesters of the target language.

FLAN 106 Collaborative Cultural Exchange Program  
1-2 Credits  
Offered Either Semester

This course is designed to match non-native speakers of English with American, or other native English students, to the mutual benefit of both. They will study and converse with one another in a structured and monitored situation, working on projects in established courses and in short-term EFL programs. The course may be repeated for a total of three credits.

FLAN 207  
3 Credits

Contemporary World Cultures  
Offered Each Semester

Foreign Language 207 examines a single national culture in terms of its historical background and expression in contemporary life, language, institutions, literature, art, music, and lifestyles.

This course provides a basis for comparative cultural studies for students interested in multicultural or international scholarship. It meets the cultural diversity requirement for the A.A. degree and satisfies an arts and humanities requirement for the A.S. degree. The national culture selected for study may change each semester, allowing students to repeat the course for elective credit. Prior completion of other courses is not necessary.

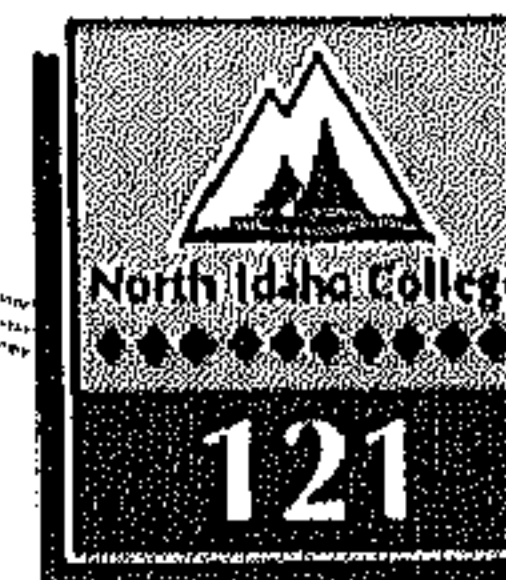
FREN 101  
4 Credits

Elementary French I  
Offered Fall Semester

The first semester of Elementary French is designed for students with no previous language study. This course



# COURSE DESCRIPTIONS



provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Successful completion of FREN 101 and FREN 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of other courses is not required.

**FREN 102**                      **Elementary French II**  
4 Credits                      Offered Spring Semester

This course is the second semester of Elementary French. Elementary French II continues training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Successful completion of this course gives students the required skills to take the intermediate level courses which satisfy the cultural diversity requirement of the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of FREN 101 with a grade of C- or better is required.

**FREN 103**                      **French Language Laboratory**  
1 Credit                      Offered Each Semester

The French language lab provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through use of an audio-laboratory facility. The lab assists development of language fluency through additional practice. The lab is an elective supplement to classroom studies and is graded on a satisfactory/unsatisfactory basis. It may be repeated for total of two credits.

**FREN 104**                      **Conversation Course: Open Door to**  
2 Credits                      **French, Level I**  
Offered Each Semester

This course emphasizes conversation skills, contemporary language, and culture. Its content is designed to meet the professional or leisure linguistic needs of the community. Prior completion of other courses is not required.

**FREN 105**                      **Conversation Course: Open Door**  
2 Credits                      **to French, Level II**  
Offered Each Semester

FREN 105 is a continuation of FREN 104. This course is designed to meet the linguistic needs of the community. Prior completion of FREN 104 with a grade of C- or better is required.

**FREN 201**                      **Intermediate French I**  
4 Credits                      Offered Fall Semester

Intermediate French provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of FREN 102, its equivalent, or permission of the instructor is required.

**FREN 202**                      **Intermediate French II**  
4 Credits                      Offered Spring Semester

The second semester of Intermediate French provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Intermediate French II satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of FREN 201 with a grade of C- or better is required.

**GERM 101 (Formerly GERM 121)**   **Elementary German I**  
4 Credits                      Offered Fall Semester

The first semester of Elementary German is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Successful completion of GERM 101 and GERM 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of other courses is not required.

**GERM 102 (Formerly GERM 122)**   **Elementary German II**  
4 Credits                      Offered Spring Semester

This course is the second semester of Elementary German and continues training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

Completion of this course provides the required skills for intermediate level courses which satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 101 with a grade of C- is required.

**GERM 123**                      **German Language Laboratory**  
1 Credit                      Offered Each Semester

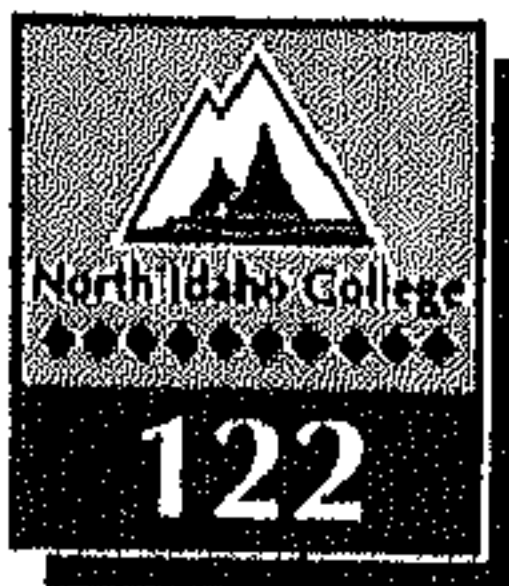
The German Language Laboratory provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through the use of an audio-laboratory facility.

It assists development of language fluency through additional practice in the language and is an elective supplement to classroom studies. This course is graded on a satisfactory/unsatisfactory basis. It may be repeated for a total of two credits.

**GERM 124**                      **Conversation Course: Open Door**  
2 Credits                      **to German Level I**  
Offered Each Semester

This course emphasizes conversation skills, contemporary language, and culture. Its content is designed to meet the professional or leisure linguistic needs of the community. Prior completion of other courses is not required.





# COURSE DESCRIPTIONS

**GERM 125**                      **Conversation Course: Open Door  
to German Level II**  
2 Credits                      Offered Each Semester

German 125 is a continuation of GERM 124. This course is designed to meet the linguistic needs of the community. Prior completion of GERM 124 with a grade of C- or better is required.

**GERM 201 (Formerly GERM 221)**      **Interm. German I**  
4 Credits                      Offered Fall Semester

Intermediate German provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 102, its equivalent, or permission of the instructor is required.

**GERM 202 (Formerly GERM 221)**      **Interm. German II**  
4 Credits                      Offered Spring Semester

The second semester of Intermediate German provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 201 with a grade of C- or better is required.

**JAPA 123**                      **Conversation Course: Open Door to  
Japanese Level I**  
2 Credits                      Offered Fall Semester

This introductory course is designed for students who wish to learn elementary communication skills in Japanese. Subjects discussed include travelling, food, lodging, shopping and customs. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in Japan.

**JAPA 124**                      **Conversation Course: Open Door to  
Japanese Level I**  
2 Credits                      Offered Spring Semester

This course is a continuation of Japanese 123. Prior completion of Japanese 123 with a grade of C- or better is required.

**SPAN 101 (Formerly SPAN 181)**      **Elementary Spanish I**  
4 Credits                      Offered Fall Semester

This introductory course in Spanish language is based on the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing.

Students will enhance their understanding of the language, culture, and geography of the Hispanic world. A laboratory is included in the course. Prior completion of other courses is not required.

**SPAN 102 (Formerly SPAN 182)**      **Elementary Spanish II**  
4 Credits                      Offered Spring Semester

This course is a continuation of SPAN 101, emphasizing further development of basic language fluency. A laboratory is included in the course. Prior completion of SPAN 101 with a grade of C- or better is required.

**SPAN 183**                      **Spanish Language Lab**  
1 Credit                      Offered Each Semester

This course is an independent language study for students who plan to enter a more advanced course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis.

This lab allows students to develop listening and oral skills and gain additional practice for language fluency. Permission of the instructor is required for enrollment.

**SPAN 184**                      **Conversation Course: Open Door  
to Spanish Level I**  
2 Credits                      Offered Each Semester

This introductory course is designed for students who wish to learn elementary communication skills in Spanish. Subjects discussed include travelling, food, lodging, and shopping.

Student will gain practical conversation skills and become familiar with cultural differences likely to be encountered in the Hispanic world.

**SPAN 185**                      **Conversation Course: Open Door  
to Spanish Level II**  
2 Credits                      Offered Each Semester

This is a continuation of SPAN 184. Prior completion of SPAN 184 with a grade of C- or better is required.

**SPAN 201 (Formerly SPAN 281)**      **Interm. Spanish I**  
4 Credits                      Offered Fall Semester

Intermediate Spanish further develops Spanish fluency with an emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are also examined.

This course provides a continuation and refinement of language skills and greater depth in the study of cultural aspects. It meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Laboratory work is included. Prior completion of SPAN 102 or an appropriate language placement test score is required.

**SPAN 202 (Formerly SPAN 282)**      **Interm. Spanish II**  
4 Credits                      Offered Spring Semester

Spanish 202 is a continuation of SPAN 201. This course has the same degree applications as SPAN 201. Laboratory work is included. Prior completion of SPAN 201 with a grade of C- or better is required.



# COURSE DESCRIPTIONS



**SPAN 205** Interm. Spanish Conversation  
4 Credits Offered Spring Semester

This course is for students who wish to further their conversational skills in Spanish at the intermediate level. The emphasis is on the development of oral and written discourse skills, and on the acquisition of cultural and linguistic knowledge related to specific Spanish-speaking countries. This course is conducted entirely in Spanish. Prior completion or concurrent enrollment in SPAN 202 or permission of the instructor is required.

## Geography

**GEOG 100** Physical Geography  
3 Credits Offered Each Semester

Physical Geography is an introduction to the earth sciences. It emphasizes atmospheric sciences (weather and climate), landforms, water resources, native plants and animals, and soils. Concurrent enrollment in GEOG 100L is required. In combination with GEOG 100L, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. This course includes three hours of lecture and one two-hour lab (GEOG 100L) each week. Prior completion of other courses is not necessary.

## Geology

**GEOL 101** Physical Geology  
4 Credits Offered Each Semester

Physical Geology is the study of the origin and development of the earth. It includes the detailed study of the development of the earth's crust, its minerals, rocks, volcanoes, glaciers, mountains, and continents.

This course provides an understanding of the natural and physical processes of the planet earth and an appreciation for the impact geology has on everyday life. Concurrent enrollment in GEOL 101L is required. In combination with GEOL 101L, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It includes three hours of lecture and one two-hour lab (GEOL 101L) each week. Prior completion of other courses is not required.

**GEOL 102 (Formerly GEOL 106)** Historical Geology  
4 Credits Offered Fall Semester

Historical Geology is an introduction to the principles and interpretation of geologic history. It emphasizes the evolution of the earth's lithosphere (crust), atmosphere, and biosphere through geologic time. This course includes consideration of the historical aspects of plate tectonics, the geologic development of North America, and important events in biological evolution and the resulting assembly of fossils.

Geology 102 provides an appreciation for the vast extent of geologic time, the natural processes affecting change on the earth, and the identification of common fossil types. The course satisfies a laboratory science requirement for the A.S. degree. It includes three hours of

lecture and one two-hour lab (GEOL 102L) each week. Previous or concurrent enrollment in GEOL 101 is helpful. Concurrent enrollment in GEOL 102L is required.

**GEOL 123** Geology of Idaho & the Pacific Northwest  
4 Credits Offered on Demand

Geology 123 is the study of the geologic history of Idaho and the Pacific Northwest. It examines the development of existing geologic structures and rock types, focussing on the development and distribution of major topographic and scenic features. Included are field trips to areas of important mineral and gem occurrences.

This course provides an appreciation for the development and distribution of geologic natural resources in the region. It includes three hours of lecture and one two-hour lab (GEOL 123L) each week. Prior or concurrent enrollment in GEOL 101 is recommended.

**GEOL 255** Systematic Mineralogy  
4 Credits Offered Spring Semester on Demand

Systematic Mineralogy studies the classification and determination of minerals by physical, chemical, and crystallographic properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory will include hands-on testing and identification of mineral samples and field trips to significant mineral locations.

Students learn to recognize and identify many important ore and industrial minerals, while gaining an enhanced appreciation for the application of mineral resources to everyday life. Some background in chemistry is helpful. This course includes three hours of lecture and one two-hour lab (GEOL 255L) each week. Prior completion of GEOL 101 and 101L is required.

## Heating, Ventilation, Refrigeration, & Air Conditioning

Note: Students enrolled in this program are required to earn a grade of C- or better in their classes or receive instructor permission in order to advance to the next semester.

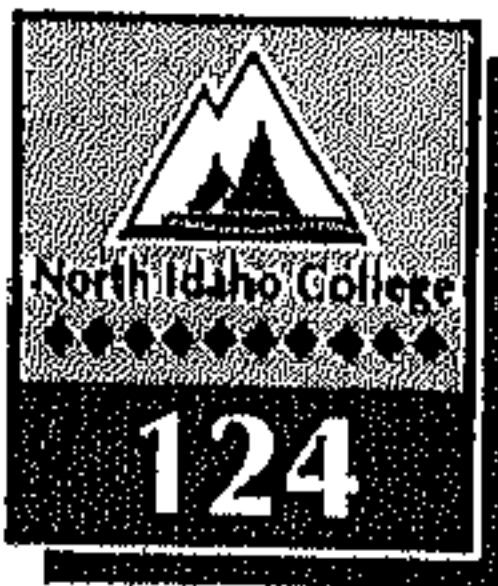
**HVAC 161** HVAC/R Principles  
3 Credits Offered Fall Semester

This course is designed to explore the common aspects of HVAC/R technology. Discussion will focus on such topics as psychometrics, air distribution and balance, as well as system installation and controls. This is a required class in the HVAC/R program. Current industry professionals who want to update skills are invited to take this class as a stand alone course.

**HVAC 161L** HVAC Lab I  
5 Credits Offered Fall Semester

This course provides an opportunity to apply and practice the theories taught in HVAC/R Principles, HVAC/R Electrical and HVAC Heating Systems. Safety principles





# COURSE DESCRIPTIONS

and procedures used in the field are also emphasized in this lab class. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes.

**HVAC 165**  
4 Credits

**HVAC/R Electrical**  
Offered Fall Semester

Basic electrical safety and electrical theory such as Ohms Law, circuit schematics and circuit characteristics/symbols will be discussed as it specifically applies to DC and AC circuits in the HVAC/R industry. Additional areas of study will include basic control circuits, sequence of operation for basic HVAC/R applications and electric motor theory, as well as specific information on HVAC/R electrical component devices.

Both electrical testing and troubleshooting methods are taught and practiced in the classroom. HVAC/R professionals are invited to take this class as a refresher to update skills. Students enrolled in the HVAC/R program are required to take this class as part of their program.

**HVAC 167**  
4 Credits

**HVAC Heating**  
Offered Fall Semester

This course will focus on basic heat transfer theory and concepts. Several specific areas of study will be covered including the different mediums used for heat transfer, electric heat systems and fossil fuel systems (natural gas, propane and fuel oil). Each system will be discussed in detail. Residential and light commercial system applications will be made throughout the program.

Industry professionals, currently working in the HVAC/R field, who want to update skills are encouraged to take this class as a stand alone course. Students enrolled in the HVAC/R program are required to take this class as part of their program.

**HVAC 171L**  
5 Credits

**HVAC/R Lab II**  
Offered Spring Semester

This lab provides students an opportunity to apply and practice the theories taught in HVAC Systems, HVAC/R Heating, HVAC/R Codes and Licenses and HVAC/R Principles. Safety principles and procedures used in the field will be a major focus of this lab. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes.

**HVAC 175**  
4 Credits

**HVAC Systems**  
Offered Spring Semester

HVAC systems that utilize the refrigeration cycle will be the main focus of this class. Refrigeration, as it applies to air conditioning, typical operation conditions, heat pumps, room air conditioners, and furnaces, as well as AC combined, will be covered during this course. In addition, students will have the opportunity to explore troubleshooting methods for HVAC systems.

Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals, currently working in the HVAC/R field, who want to update skills are encouraged to take this class as a stand alone course.

**HVAC 177**  
4 Credits

**Refrigeration**  
Offered Spring Semester

This course will introduce students to the refrigeration cycle. In addition, it will concentrate on the major components and flow control devices that are used in a refrigeration system. Major topics covered will include refrigeration and refrigerants, system evacuation, refrigerant management, system charging, evaporators, condensers, compressors and flow controls. Focus will also be placed on applications and system troubleshooting practices.

Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals, currently working in the HVAC/R field, who want to update skills are encouraged to take this class as a stand alone course.

**HVAC 180**  
3 Credits

**HVAC/R Codes and Licenses**  
Offered Spring Semester

Material covered in this course will give students the information needed to successfully pass the Gas Fitter License exam needed for the EPA refrigerant certificate and oil license exams. Students will have the opportunity to take both of these exams during the semester. Students enrolled in the HVAC/R program are required to take this class as part of their program. Current industry professionals that want to update skills are invited to take this class as a stand alone course. Students enrolled in the HVAC/R program are required to take this class as part of their program.

## History

**HIST 101**  
3 Credits

**History of Civilization to 1500**  
Offered Each Semester

History 101 explores important chapters of the human past from the earliest civilizations through the middle ages. It focuses on Western cultures which have most influenced ours: Hebrew, Greek, Roman, barbarian, and medieval European. The course considers how people, ideas, and events are interconnected across such broad-ranging fields as politics, religion, social movements, technology, and the arts.

History of Civilization is recommended for all students seeking a broad background of general knowledge, whether as the foundation of a liberal arts education, out of curiosity, or to be well informed. It develops critical thinking skills essential in every career. It meets a social science requirement for A.A. and A.S. degrees. Previous successful completion of, or concurrent enrollment in, English 101 is recommended. Good reading skills are recommended.

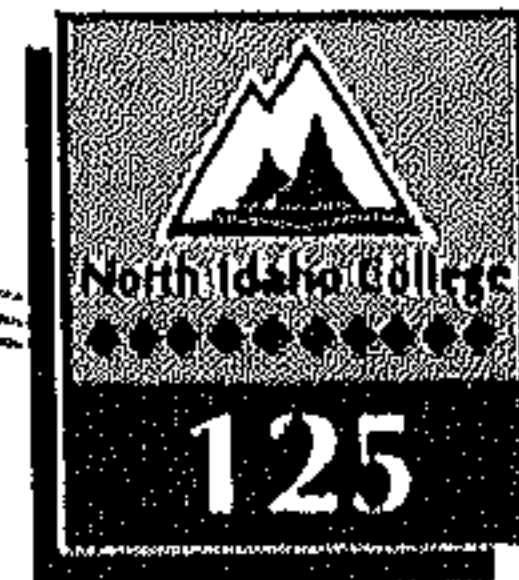
**HIST 102**  
3 Credits

**History of Civilization Since 1500**  
Offered Each Semester

History 102 explores human society's development and variety from the Renaissance to today, focusing on Western culture. It examines such world-changing events



# COURSE DESCRIPTIONS



and ideas as the reformation and the age of discovery, the scientific revolution and enlightenment, the rise of nationalism and world war, technological change and "future shock." Students will consider how the past affects the present and future.

History of Civilization is recommended for any liberal arts program and is required for many degrees and majors. It provides an excellent opportunity for students to discover how all fields of knowledge fit together into a big picture. It meets a social science requirement for A.A. and A.S. degrees. Previous successful completion of, or concurrent enrollment in, English 101 is recommended. Previous completion of HIST 101 is not required. Good reading skills are highly recommended.

**HIST 111**                      **United States History: Discovery  
Through Reconstruction**  
3 Credits                      Offered Each Semester

History 111 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is focused on differing historical interpretations, and on themes which illuminate current events.

This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferable to regional four-year institutions. Because students are expected to participate in discussion and to perform in writing, successful completion of the English and reading proficiency examinations is recommended. No course prerequisite.

**HIST 112**                      **United States History: Gilded  
Age through the Present**  
3 Credits                      Offered Each Semester

History 112 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Gilded Age (c. 1876) through the present. Attention is focused on differing historical interpretations, and on themes which illuminate current events.

This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferable to regional four-year institutions. Because students are expected to participate in discussion and to perform in writing, successful completion of the English and reading proficiency examinations is recommended. No course prerequisite.

**HIST 204A**                      **Writing a Personal Family History**  
3 Credits                      (Same as ENGL 204A)  
Offered Spring Semester

History 204A assists any student, beginner or experienced, in researching and writing a personal or family history. Students learn to use oral history, family folklore, genealogical research in private and public records, and techniques to make writing interesting. Included are field trips to major archives.

Writing a Personal Family History provides an excellent opportunity to develop research and writing skills while

pursuing a project of great personal value. This elective is recommended for history and English majors and minors as a way to put theory into practice. No research experience is required, but English 103 level writing skills are advised. Those who wish to participate without submitting research and writing for evaluation should take the course for zero credit. Prior completion of other courses is not necessary.

**HIST 204B**                      **Oral History Research**  
3 Credits                      Offered on Demand

Oral History Research uses audio or videotape to record the first-hand experiences and knowledge of men and women who have helped shape North Idaho history. Each student will choose a topic of special interest and prepare a series of interviews to be preserved for the future in the regional oral history archive, housed in the NIC library.

History 204B provides guided practice in one of today's historians most indispensable research techniques, as well as a chance to make a significant contribution to the community. This transferable elective is recommended for history majors, future teachers, and those with an interest in preserving local history.

Students should own or borrow an audio cassette tape recorder or video camcorder with a microphone and furnish their own blank tapes. Prior completion of other courses is not required.

**HIST 210**                      **Intro. to Modern Latin American History**  
3 Credits                      Offered Spring Semester

This course provides a survey of economic, political, social and cultural developments in selected Latin American countries each of which represents a larger region, from independence to the present. Students are expected to read and write at college level and will be required to participate in discussions.

## Hospitality

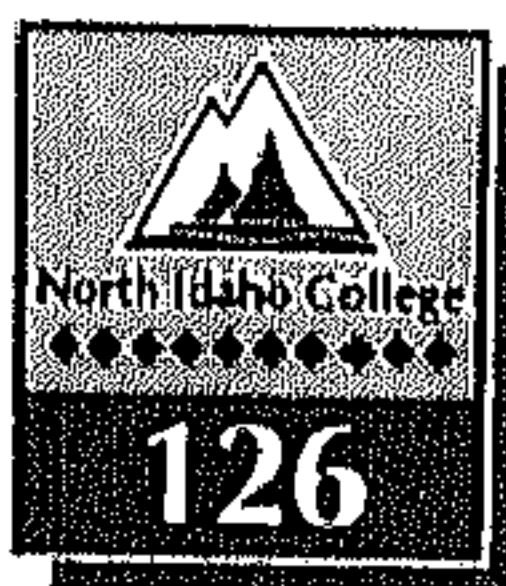
The curriculum for the Hospitality Program is currently under review. For information contact the Business Division at (208) 769-7784.

## Humanities

**HUMS 101**                      **Montage: Introduction to the Humanities**  
(Formerly HUMN 101)  
3 Credits                      Offered Each Semester

This course explores how the humanities, through many varied types of creative works, comment on human experience and raise questions of value and meaning. Students will learn an approach to understanding a wide variety of works in art, music, literature, and philosophy, based on questions applicable to all genres. The course is highly interactive, with frequent class discussion and informal written responses to works being explored.





# COURSE DESCRIPTIONS

This course provides a good foundation for further humanities study in courses focusing on one particular field such as literature, philosophy, or the arts. It is an ideal course for students who intend to focus on areas other than the humanities, but wish to broaden their education. It fulfills an arts and humanities requirement for the A.A. and the A.S. degrees. Prior completion of, or concurrent enrollment in, ENGL 101 is required.

## Human Services

**NOTE:** Application and acceptance into the Human Services AAS degree program is required before enrolling in courses numbered 220 or above.

**HSS 101** Introduction to Human Services  
2 Credits Not currently available

This course defines and describes the history of human services. Agencies, institutions, and programs which help meet human services needs are studied in the broad context of social and political systems. Various human service worker roles are explored with emphasis on the mental health technician. Concurrent enrollment in ALTH 101 is required.

**HSS 102** Introduction to Human Services Lab  
1 Credit Not currently available

This weekly three-hour lab course provides the student an opportunity to explore health careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Mental Health Technician Certificate and/or the Human Services Associate of Applied Science program. All students who have a sincere interest in exploring health and human services career options are welcome. Concurrent enrollment in HSS 101 is required.

**HSS 107** The Helping Process  
1 Credit Offered Spring Semester

This course focuses on helping goals, principles, and therapeutic communication techniques that entry-level workers can employ in working with human services clients. It uses a problem-management model to enhance student understanding of the helping process. Concurrent enrollment in HSS 108 is required.

**HSS 108** Helping Skills Lab  
1 Credit Offered Spring Semester

This course provides the student with an overview of a problem-management model of helping and opportunities to practice a variety of therapeutic approaches and strategies. Prior completion of COMM 233, PSYC 100, and ALTH 101/102 is required.

**HSS 220** Crisis Intervention  
3 Credits Offered On Demand

This course provides an introduction and overview of crisis theory and management. It will assist Human Services students in developing the necessary skills and attitudes appropriate for working with individuals and families in crisis. Completion of the Mental Health Technology Certificate or concurrent enrollment in ALTH 121 is required.

**HSS 221** Human Services Field Experience & Seminar I  
5 Credits Offered On Demand

Students obtain on-the-job training in selected human services settings. Helping and problem management principles are applied under agency supervision. Weekly seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience. Prior completion or concurrent enrollment in HSS 220 is required.

**HSS 230** Case Management and Human Services  
3 Credits Offered On Demand

This course provides the student with the knowledge and skills required to perform case management services with clients in a variety of program settings. Discusses activities the case manager performs in the service of the client, ensuring to the maximum extent possible, that the client has access to, and receives all resources and services which can help the client reach and maintain his optimal level of functioning. Case management standards, responsibilities and obligations will be incorporated. Prior completion of HSS 220 is required.

**HSS 231** Human Services Field Experience & Seminar II  
3 Credits Offered On Demand

This practicum experience provides students the opportunity to apply previous and current course concepts to individual clients and groups in an area of special interest to the student. Weekly on-campus seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience. Prior completion of HSS 220 and concurrent enrollment in HSS 230 are required.

## Journalism

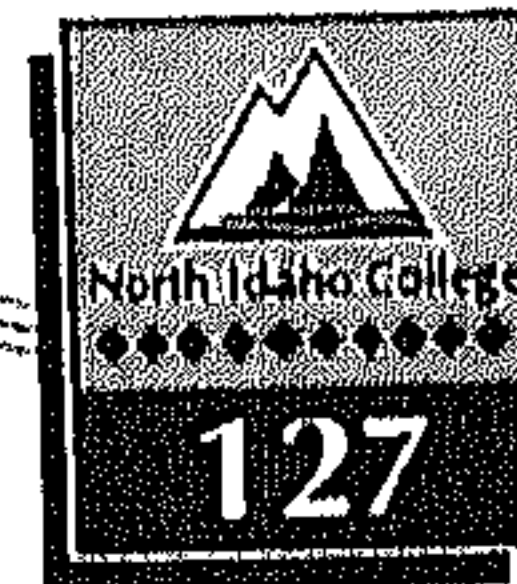
**COMJ 100** Sentinel (NIC Newspaper) Staff  
1-2 Credits Offered Each Semester

This course provides practical training and application of journalism theory and techniques. Students are considered as staff members of *The Sentinel*, the NIC student newspaper. Students work in a variety of positions corresponding to those in a professional journalistic organization.

Sentinel staff students learn the practical workings of a newspaper, including reporting, editing, design, layout,



# COURSE DESCRIPTIONS



paste-up, computer based technologies, and advertising. Writing and design projects contribute to the student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of ten credits. Prior completion or concurrent enrollment in COMJ 121 or permission of instructor is required.

**COMJ 121** **News Writing**  
3 Credits Offered Fall Semester

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for news media. Students develop news stories in lab and outside of class.

Mastering the basics of news writing, students will improve their abilities to participate as members of communications professions in print, broadcast, and corporate areas. Prior completion of ENGL 101, some typing ability, or permission of instructor is required.

**COMJ 140** **Mass Media in a Free Society**  
3 Credits Offered Spring Semester

Mass Media in a Free Society examines how and why today's American media works: their development, successes, and failures. Career options are explored through media facilities tours and guest presentations by working media professionals.

After completion of COMJ 140, students will know if a media career is an option to pursue. All students will gain a clear view of themselves as media consumers. Many topics that will be covered extensively in upper division course work will be introduced. Prior completion of other courses is not necessary.

**COMJ 222** **Reporting**  
3 Credits Offered Spring Semester

Reporting provides practical experience working with different types of news sources. Students gather and write articles about on and off-campus events. Assignments include writing multi-source stories, features, editorials, columns, and research pieces. The course includes some "deadline critical" situations corresponding to professional newspaper practices.

Students learn and exercise the duties of a reporter in preparation for advancement to upper division college course work and career development in journalism. Prior completion of COMJ 121 is necessary.

**COMJ 254** **Editing**  
2 Credits Offered Spring Semester

This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses Apple Macintosh computers for desktop publishing. Students learn and practice the responsibilities of an editor, including copy reading and measuring, article evaluation, headlining, page design, and photo editing. Skills gained contribute to portfolio development and

career preparation. Prior completion of COMJ 121 is required.

**COMJ 298** **Journalism Practicum**  
2 Credits Offered Each Semester

Journalism Practicum provides on-the-job training and experience through a four-hour weekly internship in a media-related work place.

Developed as a "contract" agreement between the student intern and a "host" organization, the practicum offers practical work experience supporting preparation for upper division college studies or career entry. Students seeking clarification of career direction or "real-world" experience will benefit. Prior completion of COMJ 121 or permission of instructor is necessary. This course may be repeated for a total of eight credits.

## Law Enforcement

NOTE: LAWE 103, LAWE 240 and LAWE 241 may be taken without requiring the student to be accepted into the sophomore Law Enforcement Block. All other LAWE courses require application and acceptance into the sophomore Law Enforcement block before enrolling.

**LAW 103** **Introduction to Criminal Justice**  
3 Credits Offered Each Semester

This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering criminal justice service. Students discuss crime, the criminal, traffic, and vice as social problems; the function of the courts; prosecution and defense attorneys; correctional and penal institutions; and probation and parole.

This course will introduce the student to the various agencies and employment opportunities within the criminal justice system.

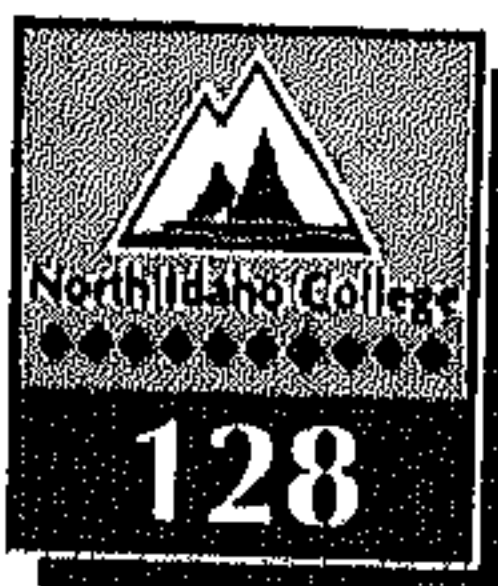
**LAW 219** **Self Defense**  
3 Credits Offered Each Semester

This course covers the use of force, baton training, pepper spray training, handcuffing techniques, people searches, firearms liability, safety, inspection and maintenance, basic marksmanship, day and night range practice, and handgun and shotgun qualifications. Classroom and hands-on training in the above areas are integral to this course. Students must demonstrate skills taught and pass the Idaho POST firearms qualifications courses for handgun and shotgun.

**LAW 220** **Basic Police Law**  
2 Credits Offered Each Semester

This course is the study of basic police law as it relates to the U.S. Constitution, the Idaho Code, liquor laws, rules of evidence, criminal law, arrest, search and seizure, traffic code, and Idaho Fish and Game Laws. When they have completed the course, students will be able to determine traffic offenses, criminal offenses, probable cause for arrest and how to process cases.





# COURSE DESCRIPTIONS

**LAWE 221**  
1 Credit

**Professional Orientation**  
Offered Each Semester

This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention and human relations.

**LAWE 222**  
2 Credits

**Police Procedures**  
Offered Each Semester

This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are jail procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying.

**LAWE 223**  
1 Credit

**Patrol Procedures**  
Offered Each Semester

This course teaches patrol procedures and techniques for crimes in progress including responding to armed robberies, low-risk, high-risk, and felony traffic stops, prowler calls, hostage situations, and domestic disputes.

**LAWE 224**  
1 Credit

**Practical Problems**  
Offered Each Semester

This course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in the following areas: crime scene investigation, search warrant application, traffic stops, arrest situations, and domestic disputes.

**LAWE 225**  
3 Credits

**Investigation**  
Offered Each Semester

This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations and suspicious deaths. Techniques and procedures explored include drug identification, protection of crime scenes, collecting evidence, fingerprinting and interviewing and interrogation.

**LAWE 226**  
1 Credit

**Enforcement Skills**  
Offered Each Semester

This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials.

**LAWE 228**  
1 Credit

**Police Physical Fitness**  
Offered Each Semester

This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test.

**LAWE 240**  
3 Credits

**Administration of Justice**  
Offered Fall Semester

This course will introduce management principles and concepts as they relate to law enforcement organizations. Emphasis will be placed on empowering personnel to accomplish organizational goals. Topics to be discussed include: leadership and management, strategies for

fostering integrity, strategic planning, communications as a vehicle, delegation and participation, team effectiveness, time management and developing action plans for total quality services. Previous completion of all freshman courses in the Administration of Justice program and permission of the instructor is required.

**LAWE 241**  
3 Credits

**Administration of Justice**  
Offered Spring Semester

A continuation of LAW 240, this course develops management theories and practices. Application of these concepts is emphasized, with special attention to community and problem oriented policing. Current and future trends in law enforcement administration will be discussed. Topics to be discussed include: community oriented policing, problem oriented policing, policing by objectives, the budget process, political relationships, police associations and unions, the news media, collective bargaining, problem employees, disciplinary guidelines, employee assistance programs, stress management, and future trends in law enforcement. Prior completion of LAW 240 is required.

**LAWE 290**  
3 Credits

**Law Enforcement Theory**  
Offered Each Semester

LAW 290 meets weekly to evaluate, critique, and document intern performance and experiences. It incorporates specialized or refresher training as needs arise during the intern experience. Prior completion of LAW 219-228 is required.

**LAWE 293**  
10 Credits

**Law Enforcement Internship**  
Offered Each Semester

This is a structured internship experience within local law enforcement agencies designed to match the student's abilities and career goals. Students are in uniform and will function in a law enforcement position under the direct supervision of a selected, experienced law enforcement officer. Students are evaluated on a daily basis in accordance with the agency's established training policies for new officers. The student will be expected to participate in the enforcement activities being performed by the supervising officer. Prior completion of LAW 219-228 is required.

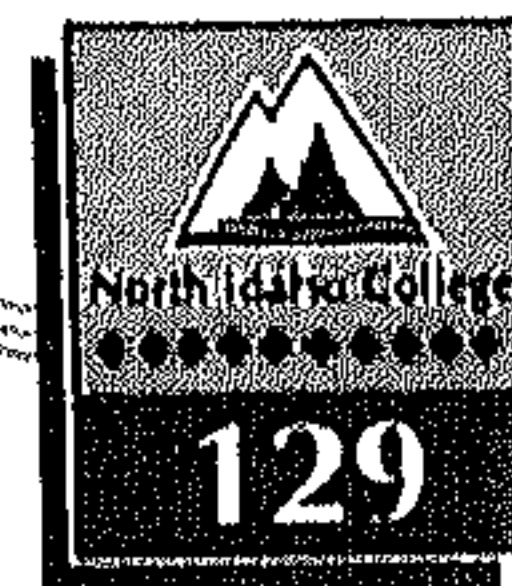
## Library Skills

**LIBS 120 Introduction to Library Research Strategies**  
1 Credit  
Offered Each Semester

Introduction to Library Research Strategies is intended to enhance the research skills of students enrolled in college transfer programs. This course provides instruction in the use of the public catalog, periodical indexes, reference works, library classification systems, computer information systems and basic research techniques. Students are introduced to a variety of services and resources offered by libraries that are essential to most college programs. Prior completion of other courses is not required.



# COURSE DESCRIPTIONS



## Machine Technology

Note: Course enrollment requires prior acceptance into the Machine Technology Program.

**MACH 151**                      **Machining Technology Theory I**  
3 Credits                      Offered Fall Semester

This basic course consists of measuring instruments and their use, use of hand tools, knowledge of operating machine sections, cutting tools, machine set-up for lathe, components of a milling machine, safety, and machining preparation. Machining Technology Theory is necessary for the safe, efficient operation of machinery. Machine tool practices and machinist reference books are required.

**MACH 151L**                    **Machining Technology Laboratory I**  
2.5 Credits                    Offered Fall Semester

Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned in theory sessions are transferred to the lab through projects. Students must acquire their own tools but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.

**MACH 152L**                    **Machining Technology Laboratory II**  
7 Credits                      Offered Spring Semester

This lab is a continuation of MACH 151L lab. Students continue to progress through different machines and methods with their projects. Students are given varied outside work to improve machining skills. Skills learned in theory sessions are transferred to the shop projects.

**MACH 160**                      **Manufacturing Processes**  
3 Credits                      Offered Spring Semester

This course covers manufacturing strategies from interchange ability of common parts to third wave production techniques and "design for assembly." The instructor will supplement the text with information on common scheduling, inventory, and shop floor control techniques. Major topics include sections on metallic materials, thermoplastics, thermosetting plastics, adhesives, ceramic materials, natural materials, and composite and engineered materials. Each section covers historical information, forming, separating, joining, conditioning and finishing for each of the major categories. The class closes with a section on automated production processes and computer integrated manufacturing.

The material presented in this class is geared for Machine Technology students, although engineering and other applied technology students would benefit from the content of this class, the student's understanding of the materials presented here will have a positive impact on day-to-day decisions in their chosen arenas of work.

**MACH 171**                      **Blueprint Reading I**  
2 Credits                      Offered Fall Semester

Blueprint reading consists of a series of exercises involving visualization skills. This series takes students

from basic knowledge to a point where they can interpret simple orthographic blueprints. Blueprint reading is essential to produce required work pieces on machines.

**MACH 172**                      **Blueprint Reading II**  
3 Credits                      Offered Spring Semester

Blueprint Reading is a continuation of MACH 171. Students learn to interpret increasingly difficult prints and geometric tolerance prints.

**MACH 180**                      **Materials**  
1 Credit                      Offered Spring Semester

This course introduces the student to metals and non-metals used in manufacturing and manufacturing processes. The student will learn strength-to-weight ratios, tensile strengths, uses, advantages, disadvantages, and costs of using different materials in the manufacturing of parts and assemblies. The student will also learn how these materials are made and handled, as well as how they might be alloyed.

**MACH 185**                      **Statistical Process Control, Quality Control and Inspection Techniques and Mechanical Measurements**  
1 Credit                      Offered Spring Semester

The topics covered in this class are geared towards real life application in the machine trades. The course will concentrate on the statistical concepts of mode, median, mean and standard deviation for both samples and populations. Success is dependent on being able to read precision measuring instruments and to use these on real manufactured parts for data gathering. The lab component of this class will address the application of different methods of inspection and measurement of mechanical parts. Activities will include measuring instruments, gauging equipment, work holding methods, and surface finishes. The lab application will utilize tools found in machine shops and inspection departments.

**MACH 231**                      **Computers in Machining**  
3 Credits                      Offered Fall Semester

This course will introduce the student to the use of computers as associated with the manufacturing industry. The student will learn CAD/CAM practices, production management, quality control documentation and how robots interface with machining. The students will be required to use micro computers to create, edit and process files and programs.

**MACH 253L**                    **Advanced Machining Laboratory I**  
6 Credits                      Offered Fall Semester

This course teaches hands-on use of advanced machine tools and equipment. The student will become familiar with precision grinders, advanced milling, advanced grinding, and computer numerical control (CNC) machine tools, and computer aided drafting - computer aided machinery (CAD-CAM). Prior completion of MACH 151L and MACH 152L is required.





# COURSE DESCRIPTIONS

**MACH 254L**      **Advanced Machining Laboratory II**  
7 Credits                      Offered Spring Semester

This course involves hands-on experience under work-like conditions and in-depth CNC projects. Students will learn to make parts and complete repairs according to customer specifications with a minimum of supervision. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist. Prior completion of MACH 253L is required.

**MACH 273**      **Intermediate Blueprint Reading**  
2 Credits                      Offered Fall Semester

Students learn interpretation of advanced blueprints and drawings. This course includes complex and datum dimensioning as well as making sketches and working drawings. Advanced Blueprint Reading is necessary if students are to accomplish the projects and tasks given in the lab or work place. It will enable students to interpret nearly any type of print or drawing with which they may come in contact. Prior completion of MACH 171 is required.

**MACH 274**      **Geometric Dimensioning & Tolerancing**  
2 Credits                      Offered Spring Semester

This course introduces the student to the concepts used in the machine trades known as GD&T. The course takes what the students have already learned about blueprint reading and teaches them how to read drawings that are "geometrically toleranced." The students will learn how to computer such things as true position and bonus tolerances. Students will examine parts to determine if the parts meet specifications of the manufacture. They will also use some of the control documents that are found in industry to determine quality. Students will also use statistical process control methods as part of this course. Prior completion of MACH 171 and 172 is required.

**MACH 283**      **Computer Numerical Control Theory I**  
3 Credits                      Offered Fall Semester

This course is an introduction to the standard practices and methods of CNC machines and controls. Students will become familiar with accepted practices in the use, programming, and setup of modern CNC machine tools. Prior completion of MACH 151, MACH 151L, MACH 152L, MACH 171, and MACH 172 is required.

**MACH 284**      **Adv. Machining Processes & Techniques**  
3 Credits                      Offered Spring Semester

This course will continue with the practice of CNC programming and use and will also include information on tooling selection, fixturing, setup and advanced CNC techniques. Students will also learn basics of precision grinding and finishing, special tooling and tool grinding, as well as basic production planning. Students will also be introduced to programming languages other than the ones used in MACH 283. Successful completion of MACH 283 is required to enter the course.

## Maintenance Mechanic/ Millwright

Note: Course enrollment requires prior acceptance into the Maintenance Mechanic/Millwright Program.

**MM 062**      **Shop Math**  
2 Credits                      Offered Spring Semester

Students study the skills necessary to solve practical problems using areas, volumes, weights or materials, and basic trigonometry. The effective maintenance mechanic/millwright requires competence in these math skills.

**MM 151**      **Maintenance Mechanic Theory I**  
7 Credits                      Offered Fall Semester

Maintenance Mechanics Theory is an introduction to the principles of oxyacetylene and arc welding; hand, power, precision measuring tools; thread systems and fasteners; industrial materials; safe rigging practices; mechanical drive systems; and equipment installation and alignment.

**MM 151L**      **Maintenance Mechanic Laboratory I**  
5 Credits                      Offered Fall Semester

Maintenance Mechanic Lab applies the skills learned in MM 051, including: oxyacetylene and arc welding, precision measuring, tool usage, material usage, rigging, equipment installation and alignment. Students will work on assigned tasks, projects, and performance tests.

**MM 152**      **Maintenance Mechanic Theory II**  
5 Credits                      Offered Spring Semester

Maintenance Mechanic Theory II provides instruction in the technical skills required in the safe use of GMAW & GTAW welding, industrial electricity, pipe fitting, coupling maintenance and alignment, bearings, packings, seals, and pumps. Prior completion of MM 151 with a grade of C- or better is required.

**MM 152L**      **Maintenance Mechanic Laboratory II**  
5 Credits                      Offered Spring Semester

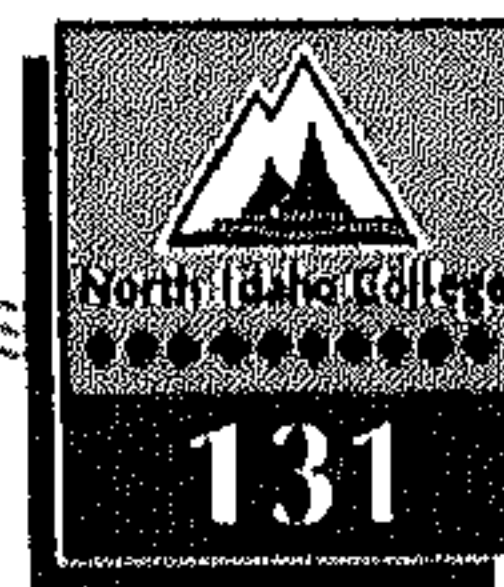
This laboratory applies the skills learned in MM 152 including exercises in: GMAW (wirefeed) and GTAW (TIG) welding, coupling alignment and maintenance, bearing maintenance, pipe fitting, electric motor and control maintenance, and pump maintenance. Exercises in hydraulics components and troubleshooting areas also included. Prior completion of MM 151 and MM 151L with a grade of C- or better is required.

**MM 153**      **Maintenance Mechanic Theory III**  
5 Credits                      Offered Summer Session

This course continues instruction in safety, welding, and industrial mechanic skills, including flat pattern layout, sheet metal, conveyor systems, compressors, and specialty maintenance welding. Prior completion of MM 152 with a grade of C- or better is required.



# COURSE DESCRIPTIONS



**MM 153L** Maintenance Mechanic Laboratory III  
3 Credits Offered Summer Session

This laboratory applies skills learned in MM 153. Students will work on assigned tasks, projects, and performance tests. Prior completion of MM 151 and MM 152L with a grade of C- or better is required.

**MM 155** Blueprint Reading  
2 Credits Offered Fall Semester

This course provides the maintenance mechanic/millwright with the necessary skills to understand industrial blueprints. Students will learn to read and understand title blocks, bills of materials, dimensions and notes, welding symbols, orthographic projection, auxiliary views, and section views.

**MM 156** Hydraulics  
3 Credits Offered Spring Semester

This is a basic course in the fundamentals of fluid power. Students will learn how to effectively troubleshoot industrial hydraulic systems, with emphasis on reservoirs, pumps, filters, directional flow and pressure control valves, cylinders, and motors. Hands-on applications are addressed in MM 052L.

## Marine Mechanics

Note: Course enrollment requires prior acceptance into the Marine Mechanics Program.

**MART 151** Electrical Theory/4-Cycle  
1.5 Credits Offered Block 1

MART 151 includes the study of four-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair. This course is critical to job placement in the marine mechanic trade.

**MART 151L** Marine Mechanic Laboratory I  
2 Credits Offered Block 1

The laboratory applies the concepts studied in MART 151. It prepares the student for work as an entry-level mechanic in the marine mechanic trade.

**MART 152** Trim/Fuel and Cooling 4-Cycle Systems  
1 Credit Offered Fall Semester

This course covers hydraulic systems, trim and tilts, cooling systems, and basic rigging of boats and trailers.

**MART 152L** Marine Mechanic Laboratory II  
5 Credits Offered Fall Semester

The laboratory applies the concepts studied in MART 152.

**MART 153** Gearcase/Shift Systems (4-Cycle)  
1.5 Credits Offered Fall Semester

This course covers power train and gearcase theory.

**MART 153L** Marine Mechanic Laboratory III  
5 Credits Offered Fall Semester

This laboratory applies the concepts studied in MART 153.

**MART 154** Two-Cycle/50 HP and Smaller  
1.5 Credits Offered Spring Semester

Two-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair for 50 HP or smaller will be studied.

**MART 154L** Marine Mechanic Laboratory IV  
5 Credits Offered Spring Semester

This laboratory applies the concepts studied in MART 154.

**MART 155** Two-Cycle/50 HP and Larger  
1.5 Credits Offered Spring Semester

Two-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair for 50 HP or larger will be studied.

**MART 155L** Marine Mechanic Laboratory V  
5 Credits Offered Spring Semester

This laboratory applies the concepts studied in MART 155.

**MART 178** Computer Applications Laboratory  
1 Credit Offered Block 5

This course teaches basic keyboard skills and the use of terminology will be stressed. Specialized computers and software used for inventory within the marine mechanics trade will be studied.

## Mathematics

**MATH 015** Basic Mathematics  
(Formerly MATH 020)  
3 Credits Offered Each Semester

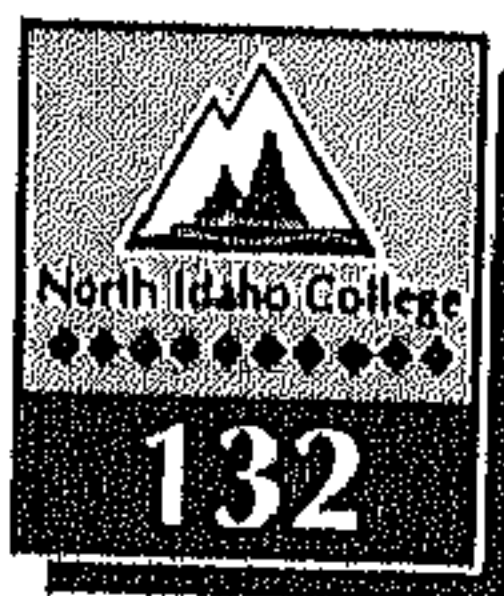
MATH 015 is an introduction to operations in the arithmetic of whole numbers, fractions, ratio and proportion, decimals, percents, positive and negative integers, and geometry. The course format includes informal lecture with instructor assistance in a lab setting.

Students are assisted in developing arithmetic proficiency in basic computational skill areas required for pre-college level math courses. Prior completion of other courses is not necessary. Students must complete the mathematics placement test to determine appropriate enrollment in preparatory course sequence.

**MATH 020** Computational Skills  
(Formerly MATH 025)  
1 Credit Offered Fall Semester

Instruction in fractions, decimals, percents, ratios and proportions, measurement and formulas with emphasis on practical application to specific programs. This course includes one hour of lecture each week.





# COURSE DESCRIPTIONS

**MATH 024**  
(Formerly MATH 035)  
3 Credits

**Technical Mathematics**  
Offered Fall Semester

Technical Mathematics is designed as a basic mathematics course for students in technical programs. Each section of the course will be specific to one technical program and appropriate applications for that program will be stressed throughout. All sections will review fractions, decimals, percents, ratios and proportions, calculator usage, signed numbers, evaluating formulas, equation solving, geometry and the metric system. Trigonometry will also be introduced when appropriate. Enrollment is based on placement test results. The course requires three hours of lecture each week.

**MATH 025**  
(Formerly MATH 030)  
3 Credits

**Elementary Algebra**  
Offered Each Semester

MATH 025 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, factoring, and solving and graphing first degree equations. It emphasizes the practical applications of these concepts.

The course provides important skill-building for those who have not taken or have had difficulty with high school algebra. Prior completion of MATH 015 or its equivalent (expertise with whole numbers, fractions, decimals and percents) is required. The course requires three hours of lecture each week.

**MATH 075**      **Geometry for the College Student**  
3 Credits      (Offered Fall 98)

This course presents geometry as an axiomatic system with the aim of enabling students to understand the role of proof in mathematical systems, to apply the rules of geometry in concrete situations, and to prepare for continued mathematical growth. This course is recommended to those students who intend to study pre-calculus and whose background in geometry is inadequate. This course does not fulfill degree requirements. Prior completion of MATH 025 with a grade of C+ or better or its equivalent is required.

**MATH 102**      **Computational Skills for Allied Health**  
3 Credits      Offered Fall Semester

This course includes instruction in fractions; decimals and the decimal system; solving equations in one variable; ratio and proportion involving dimensions; equivalents and conversion between decimals, fractions, ratios and percents; metric international, metric and SI measurement system; apothecary and household measurement systems; and calculations/conversions between metric and household systems. Prerequisite: MATH 025, Elementary Algebra or its equivalent.

NOTE: Enrollment in this class is limited to Practical Nursing and Pharmacy Technician students. MATH 102 satisfies the core math requirement for the A.A.S. degrees in Allied Health. MATH 102 does not satisfy the core math requirement for the A.A. or A.S. degrees.

**MATH 108**  
(Formerly MATH 101)  
4 Credits

**Intermediate Algebra**  
Offered Each Semester

MATH 108 continues development of mathematical concepts beyond MATH 025 or first year high school algebra. It includes second degree equations, algebraic fractions, circles and parabolas, complex numbers, functions and logarithms. There is an emphasis on the application of these skills.

The course provides important skill building for entry into college-level math courses. Enrollment is based on placement test results. Successful completion of MATH 025 with a grade of C+ or better or its equivalent is required. This course does not fulfill the math requirement for the A.A. or A.S. degrees. It includes four hours of lecture each week.

**MATH 123**  
(Formerly MATH 120)  
3 Credits

**Contemporary Mathematics**  
Offered Each Semester

MATH 123 explores the application of mathematics to solve or gain greater understanding of diverse contemporary problems. It includes management science (networks, critical path analysis, and linear programming), a wide variety of topics with social and political impact (voting theory, apportionment, Banzhaf power index, game theory, growth patterns, population growth, and sustainable yields), and geometry (symmetries, indirect measurement, and scaling).

This course will help students gain practical insights into the important role of mathematics in the world around us. It is designed primarily for degree programs requiring little college-level mathematics and satisfies the mathematics requirement for the A.A. and A.S. degrees. It consists of three hours of lecture each week. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 108 is required.

**MATH 130**  
(Formerly MATH 115)  
4 Credits

**Finite Mathematics**  
Offered Each Semester

MATH 130 is the study of solutions to systems of linear equations and inequalities, linear programming, sets, counting techniques, probability, and elementary concepts of statistics. It emphasizes the practical applications of these skills.

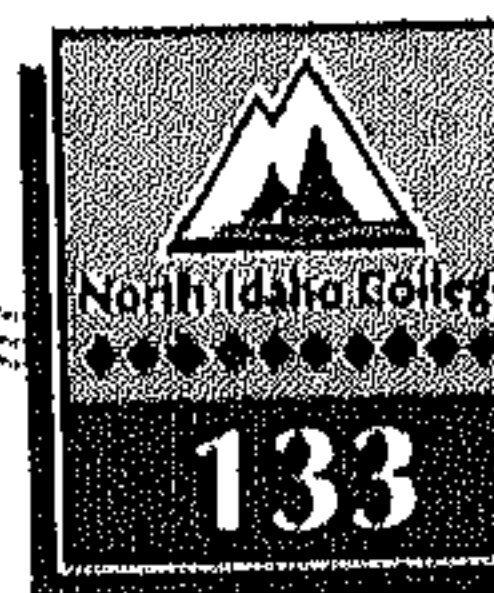
This course provides useful skills to aid decision making in many diverse fields, but focuses primarily on business applications. It satisfies the mathematics requirement for the A.S. and A.A. degrees and is often required for transfer business degrees. It requires four hours of lecture each week. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 108 is required.

**MATH 145**      **Advanced Technical Mathematics I**  
3 Credits      Offered Fall Semester

This course is designed to continue the development of



# COURSE DESCRIPTIONS



mathematical skills beyond MATH 108. MATH 145/146 is not designed for mathematics majors. It includes the study of rational expressions, radicals, linear functions, logarithmic and exponential equations, right angle trigonometry and complex numbers. Students finishing both MATH 145 and MATH 146 with a grade of a B should be able to successfully complete MATH 170 (Calculus I). This course consists of three hours of lecture each week. MATH 145 satisfies the math requirements for an A.A., A.S., and A.A.S. degrees. Prerequisite: MATH 108 (Intermediate Algebra) or its equivalent with a grade of "B" or better, or appropriate ASSET score for placement in MATH 145 is required.

**MATH 146**                      **Advanced Technical Mathematics II**  
3 Credits                                      Offered Spring Semester

This course is designed to continue the development of mathematical skills begun in MATH 145. It includes the study of second degree equations, conic sections, linear and nonlinear inequalities, trigonometric identities and an introduction to differentiation and integration. Students finishing both MATH 145 and MATH 146 with a grade of a B should be able to successfully complete MATH 170 (Calculus I). (NOTE: MATH 145/146 is not designed for mathematics majors. This course consists of three hours of lecture each week. Students completing MATH 145 and MATH 146 have the equivalent of MATH 147 and cannot repeat MATH 147 for credit. This course satisfies the math requirements for an A.A., A.S., A.A.S. degrees. Prerequisite: Successful completion of MATH 145 or its equivalent.

**MATH 147**                                      **Pre-Calculus**  
(Formerly MATH 155)                                      Offered Each Semester  
5 Credits

Pre-Calculus is the study of polynomial and rational equations, functions and their inverses, graphs, systems of equations, complex numbers, exponential and logarithmic functions, trigonometric functions, identities and graphs, applications of triangles and polar coordinates. This course consists of five hours of lecture each week.

This course prepares students for calculus courses which are required for degrees in mathematics, engineering, computer science, physics, chemistry, and others. It satisfies the mathematics requirement for the A.S. and A.A. degrees. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 108 with a grade of "B" or better is required. Completion of or concurrent enrollment in MATH 148 or its equivalent is required.

**MATH 148**                                      **Graphing Calculator TI-85**  
(Formerly MATH 154)                                      Offered Each Semester  
1 Credit

This course explores the use of the TI-85 graphing calculator. Topics will include basic operation and computation, entering numeric and symbolic data, and utilizing display screens and menu bars. Rectangular,

parametric and polar graphs will be explored, utilizing a variety of graphing techniques. An overview of built-in calculator functions such as matrix, vector, probability computations, solving systems of equations and unit conversions will also be included. This course requires one hour of lecture each week.

Successful completion of MATH 108 or two years of high school algebra is required. Concurrent enrollment in MATH 130, MATH 123, MATH 147 or higher is recommended. This course counts as an elective towards the A.A. or A.S. degree.

**MATH 157**                      **Mathematics for Elementary Teachers I**  
(Formerly MATH 135)                                      Offered Each Semester  
3 Credits

MATH 157 provides the prospective elementary school teacher with a problem-solving approach to the mathematics topics of the elementary school curriculum. Focus is on the development of the real number system from the whole numbers, fractions, integers, and rational and irrational numbers. It emphasizes the study of math in a variety of ways, using techniques of cooperative learning, both for more effective learning and to address the concerns of "math anxiety." It is designed to broaden students' appreciation of math. This course includes three hours of lecture each week.

This course is required for elementary teacher certification by the State of Idaho. MATH 157 does NOT satisfy the core math requirement for any degree at NIC. Prior completion of MATH 108 or its equivalent is required.

**MATH 160**                                      **Survey of Calculus**  
4 Credits                                      Offered Each Semester

MATH 160 is the introduction to calculus as used in business, social sciences, and life sciences. It focuses on functions, graphs, the derivative, exponential and logarithm functions, and integration applications.

The course develops an understanding of the fundamentals of differential and integral calculus and how to apply these principles and theories to the solution of real problems. This course requires four hours of lecture each week. Prior completion of MATH 130 or 147 is required. NOTE: MATH 160 carries no credit if taken after MATH 170.

**MATH 170**                                      **Analytic Geometry and Calculus I**  
(Formerly MATH 180)                                      Offered Each Semester  
4 Credits

MATH 170 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, continuity, applications of differentiation and the integral.

This course builds a foundation for all further study in mathematics and science that is typically required in mathematics, engineering, computer science, physics, chemistry, and other transfer degrees. It satisfies the mathematics requirement for the A.S. and A.A. degrees. This course consists of four hours of lecture each week. Requirements include successful completion of two years





# COURSE DESCRIPTIONS

of high school algebra, one year of plane geometry, one-half year each of trigonometry and analytic geometry, and an appropriate score on the placement test, or prior completion of MATH 147. NOTE: MATH 170 carries two (2) credits if taken after MATH 160.

**MATH 175**                      **Analytic Geometry and Calculus II**  
(Formerly MATH 190)  
4 Credits    Offered Each Semester

This course is a continuation of MATH 170 emphasizing techniques of integration, applications of integration, polar coordinates, and parametric equations, sequences and series. It is required for most transfer degrees in mathematics and science. This course includes four hours of lecture each week. Prior completion of MATH 170 with a grade of "C" or better is required.

**MATH 187**    **Discrete Mathematics**  
(Formerly MATH 176)  
4 Credits    Offered on Demand

This course is intended for computer science majors, mathematics majors, and for other students wishing to pursue in-depth study in computer science.

Topics covered will include basic set theory, propositional and predicate logic, number systems, Boolean algebra, combinatorics and graph theory. Analysis and development of algorithms will be emphasized. Little or no programming will be done. This course consists of four hours of lecture each week. Prior completion of MATH 147 or two years of high school algebra is required. Knowledge of programming language, e.g., PASCAL, is highly recommended.

**MATH 253**    **Principles of Applied Statistics**  
(Formerly MATH 251)  
3 Credits    Offered Each Semester

MATH 253 is an introduction to applied statistical methods including, descriptive statistics, confidence intervals, hypothesis testing, small and large sample methods, linear regression and correlations, chi-square, and analysis of variance. Probability, as needed, will be included. This course includes three hours of lecture each week. Prior completion of MATH 130 or MATH 147 and two years of high school algebra are required.

**MATH 257 Mathematics for Elementary School Teachers II**  
(Formerly MATH 136)  
3 Credits    Offered Each Semester

This course is a continuation of MATH 157, with a topical emphasis on statistics, probability, and geometry. It demonstrates the usefulness of math in ordinary life (particularly with statistics), the aesthetics/"artsy" side of math, and the overall richness of the study of geometry. It includes three hours of lecture each week.

This course is required for elementary teacher certification by the State of Idaho. It does *not* satisfy the math core requirement for either the A.A. or the A.S. degree. Prior completion of MATH 157 is required.

**MATH 275**                      **Analytic Geometry and Calculus III**  
(Formerly MATH 200)  
4 Credits    Offered Each Semester

MATH 275 is a continuation of the calculus sequence. It includes the study of vectors and vector valued functions, and the ideas of the calculus of a single variable are extended to functions of several variables. Partial differentiation and multiple integration are used to examine Green's Theorem, Stokes' Theorem and the Divergence Theorem from vector analysis.

This course provides an understanding of the mathematics necessary for mathematics degrees and the study of multi-variable physical phenomena in the physical science, chemistry, and engineering areas. This course includes four hours of lecture each week. Prior completion of MATH 175 is required.

**MATH 335**    **Linear Algebra**  
(Formerly MATH 231)  
3 Credits    Offered on Demand

This course includes the study of linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and diagonalization of matrices with applications. This course includes three hours of lecture each week. Prior completion of MATH 170 is required.

**MATH 370**    **Intro. to Ordinary Differential Equations**  
(Formerly MATH 295)  
3 Credits    Offered Spring Semester

MATH 370 studies classification, initial value problems, exact equations, second order equations with constant coefficients, variation of parameters, Laplace transforms, series methods, and systems of linear equations. This course includes three hours of lecture each week. Prior completion of MATH 275 or permission of instructor is required.

## **Mental Health Technology**

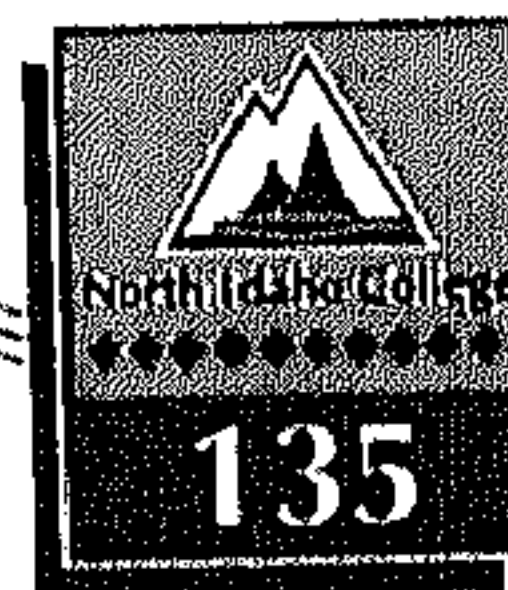
NOTE: Course enrollment requires prior acceptance into the Mental Health Technology Program.

**MLTH 106**    **Direct Care Assessment and Intervention**  
3 Credits    Offered Spring Semester

This course builds on abnormal psychology concepts and DSM-III-R diagnostic groups of disorders to incorporate assessment and interventions in direct care provider roles. Psychosocial history, mental status exam and how to manage client behaviors including anger, manipulation, hallucinations, delusions and suicidality will be included. Acute care settings and roles will be emphasized. Prior completion of ALTH 102 or HSS 102, PSYC 101, and COMM 233 are required; prior completion or concurrent enrollment in PSYC 211 is required; concurrent enrollment in MLTH 107 is required.



# COURSE DESCRIPTIONS



## **MLTH 107**                      **Mental Health Technology Lab** 3 Credits                      Offered Spring Semester

This lab course provides students the opportunity to apply principles and techniques of assessment and intervention presented in MLTH 106. Concurrent enrollment in MLTH 106 is required.

## **MLTH 121**   **Mental Health Technology Field Experience** 5 Credits                      Offered Summer Session

The 10-week field experience provides the student opportunity to apply concepts in assessment and intervention with psychiatric clients, function as members of an interdisciplinary team and to practice recording on the patient record. Prior completion of MLTH 120 is required.

## **MLTH 122**                      **Mental Health Technology Seminar** 2 Credits                      Offered Summer Session

This seminar provides the student the opportunity to share learning experiences with peers, raise questions and obtain clarification of practices or concerns regarding their field experience and gain assistance in applying classroom concepts in the field environment. Concurrent enrollment in MLTH 121 is required.

## **Music**

### **MUS 101**                      **Survey of Music** (Formerly MUS 125)                      Offered Each Semester 3 Credits

Survey of Music is an introduction for students (majors and non-majors) to musical styles of our civilization. The study will include music of different periods and its cultural context, including a study of the American culture and the present musical scene. This course is designed to enhance students' musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for either the A.A. or A.S. degree. Prior completion of other courses is not required.

### **MUS 103**                      **North Idaho College Concert Choir** 1 Credit                      Offered Each Semester

Concert Choir is North Idaho College's large vocal ensemble organized to perform standard and mixed choir arrangements. The choir frequently performs with the North Idaho Symphony Orchestra.

This course may be taken as an ensemble elective for music majors. Credit may be transferrable. It may be repeated for credit. An audition and permission of instructor are necessary. Choir membership is open to college students and area residents.

### **MUS 104**                      **Vocal Jazz Ensemble** 1 Credit                      Offered Each Semester

The North Idaho College Vocal Jazz Ensemble is a small group that performs studio quality popular and swing jazz music. It provides a choral learning atmosphere with an emphasis on small group dynamics, solo

performance, and an aggressive singing style.

This course is for students interested in an intense study of the vocal jazz form. An audition and permission of the instructor are required. It may be repeated for credit. MUS 103 must be taken in conjunction.

### **MUS 106**                      **North Idaho College Symphonic Band** 1 Credit                      Offered Each Semester

The North Idaho College Symphonic Band is an instrumental ensemble designed to perform traditional and contemporary concert band literature. Band membership is open to college students and area residents.

This course provides student and area residents a chance to enhance their music appreciation through musical performance. An audition and permission from the instructor are necessary. It may be repeated for credit.

### **MUS 107**                      **Cardinal Pep Band** 1 Credit                      Offered Each Semester

The Cardinal Pep Band is an instrumental ensemble designed to perform at athletic events and other school events. It may be repeated for a maximum of four credits. An audition and permission of instructor are required.

### **MUS 109**   **North Idaho College Symphony Orchestra** 1 Credit                      Offered Each Semester

The North Idaho College Symphony Orchestra is an ensemble organized to perform a standard orchestral repertoire. Credit may be transferrable. The course may be used as an ensemble elective for music majors and can be repeated for credit. An audition and permission of instructor are required. Orchestra membership is open to college students and area residents.

### **MUS 110**                      **Vocal Ensemble** 1 Credit                      Offered Each Semester

This course introduces students to literature for the particular type of ensemble and includes involvement in regular public performances with other small ensembles. It is designed to provide a variety of vocal experiences for the student: male quartet, mixed quartet, female trio, duets, etc. An audition and permission of instructor are required. Ensemble membership is open to college students and area residents.

### **MUS 111**                      **Instrumental Ensemble** 1 Credit                      Offered Each Semester

Instrumental ensembles are small groups of brass, woodwind, string, percussion, or mixed instruments organized to perform a standard chamber music repertoire. Credit may be transferrable and can be repeated for credit. An audition and permission of instructor are required. Ensemble membership is open to college students and area residents.

### **MUS 112**                      **Introduction to Voice** 1 Credit                      Offered Either Semester

This introductory level course is designed to provide group instruction in the basic techniques of vocal





# COURSE DESCRIPTIONS

performance. This course will emphasize reading musical notation and vocal production. Students enrolling in Class Voice need no prior musical background. This course may be repeated for credit.

**MUS 113** **North Idaho Jazz Ensemble**  
1 Credit Offered Each Semester

North Idaho Jazz Ensemble is an instrumental ensemble designed to perform jazz literature in all 20th century styles. Ensemble membership is open to college students and area residents. This course provides students and area residents a vehicle for jazz appreciation through performance. It may be repeated for credit. An audition and permission from instructor are required.

**MUS 114** **Individual Instruction**  
2 Credits Offered Each Semester

MUS 114 provides individual instruction for non-majors in voice, and on piano, guitar, and all orchestra and band instruments. Individual instruction in an area of choice can assist students of all levels to improve their performance abilities. Special fees apply. Two credits requires one half-hour lesson per week (15). Requires public performance. May be repeated for credit. Prior completion of other courses is not necessary.

**MUS 115** **Pit Orchestra**  
1 Credit Offered Each Semester

Pit Orchestra is an ensemble organized to perform operas or musicals in conjunction with the Theatre Department. Credit may be transferrable and this course can be repeated for credit. An audition and permission of instructor are required. Orchestra membership is open to college students and area residents.

**MUS 116** **Musical Theatre**  
1 Credit Offered Each Semester

Musical Theatre is a performance experience with a Broadway musical repertoire. An audition and permission of instructor are required. It may be repeated for credit.

**MUS 117** **Music Convocation**  
0 Credit Offered Each Semester

Concert attendance is required for all music majors. Written critiques of eight concerts are required each semester. Supplemental experience in music analysis and appreciation assists music majors in refining listening capabilities.

**MUS 120** **Fundamentals of Music**  
2 Credits Offered Each Semester

Music 120 is an introduction to the basic materials of music. Areas explored are acoustics, rhythmic and melodic notation of music, scales, keys, and basic harmony. Music theory is for the novice or experienced musician who wants to develop or refresh music reading skills. Prior completion of other courses is not required.

**MUS 124** **Individual Instruction**  
2 or 4 Credits Offered Each Semester

MUS 124 provides individual instruction in voice, and on piano, guitar, and all band and orchestra instruments. This course is designed for music majors and requires prior musical experience. Individual instruction in an area of choice can assist students of all levels to improve their performance skills. Two credits requires one half-hour lesson per week (15). Four credits require one hour weekly (15). A jury examination is required. Special fees apply. May be repeated for credit. Prior completion of other courses is not required. Audition and permission of instructor are required. The number of credits must be approved by the instructor.

**MUS 127** **Survey of American Popular Music Since 1900**  
3 Credits Offered Fall or Spring Semester

MUS 127 is an introduction for students (majors and non-majors) to the various styles of American popular music—its roots and development. Music will be presented with regard to its historical and social implications. Study includes dixieland, swing, bebop, fusion, musical theatre, country western, and all types of rock'n'roll.

This course is designed to enhance musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion of other courses is not required.

**MUS 130** **Introduction to Piano**  
1 Credit Offered Either Semester

This introductory level course is designed to provide group instruction at the piano keyboard. The emphasis of this course is on reading music and playing melody with simple chord accompaniment. Students enrolling in Class Piano need no prior musical background. This course may be repeated for credit.

**MUS 140** **Introduction to Music Literature**  
3 Credits Offered Fall Semester

MUS 140 is an introduction to the art and nature of music with an emphasis on aural skills, historical styles, musical forms, and the literature of music.

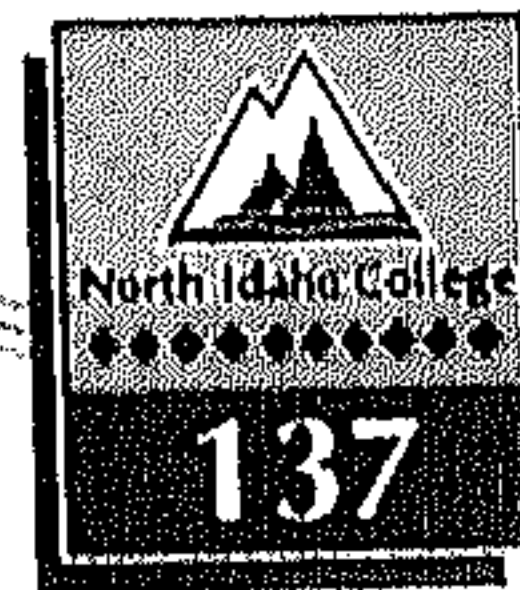
It is designed for freshman music majors and other students interested in humanity-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees. Prior completion of other courses is not necessary.

**MUS 141** **Harmony and Theory I**  
3 Credits Offered Fall Semester

MUS 141 is the study and application of the basic materials in four-part harmony. Emphasis is placed upon a thorough knowledge of the fundamentals of music, development of composition skills, and beginning analysis skills. It deals with harmonic practice from the year 1600 on. This course fulfills a theory requirement for music majors. MUS 141L must be taken concurrently. Music reading skills and permission of instructor are required.



# COURSE DESCRIPTIONS



**MUS 141L**                      **Harmony and Theory I Laboratory**  
1 Credit                              Offered Fall Semester

This laboratory assists students in the development of aural skills, i.e. sight-singing, rhythmic, melodic, and simple harmonic music dictation, and recognition. Emphasis is on materials covered in MUS 141. This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141. Music reading skills and permission of instructor are required.

**MUS 142**                              **Harmony and Theory II**  
3 Credits                              Offered Spring Semester

This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. MUS 142L must be taken concurrently. It fulfills a theory requirement for music majors. Prior completion of MUS 141 is required.

**MUS 142L**                      **Harmony and Theory II Laboratory**  
1 Credit                              Offered Spring Semester

This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors. Prior completion of MUS 141L is required.

**MUS 215**                              **Computer Music Notation**  
1 Credit                              Offered Each Semester

This course is an introduction to the use of Finale software (on Macintosh computers) for use of music printing and playback. The course provides musicians training in current technological advances important to the field of music.

**MUS 216**                      **Advanced Computer Music Notation**  
1 Credit                              Offered Each Semester

This course is a continuation of MUS 215, with an emphasis on mastery of advanced computer editing skills using Finale software.

**MUS 241**                              **Harmony and Theory III**  
3 Credits                              Offered Fall Semester

This course is a continuation of MUS 142, emphasizing writing and analysis of music up through the Romantic era of music. MUS 241L must be taken concurrently. It fulfills a theory requirement for music majors. Prior completion of MUS 142 is required.

**MUS 241L**                      **Harmony and Theory III Laboratory**  
1 Credit                              Offered Fall Semester

This course is a continuation of MUS 142L. It fulfills a theory requirement for music majors. Prior completion of MUS 142L is required.

**MUS 242**                              **Harmony and Theory IV**  
3 Credits                              Offered Spring Semester

This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. MUS 242L must be taken concurrently. It fulfills a theory requirement for music majors. Prior completion of MUS 241 is required.

**MUS 242L**                      **Harmony and Theory IV Laboratory**  
1 Credits                              Offered Spring Semester

This laboratory is a continuation of MUS 241L. It fulfills a theory requirement for music majors. Prior completion of MUS 241L is required.

**MUS 251**                              **Introduction to Music History**  
1 Credits                              Offered Spring Semester

MUS 251 is a general introductory course in music history designated for music majors. It fulfills an arts and humanities requirement for the A.A. degree. The course is designed for students desiring core humanities credit and for sophomore music majors. Prior completion of MUS 141 or permission of the instructor is required.

## **Nursing: Practical Nursing (PN)**

Note: Course enrollment requires prior acceptance into the Practical Nursing Program.

**PN 101**                              **Practical Nursing Theory I**  
7 Credits                              Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. It includes the study of anatomy and physiology (body systems), microbiology, nutrition, growth and development, adaptation to the life cycle, nursing process, medical and surgical nursing, pharmacology, and obstetrics nursing. Pharmacology must be successfully completed to enable the student to continue into spring semester.

**PN 101L**                              **Practical Nursing Laboratory I**  
7 Credits                              Offered Fall Semester

This laboratory involves supervised hospital and extended care experiences with patient care, applying theory from PN 101. It comprises progression of skill experiences, including operating room observations.

**PN 102**                              **Practical Nursing Theory II**  
8 Credits                              Offered Spring Semester

This course covers the nursing aspects of psychiatric nursing, obstetrics, pediatrics, first aid, cardiopulmonary resuscitation (CPR), emergency nursing, oncology, and death and dying. It explores nursing responsibilities in more complex diseases of major body systems. Prior completion of PN 101 and PN 101L is required.

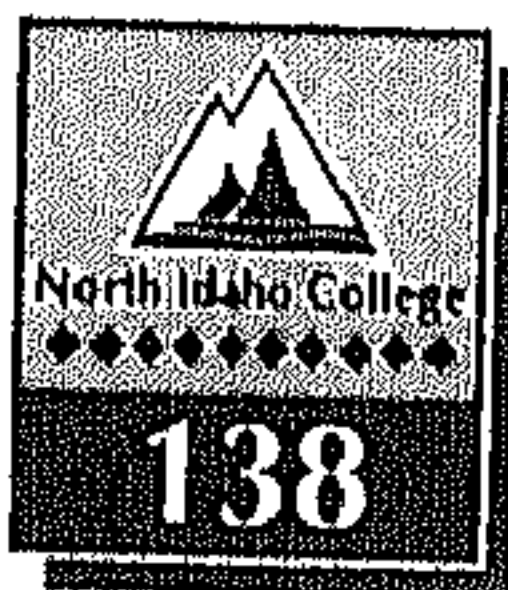
**PN 102L**                              **Practical Nursing Laboratory II**  
8 Credits                              Offered Spring Semester

This course continues to apply theory from PN 101 and PN 102 into clinical practice in areas such as OR, diagnostic labs, medical-surgical, pediatric and obstetrical units. Psychiatric nursing experience is also included. Prior completion of PN 101L is required.

**PN 103**                              **Practical Nursing Theory III**  
4 Credits                              Offered Summer Session

This course covers nursing care of the nervous, sensory, and integumentary systems. It also includes studies of





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allergies, the immune system, and geriatric care. Prior completion of PN 101 and PN 102 is required.

**PN 103L**                      **Practical Nursing Laboratory III**  
4 Credits                      Offered Summer Session

Supervised clinical experiences include convalescent homes, doctors offices, and multiple patient care in an acute care setting. Prior completion of PN 101L and PN 102L is required.

**PN 105L**                      **Communication Skills**  
1 Credit                      Offered Fall Semester

This course explores nurse-patient relationships. The focus is on the differences between therapeutic and non-therapeutic interactions. Course work includes interviewing skills, appropriate documentation of nursing performance, telephone protocols, and hospital shift reporting. This course is an integral part of PN 051 and is required for program completion.

**PN 104**                      **Effective 1998-99**  
3 Credits                      **Human Body Structure and Function**  
Offered Fall Semester

This course is a presentation of the essential anatomy and physiology of the human body. All body organ systems are discussed in a format of lecture, diagrams, and audio-visual materials. The course will introduce some aspects of chemistry and microbiology as it relates to health care. A knowledge of the anatomy and physiology of the human body as a basis for later study of disease processes is an essential part of the curriculum for students in the nursing profession. This course is limited to practical nursing students only.

**PN 105L**                      **Basic Concepts of Practical Nursing I**  
3 Credits                      Offered Fall Semester

This course lays the foundation upon which the rest of the practical nursing program rests. The course is designed to assist students in their personal growth as nurses by helping to better understand themselves and others as multidimensional, holistic beings. Psychosocial concepts such as basic needs, family concepts, community issues, spiritual and cultural diversity, grief and loss are included. Professional concepts addressed include legal and ethical responsibilities, effective communication and interpersonal relationships. Limited to practical nursing students only.

**PN 106**                      **Practical Nursing Theory I**  
6 Credits                      Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used initially to assist the student in the theory behind oxygenation, circulation, nutritional, fluid, elimination, activity and safety needs of patients of all ages. Growth and development and an introduction to both pediatric and geriatric care will be introduced. Prior completion of prerequisite program courses is required.

**PN 106L**                      **Practical Nursing Laboratory I**  
6 Credits                      Offered Fall Semester

This course involves supervised practice in providing patient care utilizing the campus laboratory for skills practice and clinical settings such as nursing homes, the hospital and day care centers for actual practice. It comprises a progression of nursing skills. Prior completion of prerequisite program courses is required.

**PN 107**                      **Practical Nursing Theory II**  
6 Credits                      Offered Spring Semester

This course covers aspects of psychiatric nursing, pediatrics, emergency nursing, CPR, oncology and death and dying. It explores nursing responsibilities in more complex diseases of major body systems. Successful prior completion of PN 105, PN 106 and PN 106L is required.

**PN 107L**                      **Practical Nursing Laboratory II**  
6 Credits                      Offered Spring Semester

This course correlates PN 107 theory with actual practice in clinical settings. Students will rotate through medical surgical units, operating rooms, recovery rooms, same day and short stay units. Students will also have advanced practice in long term care and in rehabilitation units. Prior completion of PN 105, PN 106 and PN 106L is required.

**PN 108**                      **Practical Nursing Theory III**  
3 Credits                      Offered Summer Session

This course covers obstetrical nursing and will introduce advanced concepts of geriatric care. An opportunity for review of all previous nursing theory will be provided. Prior completion of PN 107 and PN 107L is required.

**PN 108L**                      **Practical Nursing Laboratory III**  
5 Credits                      Offered Summer Session

Supervised clinical experience in this course includes convalescent homes, the obstetrical unit, physician's offices, and multiple patient care in either acute or extended care settings. Prior completion of PN 107 and PN 107L is required.

**PN 109**                      **Basic Concepts of Practical Nursing II**  
1 Credit                      Offered Spring Semester

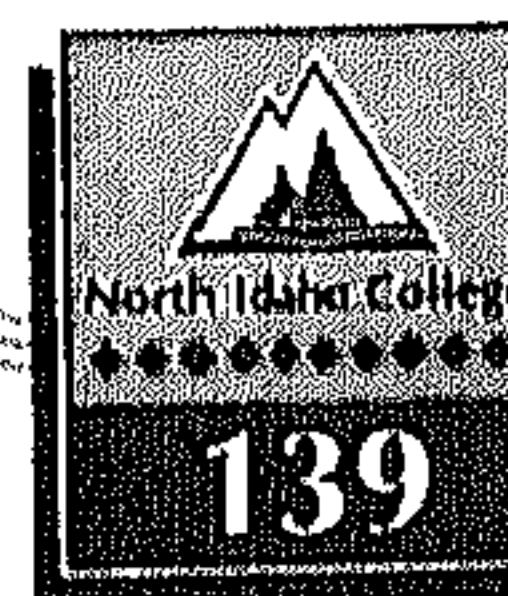
By the end of PN 107 and PN 107L, the student will be looking toward the goal of employment. This course is designed to assist the student in seeking employment. Writing a resume, preparing for an interview, appropriate interview techniques and behaviors that make a person employable will be addressed.

**PN 205**                      **Intravenous Therapy for LPNs - Part I**  
1 Credit                      Offered On Demand

This course provides theory and hands-on instruction in skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy and the initiation and maintenance of IV infusion. The course meets the requirements for Part I of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.



# COURSE DESCRIPTIONS



**PN 210 Intravenous Therapy for LPNs - Part II**  
2 Credits Offered On Demand

This course will provide theory and hands-on instruction in all skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy; initiation and maintenance of IV infusions; and monitoring and maintenance of central venous lines. The course meets the requirements of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

**PN 215 Nursing Management for LPNs**  
3 Credits Offered On Demand

This course will provide theory and hands-on instruction in all skills relating to the LPN's role in nursing management. The course is designed to prepare the LPN to function in the role of charge nurse in long-term care facilities in accordance with federal and state regulations. It will give the LPN the means to perfect management skills and assess them on a continuing basis.

## **Nursing: RN**

Note: Course enrollment requires prior acceptance into the Associate Degree Nursing Program.

### **Effective 1997-98**

**NURS 104 HIV/AIDS Education**  
1 Credit Offered Spring Semester

Every individual, regardless of sex, color, creed, sexual orientation, or religion, is at risk for HIV infection. The purpose of this course is to provide a basic knowledge and understanding of the HIV virus, its impact on the immune system, its devastating impact on the individual who becomes infected, the process of living and dying from AIDS, how society has been impacted and how it has impacted those living with HIV disease.

**NURS 119 Nursing Process**  
1 Credit Offered Fall Semester

Nursing 119 explores the nursing process as a systematic, rational, and scientific method of problem solving. Students will learn to use this process as a framework for applying nursing knowledge and skills to meet the needs of patients. Concurrent enrollment in NURS 120 and NURS 185 is required.

**NURS 120 Conceptual Basis of Nursing - Laboratory I**  
1 Credit Offered Fall Semester

In this course, selected psychosocial concepts are explored to assist students to better understand themselves and others as multidimensional, holistic beings. Students will acquire knowledge and develop skills which can be used to enhance their own adaptation and facilitate the adaptations of others. Concurrent enrollment in NURS 119 and NURS 185 is required.

**NURS 121 Conceptual Basis of Nursing - Laboratory II**  
1 Credit Offered Spring Semester

This course expands concepts presented in NURS 120 and introduces additional concepts basic to nursing practice. Students will develop interpersonal skills for application to patient care. Prior completion of NURS 119, NURS 120, and NURS 180 or permission of division chair is required. Concurrent enrollment in and NURS 186 is required.

**NURS 185 Fundamentals of Nursing I**  
6 Credits Offered Fall Semester

This course introduces the student to basic nursing theory and practice. Developmental theory, pharmacology, basic physical assessment, physiologic and psychologic needs form the ground work for future nursing courses. Care of the gerontological patient will be emphasized. The basic foundation for nursing practice is presented. Laboratory experience provides for nursing skill development and application of theory to the care of patients in hospitals and long-term care settings. Practice of nursing skills in the learning laboratory is required. High school competencies in algebra, biology and chemistry are necessary. College-level prerequisites which must be complete before admission to the nursing program are BIOL 250, CHEM 102, ENGL 101, PSYC 101.

**NURS 186 Nursing Management of the Medical-Surgical Patient**  
8 Credits Offered Spring Semester

Medical-surgical nursing builds upon the concepts of nursing practice learned in Nursing 185. This course specifically focuses upon the adaptation of pediatric and adult patients and their families experiencing common medical-surgical disorders. Clinical experiences will include nursing skill development and the provision of care to selected patients requiring medical or surgical interventions within hospital and/or outpatient settings. Successful completion of NURS 185, NURS 119, NURS 120 and BIOL 227 is required.

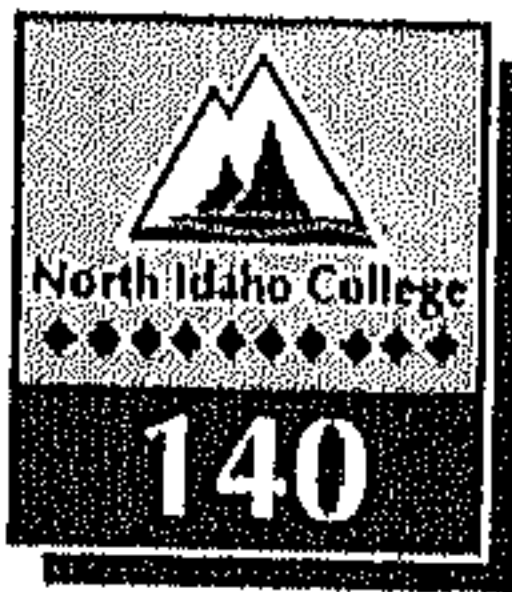
**NURS 187 Obstetrical Nursing**  
3 Credits Offered Summer Session

Obstetrical Nursing focuses on the methods which nurses and other health care providers can utilize in assisting patients and their families in their adaptation to childbearing. Prenatal, labor and delivery, newborn, and postpartum care are taught with a family-centered emphasis. Common complications in maternal-newborn care are introduced. Opportunities are provided for students to care for the patient and their family during all aspects of the childbearing experience. Prior completion of BIOL 228, NURS 185 and NURS 186 is required.

**NURS 188 Psychiatric Mental Health Nursing**  
3 Credits Offered Summer Session

Psychiatric Mental Health Nursing is designed to assist the student in using the concept of adaptation in applying the nursing process to the client experiencing mental





# COURSE DESCRIPTIONS

health problems. Laboratory experiences include care of clients in an acute psychiatric facility. Basic concepts in Psychiatric Mental Health Nursing will apply to clients in all clinical settings - the general hospital, specialty units, and psychiatric settings. Prior completion of NURS 121, 185, and 186 is required.

**NURS 204A** Nursing Management  
2 Credits Offered Either Semester

Nursing Management expands concepts from previous courses and presents selected topics relating to the management of patient care. This course is designed to assist the learner in patient management techniques needed as a beginning nurse. Prior completion of NURS 285 or permission of instructor is required.

**NURS 204B** Wellness Lifestyles  
3 Credits (Same as PE 222) Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness issues with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness. Prior completion of other courses is not required.

**NURS 221** Issues in Nursing  
1 Credit Offered Spring Semester

Nursing 221 expands concepts from previous nursing courses and presents selected topics to examine issues in nursing practice. It is designed to assist the learner in transition from the student role to the graduate nurse.

**NURS 285** Nursing Interventions I  
9 Credits Offered Fall Semester

Nursing Intervention I focuses on the nursing management of patients of all ages with common disorders and problems related to all body systems and provides for progressive development and application of concepts introduced in preceding nursing and support courses. Opportunity is provided for the student to manage the care of patients under supervision, utilizing the nursing process and is based on the related pathophysiology, treatment, psychosocial need of the patients and their families. It provides the students with opportunity to become increasingly self-directed in their learning and the application of health care concepts. Prior completion of NURS 187 and NURS 188 or permission of the division chair is required.

**NURS 286** Nursing Interventions II  
8 Credits Offered Spring Semester

This course focuses on the nursing management of patients of all ages with emergent, traumatic, and complex disorders and problems related to all body systems. The course provides for progressive development and application of concepts introduced in preceding nursing and support courses. Opportunity is provided for the students to manage and coordinate care, under supervision. The nursing process is utilized in planning and providing care for patients and their families. The

clinical experience provides the student with opportunity to become self-directed in problem solving and critical thinking in meeting the health care needs of patients and their families. Prior completion of NURS 285 or permission of the division chair is required.

**NURS 290** Advanced Cardiac Life Support  
1 Credit Offered On Demand-Contact the Nursing Div.

This course is for the education of health professionals whose jobs include the management of patients in arrest or near-arrest situations. The focus is on the end stage of the process that leads to cardiovascular disease by describing the management of "sudden death" and cardiac emergencies. The course is designed for learner acquisition of both knowledge and psychomotor skills through practical application and written examination. The goal of the course is to have each participant succeed in acquiring the skills and knowledge required for resuscitation. Successful completion of the course grants the student certification by the American Heart Association in ACLS. Prerequisites: Current CPR card. The student must be a second year nursing student, EMT (advanced), paramedic, LPN, RT, RN, MD, or have permission of the instructor.

## Effective 1998-99

**NURS 110** Nursing Practice I  
9 Credits Offered Fall Semester

This course provides a basic foundation of nursing theory and practice. Concepts presented include basic human needs, growth and development of individuals and families throughout the life span, physical and psychosocial adaptation, cultural diversity, nursing roles, nursing process, communication and therapeutic relationships, health assessment, the health care delivery system, pharmacology, nutrition and universal precautions.

Laboratory experiences provide for increasing self awareness, beginning socialization to professional nursing roles and role behaviors, and development of intellectual, interpersonal and technical nursing skills.

**NURS 112** Nursing Practice II  
9 Credits Offered Spring Semester

This course provides a basic foundation of maternal/child health, pediatric nursing and medical/surgical nursing. Concepts presented include the impact of illness or the childbearing experience on the individual and the family, specific disease processes and health problems, perioperative care, perinatal care, care of the ill child, psychosocial aspects of care, therapeutic use of self, increased dimensions of professional roles, and access and economics of health care services.

Laboratory experiences are provided in hospital and community settings focusing on care of the child and adult with medical/surgical health problems and care of the family during the childbearing experience.



# COURSE DESCRIPTIONS



**NURS 210**  
9 Credits

**Nursing Practice III**  
Offered Fall Semester

This course presents a basic foundation for psychiatric nursing and provides for progressive development and application of concepts introduced in preceding nursing and support courses to the nursing management of clients with chronic and complex medical-surgical and perinatal health problems. Continued professional role development focuses on organization, management and delegation skills.

Laboratory experiences include care of clients of all ages in hospitals and selected experiences in community mental health. Emphasis is placed on the student becoming increasingly self-directive in learning and applying concepts to the total care of the client.

**NURS 212**  
9 Credits

**Nursing Practice IV**  
Offered Spring Semester

This course focuses on the nursing management of patients of all ages with emergent, traumatic, and complex disorders. Continued professional role development focuses on legal and ethical issues, socioeconomic issues, historical awareness and transition to graduate role.

Laboratory experiences focus on the care of individuals and families in hospitals and a variety of community settings. A preceptor program gives the student opportunity to provide health care under supervision for groups of patients.

## Paralegal

**PLEG 101** Introduction to Law and Legal Practice  
2 Credits Offered Fall Semester

This course is an introduction into American and Idaho legal institutions and processes. The course examines the sources of law, the relationship between the federal and state court systems, legal reasoning, and ethical standards. Included is a discussion of the role of the Paralegal. This is a required course in the Paralegal program. Prior completion of other courses is not required.

**PLEG 103** Criminal Procedures  
2 Credits Offered Fall Semester

This course will introduce students to the process by which the criminally accused is dealt with by the State. The fundamental rights of citizens will be examined in detail, including freedom from unreasonable search and seizures, the right to counsel and due process of law. This is a required course in the Paralegal program. Prior completion of other courses is not required.

**PLEG 104** Civil Litigation  
2 Credits Offered Spring Semester

Civil litigation is a course designed to teach the student the steps necessary to institute and advance a civil lawsuit from the initial client interview through trial. This is a required course in the Paralegal program. Prior completion of other courses is not required.

**PLEG 125**  
3 Credits

**Contracts**  
Offered Spring Semester

This course is a study of contract law as found in the Common Law and Article Two of the Uniform Commercial Code. This is a required course in the Paralegal program. Prior completion of PLEG 101 and 103 is required.

**PLEG 135**  
3 Credits

**Torts**  
Offered Spring Semester

This course examines the principles of civil wrongs and liabilities (torts) including causes of action from negligence, industrial injuries, and professional malpractice. The course addresses fault and without fault actions, strict liability, and intentional torts. Defenses and damages are also explored. This is a required course in the Paralegal program. Prior completion of PLEG 101 and 103 is required.

**PLEG 201**  
1 Credit

**Legal Ethics**  
Offered Fall Semester

This course is a survey of ethics as applied to the legal profession. Uses the Code of Professional Responsibility and the Code of Judicial Ethics to examine the boundaries of authorized practice, confidentiality, and delegation of authority. Prior completion of PLEG 101 and 104 is required. This is a required course in the Paralegal program.

**PLEG 205**  
1 Credit

**Law Office Management**  
Offered Spring Semester

This course is an overview of procedures for managing a law office. Emphasis is placed on various structures and their organization, legal fees, timekeeping, billing, and docket control systems. Specific management topics include financial, records, file, and library management. This is a required course in the Paralegal program. Sophomore standing in the Paralegal program or permission of the instructor is required.

**PLEG 210**  
3 Credits

**Legal Research I**  
Offered Fall Semester

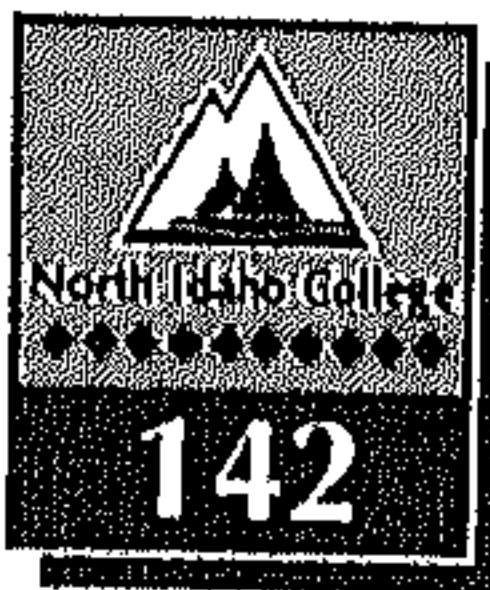
This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed on the use of the Westlaw legal database; and on effective communication of research results. Prior completion of PLEG 101 and 104 is required. This class is a required course in the Paralegal program.

**PLEG 211**  
3 Credits

**Legal Research II**  
Offered Spring Semester

This is a continuation of PLEG 210 with emphasis on further development of use of Westlaw researching techniques. It includes administrative and executive agency research, legislative research, non-legal reference materials, and looseleaf services. Prior completion of PLEG 210 is required. This is a required course in the Paralegal program.





# COURSE DESCRIPTIONS

**PLEG 220**  
3 Credits

**Legal Writing I**  
Offered Fall Semester

This is an introduction in the drafting and preparation of legal documents and instruments. Prior completion of ENGL 103 and prior completion or concurrent enrollment in PLEG 210 are required. This is a required course in the Paralegal program.

**PLEG 221**  
3 Credits

**Legal Writing II**  
Offered Spring Semester

This course is a continuation of PLEG 220. Prior completion of PLEG 220 and prior completion or concurrent enrollment in PLEG 211 are required. This is a required course in the Paralegal program.

**PLEG 230**  
3 Credits

**Evidence**  
Offered Fall Semester

This course is an examination of the statutory and case law regarding judicial methods of proof, the hearsay rule, materiality, presumptions, and relevancy. This is a required course in the Paralegal program.

**PLEG 240**

**Real Estate and Property Law**  
3 Credits Offered Fall Semester in Odd Numbered Years

This course will explore the law of real property including common types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Discussion will be held on deeds, contracts, deeds of trust, joint ventures, lease and rental agreements, mortgages, legal descriptions, liens and encumbrances, zoning and covenants, appraisals, titles, and foreclosure. This is an elective course in the Paralegal Program.

**PLEG 245 Estate and Probate Practices & Procedures**  
3 Credits Offered Fall Semester in Odd Numbered Years

This course is an introduction to the laws, practices, and procedures involving trusts, wills, guardianships, property transfer, and probate. It includes estate and inheritance taxation and estate planning. This is an elective course in the Paralegal program.

**PLEG 250**  
3 Credits

**Family Law**  
Offered Spring Semester in Odd Numbered Years

This course is a study of the Idaho laws and procedures regarding marriage and dissolution of marriage; child custody, visitation, and support; adoptions; domestic violence, and property rights. This is an elective course in the Paralegal program.

**PLEG 255**  
3 credits

**Administrative Law**  
Offered Spring Semester in Odd Numbered Years

This course is a review of federal and state administrative laws. It discusses administrative agencies, administrative law procedures, the use of expert witnesses, evidence, constitutional and judicial limits, and judicial review. This is an elective course in the Paralegal program.

**PLEG 260**  
3 Credits

**Criminal Law**  
Offered Spring Semester in Even Numbered Years

This course is an exploration of the criminal justice system including the application of Idaho laws. It involves a study of the definition of a crime; institution of criminal action; defenses to criminal accusation; the court process; negotiated and formal pleadings; constitutional safeguards; and sentencing and probation. This is an elective course in the Paralegal program.

**PLEG 265**  
3 Credits

**Corporation & Partnership Law**  
Offered Fall Semester in Even Numbered Years

This course is a study of the laws, documents, and procedures involved in the organization, operation, and dissolution of business enterprises. It emphasizes corporations and partnerships. This is an elective course in the Paralegal program.

**PLEG 270**  
3 Credits

**Bankruptcy and Creditor's Rights**  
Offered Fall Semester in Even Numbered Years

This course is an examination of bankruptcy laws and proceedings. It includes attachments, collection, executions, garnishment, liquidation, and reorganization. This is an elective course in the Paralegal program.

**PLEG 290**  
3 Credits

**Paralegal Internship I**  
Offered Fall Semester

This course provides a practical application of paralegal skills in a law office or law-related office. It includes approximately eight hours per week of supervised work in an office intended to add breadth and depth to the student's paralegal experiences. This course is graded on a satisfactory/unsatisfactory basis. Permission of the instructor, sophomore standing in the paralegal program and concurrent enrollment in PLEG 201, 210, 220, and 230 are required. This course is a required course in the Paralegal program.

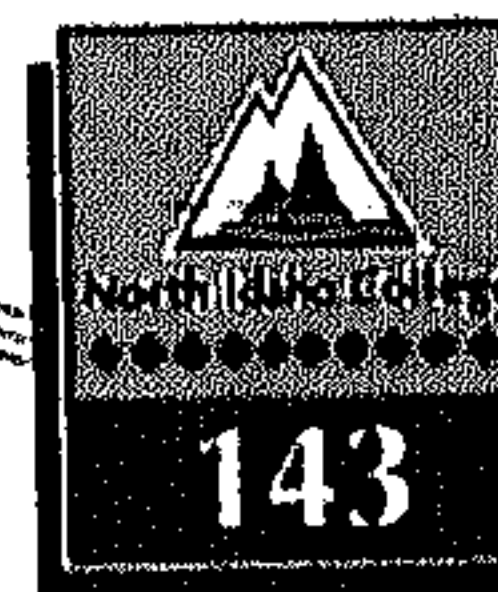
**PLEG 291**  
3 Credits

**Paralegal Internship II**  
Offered Spring Semester

This course is a continuation of PLEG 290 and offers a practical application of paralegal skills in a law office or law-related office. It includes approximately eight hours per week of supervised work in the office intended to add breadth and depth to the student's paralegal experiences. This course is graded on a satisfactory/unsatisfactory basis. Permission of the instructor, sophomore standing in the paralegal program, and prior completion of the first semester sophomore courses and concurrent enrollment in BUSA 185, PLEG 205, 211, and 221 are required. This course is a required course in the Paralegal program.



# COURSE DESCRIPTIONS



## Pharmacy Technology

NOTE: Application and acceptance into the Pharmacy Technology Program is required before enrolling in any of the Pharmacy Technology courses.

**PHAR 110** Pharmacy Law  
1 Credit Offered Fall Semester

This course provides the student with an introduction to federal and state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on record keeping and medical ethics.

**PHAR 150** Orientation to Over-The-Counter  
2.5 Credits and Prescription Drugs  
Offered Spring Semester

This course provides an overview of prescription and non-prescription medication, with emphasis on therapeutic classification and use of the top 200 drugs. It includes generic and brand naming, general mode of action, side effects and potential drugs for this drug group.

**PHAR 170** Pharmacy Technology  
2 Credits Offered Spring Semester

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks in hospital and retail settings. Included are prescription processing, dispensing, compounding and repackaging, pharmacy software and computer systems and third-party reimbursement. Pharmacy calculations and preparations will be emphasized. Previous exposure to keyboarding is recommended.

**PHAR 180** Pharmacy Technology Practicum I  
3 Credits Offered Spring Semester

Supervised pharmacy technician practice in the retail setting. Instruction and guidance are provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. Concurrent enrollment in PHAR 150 and PHAR 170 is required.

**PHAR 181** Pharmacy Technology Seminar  
0.5 Credit Offered Spring Semester

Taken concurrently with PHAR 180, this seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Concurrent enrollment in PHAR 180 is required.

**PHAR 185** Pharmacy Technology Practicum II  
5 Credits Offered Summer Session

Supervised pharmacy technician practice in the hospital setting. Instruction and guidance is provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. This course occurs during a 10-week summer session. Prior completion of PHAR 180 is required.

**PHAR 186** Pharmacy Technology Seminar  
0.5 Credits Offered Summer Session

This seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Additionally, students will have the opportunity to discuss role transition - student to worker - and their job search plans and attempts. Concurrent enrollment in PHAR 185 is required.

**PHAR 203** Advanced Pharmacy Technology Lab  
1 Credit Offered On Demand

This three-hour per week lab course provides students the opportunity to enhance their preparation and dispensing skills in a campus lab environment. Intravenous medication preparation and evaluation will be a major focus. Prior completion of the Pharmacy Certificate of Completion program is required.

**PHAR 221** Pharmacy Internship  
1-6 Credits Offered On Demand

Students participate in a structured internship experience under the direction of selected community and/or hospital pharmacy preceptors. Emphasis is on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequential semesters. A total of six credits of PHAR 221/222 is required for completion of the A.A.S. degree.

**PHAR 222** Pharmacy Internship  
1-6 Credits Offered On Demand

Students participate in a structured internship experience under the direction of selected community and/or hospital pharmacy preceptors. Emphasis is on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequential semesters. A total of six credits of PHAR 221/222 is required for completion of the A.A.S. degree.

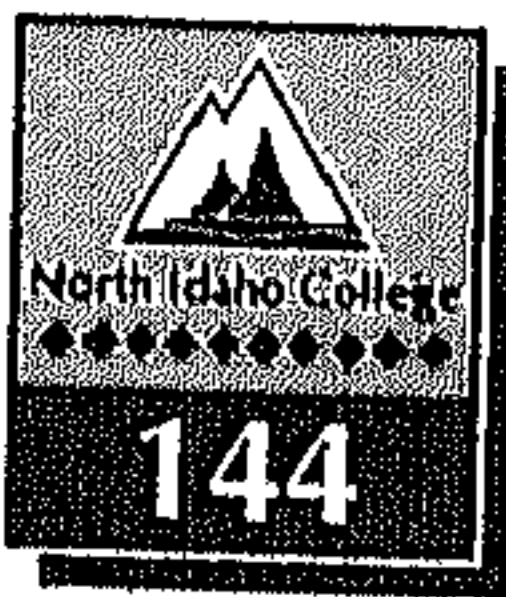
## Philosophy

**PHIL 101** Introduction to Philosophy  
(Formerly PHIL 103)  
3 Credits Offered Each Semester

Introduction to Philosophy is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God.

This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or





# COURSE DESCRIPTIONS

concurrent enrollment in ENGL 101 strongly encouraged but not required.

**PHIL 103**  
(Formerly PHIL 201)  
3 Credits

**Ethics**

Offered Each Semester

Ethics is the investigation and discussion of personal, social, and professional moral problems and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for problem-solving and decision-making in the moral domain.

This course provides awareness, sensitivity, and skills essential to the success and moral integrity of the person in today's morally complex society. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 101 is recommended.

**PHIL 111**  
3 Credits

**World Religions**  
Offered Each Semester

World Religion presents an overview of the historical and cultural settings, main beliefs, and practices of the great Eastern and Western religions - Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and Christianity. Special attention is given to similarities and differences in concepts of humanity and our relationships to society, nature, and the divine.

This course is for students interested in humankind's religious heritage and cultures of other parts of the world. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 101 is strongly encouraged, but not required.

**PHIL 131**  
3 Credits

**Introduction to Religion**  
Offered Either Semester

This course introduces the study of religion as a cultural institution. It focuses on the nature, history, functions, structure and features of religion in society. Emphasis will be given to exploring the psychology of religious experience and behavior, the influence of religion on social structures and community, the patterns and issues of belief, ritual and symbolism associated with the sacred. The course does not focus on any one or group of religions, but draws on a wide variety of religious contexts to exemplify and illustrate the elements of religion identified above. It is not an introduction to Christianity or a course in Bible study. The course features a strong emphasis on cultural diversity.

This course satisfies Group IV of the Social Science requirement for the Associate of Arts degree and partially satisfies the Arts, Humanities and Social Science requirement for the Associate of Science degree. Independent of an NIC Associate's degree, the course will transfer as an elective to most colleges and universities in the United States.

**PHIL 201**  
(Formerly PHIL 120)  
3 Credits

**Logic and Critical Thinking**

Offered Each Semester

Philosophy 120 is a general introduction to the reasoning skills and psychological approaches used for effective decision-making, problem solving, and argument analysis and evaluation.

This course provides instruction in skills essential to success in everyday life, citizenship, and as a professional in any career. It fulfills the critical thinking requirement for the A.A. degree, but does not fulfill an arts and humanities requirement for either the A.A. or A.S. degrees. Prior completion or concurrent enrollment in ENGL 101 and/or COMM 101 is strongly encouraged, but not required.

**PHIL 292**  
3 Credits

**Ethics in Health Care**  
Offered Either Semester On Demand

This course provides an introduction to ethical theories and their practical application to the real issues and bioethical dilemmas encountered by health care professionals. Typical issues include euthanasia, assisted suicide, personhood, human society and disease, costs and access to health care, moral value and responsibility conflicts, patient rights and the professional relationship.

## Photography

**COMP 281**  
3 Credits

**Introduction to Photography**  
Offered Each Semester

This course is designed to build basic skills in students who have an interest in photography but no prior experience. The course uses a combination of lecture/demonstration and hands-on exercises to develop mastery of basic photographic tools and techniques.

Students will be exposed to a wide variety of technical and aesthetic concerns involved in making photographs. These include camera handling, shooting color and black and white film, basic darkroom techniques, composition and developing a photographic vision. Students entering this course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are also responsible for all photographic film and paper. Prior completion of other courses is not necessary.

**COMP 283**  
3 Credits

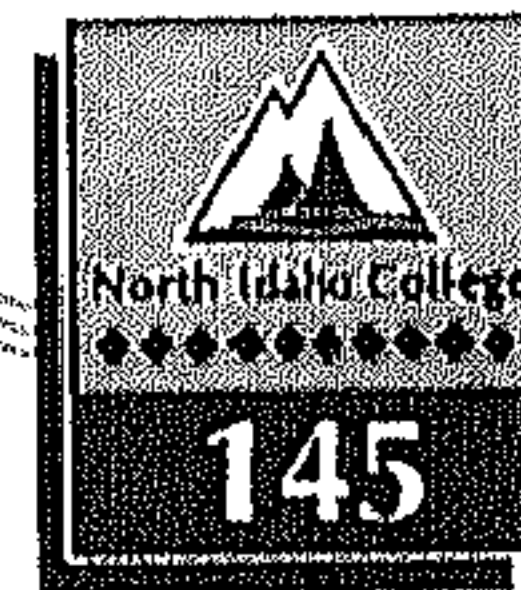
**Intermediate Photography**  
Offered Spring Semester

This course is designed to expand the photographic knowledge of motivated students who have completed COMP 281. Basic skills in shooting, printing, and processing black and white film will be refined, and students will work to develop a personal photographic vision.

Further photographic experience will enhance student abilities through exposure to more challenging concepts including the zone system of exposure control, studio and natural lighting schemes, and printing and presenting the fine print. Prior completion of COMP 281 or permission



# COURSE DESCRIPTIONS



of instructor is required. Students entering this course must have a 35mm camera with adjustable f-stop, shutter speeds, and focus. Students are responsible for all photographic film and paper.

**COMP 285**  
3 Credits

**Nature Photography**  
Offered Spring Semester

This course is an introduction to outdoor and nature photography with a specific focus on understanding common wildlife species, basic photographic skills, marketing opportunities, magazine analysis, and other subjects related to nature photography.

It provides basic skills and knowledge for students interested in photographing nature and marketing photographs. A background in basic photography, successful completion of COMP 281, or permission of instructor or Communications Division Chair is required.

**COMP 289**  
3 Credits

**Photojournalism**  
Offered Fall Semester

This course provides exposure to the challenge of publications photography for students who have completed an introductory photography course. Through lecture, demonstration, and hands-on exercises, students develop their abilities in visual communication.

Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. The course requires that students have a 35mm camera with adjustable f-stops, shutter speeds, focus, and synchronized strobe flash. Students are responsible for purchasing all photo paper and film stock. Prior completion of COMP 281 or permission of instructor is required.

## Physical Education

Note: Students in special physical education activity courses are charged extra fees payable at registration. These additional fees are charged to students taking PE 235, which includes courses such as bowling, rollerskating, equitation, firearms, and racquetball. Students enrolled in skeet and trap shooting must pay for the cost of clay pigeons and shells; students enrolled in riflery must provide their own ammunition.

### Activity Courses

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for the maximum number of credits indicated under the course descriptions. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

**PE 105**  
1 Credit

**Varsity Sports**  
Offered Each Semester

This course is restricted to varsity athletes who compete in cross country, volleyball, wrestling, basketball, baseball,

track and field. Teams compete regionally with two and four-year colleges and may advance to tournament competition. Student athletes practice daily during the season. This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at upper collegiate level. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit.

**PE 105Z**  
1 Credit

**Cheerleading**  
Offered Each Semester

This course involves instruction and practice in cheerleading for members of the NIC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills.

It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

**PE 106**  
1 Credit

**Equitation**  
Offered Each Semester

Equitation provides instruction and practice in horseback riding, focusing on development of skills and techniques for safe Western and English pleasure riding. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

**PE 108**  
1 Credit

**Hiking and Lightweight Camping**  
Offered On Demand

Instruction and guided practice in hiking and camping techniques, including proper clothing and equipment selection, outdoor cooking, and edible plant identification is part of this course. Students participate in weekly field trips for conditioning and skill development.

This course is for students interested in outdoorsmanship and area ecology. For optional overnight trips, students must furnish their own food and gear. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

**PE 109**  
1 Credit

**Kayaking**  
Offered On Demand

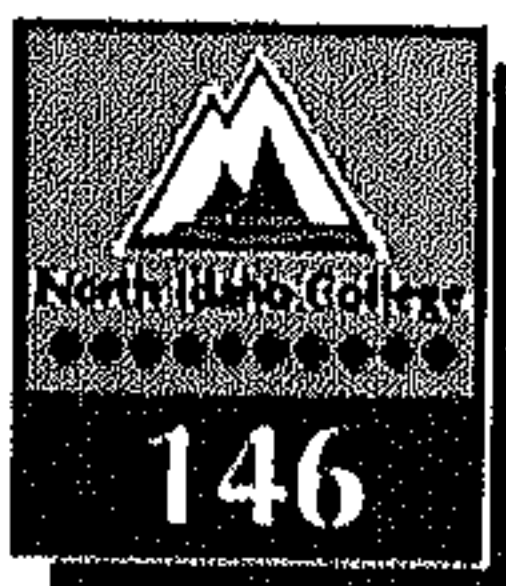
This course offers instruction in white-water kayaking skills, including basic strokes, Eskimo roll, and river-reading. Through this course, one develops safe kayaking skills and fulfills a physical education requirement for the A.A. and A.S. degrees. It may be repeated for a total of four credits. Prior completion of other courses is not necessary.

**PE 131**  
1 Credit

**Multiple Sports**  
Offered Each Semester

This course offers instruction and practice in a variety of individual and team sports, including volleyball, touch





# COURSE DESCRIPTIONS

football, basketball, swimming, tennis, and softball. It requires participation of two hours weekly.

It improves athletic skills and explores a variety of sporting activities. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

**PE 206** **Step Aerobics**  
1 Credit Offered Each Semester

Step aerobics is a high intensity, low impact workout achieved through simple, effective patterns performed while stepping up and down onto a platform that is 4 to 8 inches high. This cardiovascular activity will tone and strengthen muscles, improve and strengthen the cardiorespiratory systems and enhance flexibility, agility, coordination and balance. This course satisfies a PE/Dance requirement for the A.S. and A.A. degrees.

**PE 207** **Water Aerobics**  
1 Credit Offered Each Semester

Instruction and participation in Water Aerobics is a combination of aquatic toning, strengthening and cardiovascular conditioning. It consists of a thermal warm-up, pre-stretch, cardiovascular workout, toning, cool down, and post-stretch. Water offers 12 times the resistance of air which makes water exercise the perfect place to condition the muscles without injury. Prior completion of other courses is not required.

**PE 208** **Beginning Swimming**  
1 Credit Offered Fall Semester

In this course, students are taught fundamental swimming and water safety skills for the non-swimmer or beginner. The course requires two hours of practice weekly. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not necessary.

**PE 209** **Intermediate Swimming**  
1 Credit Offered Each Semester

This course is a continuation of PE 208, focusing on developing intermediate swimming strokes, safety skills, versatility, and endurance. It requires two hours of practice weekly. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Beginning swimming ability is necessary. Prior completion of other courses is not required.

**PE 210** **Swim Conditioning**  
1 Credit Offered Spring Semester

This course offers instruction and practice for the intermediate or advanced swimmer, emphasizing cardiovascular conditioning by lap swimming. Advanced swimming is designed for physical fitness, developing endurance, and perfecting various styles of swimming. It fulfills a physical education requirement for the A.A. and A.S. degrees. Two hours of practice weekly is required.

Prior completion of PE 209 or intermediate swim skills are required.

**PE 235** **Individual and Team Sports**  
1 Credit Offered Each Semester

Fundamental instruction in a variety of courses that offer instruction in many different activities including: bowling, golf, jogging, tennis, racquetball, roller skating, self-defense, skiing, riflery, skeet & trap shooting, weight training, basketball, softball, volleyball, and more.

It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Special activity fees may be required. Prior completion of other courses is not necessary.

## Professional/Academic Courses

Note: The following courses are professional and/or academic courses and will not fulfill physical education activity requirements for A.A. and A.S. degrees.

**PE 160** **Foundations of Physical Education**  
3 Credits Offered Each Semester

This course presents an overview of the history and development of professional physical education and related fields, including principles and objectives of program development and management. It is beneficial for students considering a career in physical education or recreation services. Prior completion of other courses is not required.

**PE 220** **Sports and Society**  
2 Credits Offered each semester

The interrelationship of sports with other aspects of culture, economics, drugs, gambling, and media will be among the topics studied in this course. The role of sports in American society will also be discussed.

**PE 221** **Fitness Activities and Concepts**  
2 Credits Offered Fall Semester

Topics in this course relate to individual fitness development with focus on development of personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.

**PE 222 (Same as NURS 204B)** **Wellness Lifestyles**  
3 Credits Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness. Prior completion of other courses is not required.

**PE 241** **Coaching Methods**  
2 Credits Offered Fall Semester

This course offers instruction in methods of coaching a variety of sports with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical

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# COURSE DESCRIPTIONS



education with a coaching option who will need coaching endorsement for coaching sports at the interscholastic level.

## PE 243 Play and Game Theory 2 Credits Offered on Demand

This course offers instruction and practice in the principles of play and game strategy for high- and low-organization activities. It is beneficial for students considering a career in physical education or recreation service. Prior completion of other courses is not required.

## PE 248 Care and Prevention of Athletic Injuries 3 Credits Offered Each Semester

This course offers instruction and practice in the care, prevention and evaluation of injuries common to men's and women's sports. It is designed for PE majors, coaches, and individuals considering a career in athletic training or physical therapy. Prior completion of other courses is not required.

## PE 259 Lifeguard Training 2 Credits Offered On Demand

This course offers instruction and skill development for non-surf lifeguarding, including hazard management, rescue procedures, and interaction with the public. Students may elect to qualify for American Red Cross (ARC) certification. This is designed for students interested in aquatic safety and advanced training. To enroll, students must pass a lifeguarding skills test requiring strong swimming ability. Completion of First Aid and CPR training is necessary to qualify for Lifeguard Training Certification. Prior completion of other courses is not necessary.

## PE 266 Water Safety Instructor 2 Credits Offered On Demand

This course involves training in water safety for the aquatics instructor and meets requirements for the American Red Cross Water Safety Instructor course. Emphasis is on theory and application of aquatic skills, teaching methods, and practice in instruction.

It is designed for students interested in teaching aquatic skills and safety. Students will have the opportunity to qualify for American Red Cross (ARC) certification. Enrollment requires students have a current ARC Emergency Water Safety or Lifeguarding Certificate. Prior completion of other courses is not required.

## PE 277 Lifeguard Instructor 1 Credit Offered On Demand

This course offers training for those wishing to teach American Red Cross (ARC) Basic Water Safety, Emergency Water Safety, and Lifeguard Training courses. Emphasis is on practice teaching of ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety. Current lifeguard training certification is required.

## PE 288 First Aid 3 Credits Offered Each Semester

This course offers instruction and practice in the emergency care for victims of injury or sudden illness. Students will have an opportunity to qualify for American Red Cross certification in First Aid and CPR. It is designed for students interested in safety, prevention, and first aid treatment. Prior completion of other courses is not required.

## Physical Therapist Assistant

### PTA 105 Professional Orientation 2 Credits Offered Fall Semester

This course includes the discussion of the history and significance of physical therapy and the role of the physical therapist assistant as a member of the rehabilitation team in various settings. Patient-therapist interaction will be emphasized. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 106, PTA 108, PTA 109 and PTA 210.

### PTA 106 Kinesiology 4 Credits Offered Fall Semester

This course is the study of normal and abnormal movement of the joints, extremities and trunk, and the relationship of movements to gait and postural patterns. Emphasis is placed on musculoskeletal and neuromuscular relationships and function. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 108, PTA 109 and PTA 210.

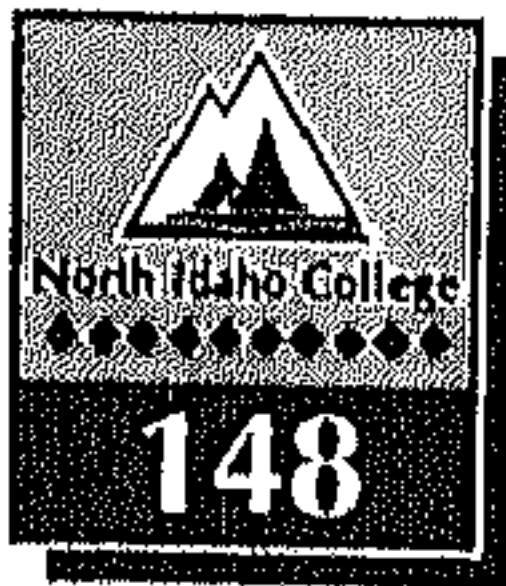
### PTA 107 Observation and Measurement 4 Credits Offered Spring Semester

This course includes the study of measurements used in physical therapy such as manual muscle testing, goniometry, posture, vital signs, sensation, gait, and balance as related to the assessment of patient progress. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 200, PTA 202, and PTA 206 is required.

### PTA 108 Fundamentals of Physical Therapy 4 Credits Offered Fall Semester

This course includes the fundamental skills required for successful patient treatment and care. Topics covered include patient draping and preparation, bed mobility, transfers, gait training, wheelchair adjustment and repair, tilt table, activities of daily living, architectural barriers, documentation, basic skills for patient/family education and age related considerations. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 106, PTA 109 and PTA 210.





# COURSE DESCRIPTIONS

**PTA 109**  
2 Credits

**Gross Anatomy**  
Offered Fall Semester

This course includes the study of anatomy with particular emphasis on the musculoskeletal and nervous systems. It includes an overview of other regions including the thorax and abdomen. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 106, PTA 108, and PTA 210.

**PTA 200**  
3 Credits

**Clinical Pathology**  
Offered Spring Semester

This course is an overview of basic disease progression and classification with special emphasis on musculoskeletal and nervous system pathologies which are treated with physical therapy. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, PTA 202, and PTA 206 is required.

**PTA 202**  
4 Credits

**Physical Modalities I**  
Offered Spring Semester

This course includes the principles of physics, anatomy, kinesiology, heat, cold, sound and their use in therapeutics. The course also includes hydrotherapy, ultrasound, light and cryotherapy. Rationale of use is discussed. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, PTA 200, and PTA 206 is required.

**PTA 205**  
4 Credits

**Physical Modalities II**  
Offered Fall Semester

This course is a continuation of PTA 202 and includes the use of massage, manual techniques, traction, intermittent compression and electrotherapy. Rationale for use is included. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 207, PTA 208, and PTA 212 is required.

**PTA 206**  
4 Credits

**Therapeutic Exercise I**  
Offered Spring Semester

This course includes the development of therapeutic exercise intervention with an emphasis on orthopedic conditions in the patient population. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, PTA 200, and PTA 202 is required.

**PTA 207**  
4 Credits

**Therapeutic Exercise II**  
Offered Fall Semester

This course is designed to instruct the student in the general management and physical therapy treatment of patients with various neurological disorders. It includes the application of neurophysiological approaches to patient treatment in the pediatric as well as adult population. The course also presents treatment approaches used in cardiopulmonary rehabilitation. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, PTA 208, and PTA 212 is required.

**PTA 208**  
1 Credit

**PTA Procedures**  
Offered Fall Semester

This course further develops physical therapy treatment concepts and techniques such as prosthetics and orthotics, pediatrics, geriatrics, etc. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first two semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, PTA 207, and PTA 212 is required.

**PTA 210**  
4 Credits

**Clinical Affiliation**  
Offered Fall Semester

This course is a clinical instructor supervised clinical experience. Experience will focus on observation and beginning physical therapy skills as learned from previous coursework. Acceptance into the physical therapist assistant program is required to register for this course. The student must also be enrolled in PTA 105, PTA 106, PTA 108, and PTA 109.

**PTA 211**  
4 Credits

**Clinical Affiliation II**  
Offered Summer Semester

This course is a clinical instructor supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Orthopedic pathologies are emphasized and students may be placed in private practice, acute care or long term care sites. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first two semesters of coursework are eligible to enroll in this course.

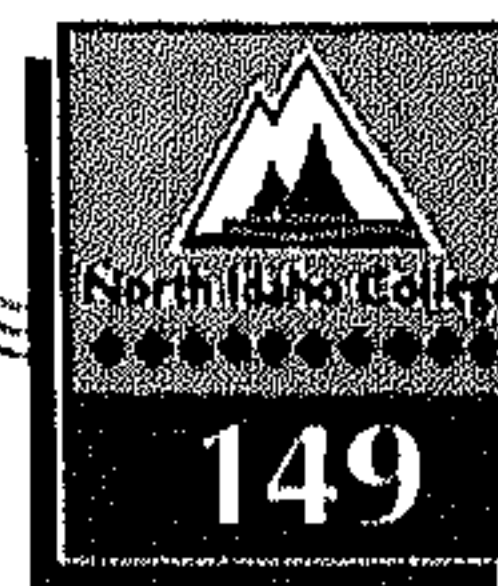
**PTA 212**  
4 Credits

**Clinical Affiliation III**  
Offered Fall Semester

This course is the final clinical affiliation. It is a clinical instructor supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Neurologic and cardiopulmonary practice arenas will be emphasized. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, PTA 207, and PTA 208 is required.



# COURSE DESCRIPTIONS



## Physics

### PHYS 101                      Fundamentals of Physical Science 4 Credits                      Offered Each Semester

This course provides a general presentation of the spirit of scientific investigation for the non-science major. It includes treatment of physics, chemistry, astronomy, and geology, and their relation to the world in which we live.

This course is designed for the non-science major interested in an overview of the physical sciences and developing an appreciation for the nature of the physical universe. It includes three hours of lecture and one two-hour lab (PHYS 101L) each week. It fulfills a laboratory science requirement for the A.A. and A.S. degrees. A working knowledge of basic mathematics and satisfactory scores on placement tests are recommended.

### PHYS 103                      Elementary Astronomy 3 Credits                      Offered Each Semester

PHYS 103 is an introductory study of astronomy including properties of stars, stellar evolution, the Milky Way, galaxies, theories of cosmology and cosmogony, and the history of astronomy.

This course includes three hours of lecture and one two-hour lab (PHYS 103L) each week. It fulfills a laboratory science requirement for the A.A. and A.S. degrees. Concurrent enrollment in PHYS 103L is required. Prior completion of other courses is not required.

### PHYS 103L                    Elementary Astronomy Laboratory (Formerly PHYS 104) 1 Credit                      Offered Each Semesters

The Elementary Astronomy Laboratory offers practical experience to accompany PHYS 103. It includes activities in naked eye and telescopic stellar observation, mechanics, optics, and stellar evolution. It consists of two hours of lab time each week. Concurrent enrollment in PHYS 103 is required.

### PHYS 111                      General Physics I (Formerly PHYS 113) 3 Credits                      Offered Fall Semester

General Physics I is the study of mechanics, sound, linear and rotational motion, momentum, energy, vectors, elasticity, vibration, and mechanical wave motion. This course includes three hours of lecture and one two-hour lab (PHYS 111L) each week. Concurrent enrollment in PHYS 111L is required. High school Algebra II or MATH 147 or permission of instructor is required.

### PHYS 112                      General Physics II (Formerly PHYS 114) 3 Credits                      Offered Spring Semester

General Physics II is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics. This course includes three hours of lecture and one two-hour lab (PHYS 112L) each week. Concurrent enrollment in PHYS 112L is required. Prior completion of PHYS 111 or 211 or permission of instructor is also required.

### PHYS 111L                    General Physics I Laboratory (Formerly PHYS 115) 1 Credit                      Offered Fall Semester

This laboratory is required for students enrolled in PHYS 111. It consists of two hours of lab time each week.

### PHYS 112L                    General Physics II Laboratory (Formerly PHYS 116) 1 Credit                      Offered Spring Semester

This laboratory is required for students enrolled in PHYS 112. It consists of two hours of lab time each week.

### PHYS 211                      Engineering Physics I (Formerly PHYS 210) 4 Credits                      Offered Each Semester

PHYS 211 is the study of physics applicable to engineering fields, including examination of statics, dynamics, work and energy, sound and fluids. Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. This course includes three hours of lecture and one two-hour lab (PHYS 211L) each week. It fulfills a laboratory science requirement for the A.S. degree. Concurrent enrollment in PHYS 212 and MATH 170 is necessary. Prior completion of high school physics or PHYS 101 is recommended.

### PHYS 211L                    Engineering Physics Laboratory (Formerly PHYS 212) 1 Credit                      Offered Each Semester

PHYS 211 is a practical laboratory experience taken concurrently with PHYS 211L. It consists of two hours of lab time each week.

### PHYS 212                      Engineering Physics II (Formerly PHYS 221) 4 Credits                      Offered Spring Semester

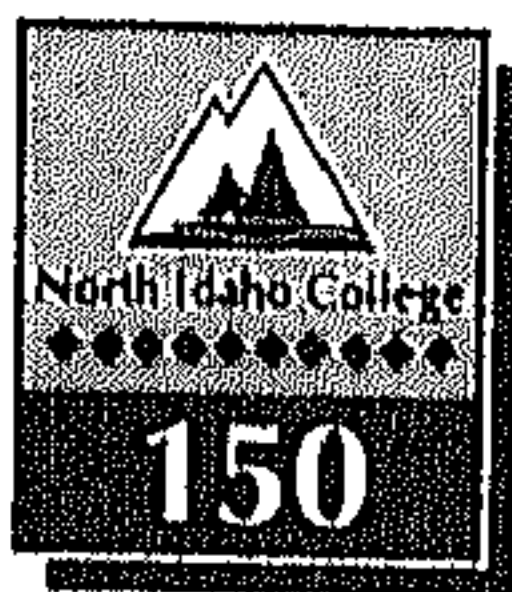
PHYS 212 is a continuation of PHYS 211, focusing on the study of heat and thermodynamics, electricity and magnetism, and optics.

Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. This course includes four hours of lecture and one two-hour lab (PHYS 212L) each week. It fulfills a laboratory science requirement for the A.S. degree. Prior completion of MATH 170 and PHYS 211 is required.

### PHYS 212L                    Engineering Physics Laboratory II (Formerly PHYS 224) 1 Credit                      Offered Spring Semester

This laboratory course must be taken concurrently with PHYS 212. It consists of two hours of lab time each week.





# COURSE DESCRIPTIONS

## Political Science

**POLS 101**                      **American National Government**  
3 Credits                      Offered Each Semester

Political Science 101 is the study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the Declaration of Independence, the United States Constitution, the three branches of national government, powers and limits of national government, public ethics, political parties, voters, pressure groups, and public opinion. The topic "Morality and Ethics in American Politics" has a close link to PHIL 201.

This is an essential course for students majoring in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

**POLS 102**                      **State and Local Government**  
3 Credits                      Offered Each Semester

Political Science 102 presents a comparative study of the 50 state governments and the local governments operating within those states. Emphasis is placed upon state constitutions, the three branches of state governments, county governments, metropolitan politics, relationships between state and local governments, and the powers and limits of these governments.

This is an essential course for students wishing to major in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

**POLS 105**                      **Introduction to Political Science**  
3 Credits                      Offered Spring Semester

This is the introductory course in political science. It is a study of the basis, scope, nature, content, alternative theories, and comparative aspects of politics and political science. The purpose is to analyze the nature of politics, government, and international politics; to trace the development and changes in political cultures; and to deal with political science mythology. This course addresses cultural diversity in addressing the various political systems of the world. It is strongly recommended that the course be taken at the same time as ENGL 104 so that the Political Science 105 research design can be coordinated with the ENGL 102 research paper.

This is an essential course for students majoring in political science or pre-law and should be taken the first semester of the freshman year. It fulfills a social science requirement for A.A. and A.S. degrees.

**POLS 237**                      **International Politics and Problems**  
3 Credits                      Offered Fall Semester

This course offers a basic introduction to the nature of politics in the international arena with special attention to nation-states' power, nongovernmental organizations, diplomacy, international law, human rights and ethics, international economic practices and ideas, military

strategy and defense policies, alliance systems, and contemporary global issues such as demographics, energy, environment, terrorism, and refugees. Prior completion of POLS 105 is recommended.

**POLS 298**                      **Political Involvement Practicum**  
1-6 Credits                      Offered Each Semester

In this practicum, students are participants and observers within local, state, or national government. They will be supervised by a government employee and an NIC political science instructor. A maximum of two credits per semester is offered to students serving as ASB officers/board members.

This course is useful for students wishing to obtain practical experience in government operations. Permission of the instructor, who will find a practicum assignment for the student, is required.

## Psychology

**PSYC 101**                      **Introduction to Psychology**  
(Formerly PSYC 100)  
3 Credits                      Offered Each Semester

This course is designed to provide students with a general overview of the science which seeks to understand and explain behavior and mental processing. Variations in psychology faculty training and research interest influence topic emphasis. However, students will be introduced to many of the major contemporary theories and concepts in psychology.

This course will prove interesting and useful to those students wishing to better understand human behavior and thinking. As such, it should prove helpful to students preparing for a career that will bring them into contact with other people. This course fulfills a social science elective for both the A.A. and A.S. degrees. Prior completion of other courses is not required. Strong reading and writing skills are recommended.

**PSYC 205**                      **Developmental Psychology**  
3 Credits                      Offered Each Semester

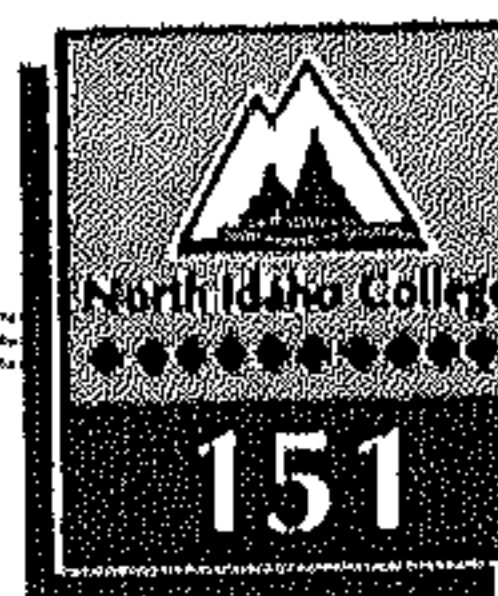
This course is valuable to students pursuing a career that will necessitate working with and being sensitive to people of various ages (teachers, social workers, nurses, law enforcement officers, etc.). This course fulfills a social science degree elective for both the A.A. and A.S. degrees. Prior completion of PSYC 101 is recommended. Strong reading and writing skills are recommended.

**PSYC 211**                      **Abnormal Psychology**  
3 Credits                      Offered Spring Semester

This course provides a study of the nature, cause, treatment, and prevention of patterns of emotional disturbance and personality disorganization. It introduces the major categories of mental disorders as defined in the DSM-IV. This course will not fulfill a requirement for the A.A. or A.S. degree and may not be transferable.



# COURSE DESCRIPTIONS



## **PSYC 218 Intro to Research in the Behavioral Sciences** 4 Credits Offered Alternate Spring Semesters

Psychology 218 is primarily designed for behavioral and social sciences majors. In this course, students will be introduced to the basic methods of behavioral research. This will be accomplished through active participation in the design, implementation, and analysis of class research projects. This class involves three one-hour lectures and a two-hour lab per week.

This course is applicable for those students who plan to pursue an undergraduate and graduate degree in one of the behavioral or social sciences. Prior completion of PSYC 101 is required. Strong reading and writing skills are recommended.

## **PSYC 223 Stress Management** 3 Credits Offered Each Semester

This course explores the concepts of stress from a holistic approach, emphasizing identification of sources of stress, understanding physical and emotional consequences, and developing techniques for dealing with stress.

Students will gain improved personal stress management skills through discussion and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem. Prior completion of other courses is not necessary.

## **Social Science**

### **SOSC 204 Leadership Development** 3 Credits Offered Either Semester

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Although there are no prerequisite courses, students must have strong reading and writing skills. Participation in class discussion is required.

## **Social Work**

### **SOWK 240 Introduction to Social Work** 3 Credits Offered Each Semester

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within our society. Issues relating to historical and contemporary social service institutions and their place in both an ethical and public context are examined. The course begins the professional foundation for social work.

### **SOWK 241 Social Work Generalist Practice** 3 Credits Offered Each Semester

Social Work 241 is a continuation of Social Work 240 which introduced students to the social work profession

in relation to social services in a social welfare system context. Elementary social work processes focus on an overview of the theoretical knowledge and methodological skills necessary for entry level practice in social work. Topics covered include generalist practice; social work values; principles of interviewing; assessment; confidentiality; contemporary theories of counseling; social work with individuals, groups, families and community practice; evaluation; general systems theory; cross cultural social work; working within a bureaucratic system; burnout; and the frustrations and satisfactions of being a social worker. Case examples are discussed and role-played to apply the theory that is presented. Prior completion of or concurrent enrollment in SOWK 240 is recommended.

## **Sociology**

### **SOC 101 Introduction to Sociology** (Formerly SOC 110) 3 Credits Offered Each Semester

This introductory course presents the fundamental principles affecting human social systems. The concepts of traditional as well as contemporary theorists will be discussed. Emphasis will be placed on the forces governing groups and the conditions that transform social life. This course fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

### **SOC 102 Social Problems** (Formerly SOC 230) 3 Credits Offered Each Semester

This course investigates the persistent problems of American society as they relate to values, attitudes, and social change. Application of sociological principles to the identification and analysis of selected problems will be consistently developed. SOC 102 fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

### **SOC 155 Drug Abuse: Fact, Fiction, and the Future** 3 Credits Offered Each Semester

This course is designed to provide information about drugs, their effects, and the laws and social implications relative to them. Students will learn about the causes of drug abuse, treatment modalities, community resources, alternatives, and problem-solving skills.

### **SOC 220 Marriage and Family** 3 Credits Offered Each Semester

Sociology 220 is designed to help students understand the responsibilities that marriage creates. Students will have to confront such issues as marriage expectations, money management, interpersonal needs, marriage adjustment, contraception, communication, pregnancy and child care, divorce, and the like. This course fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.





# COURSE DESCRIPTIONS

**SOC 283**  
3 Credits

**Death and Dying**  
Offered Once Each Year

This course introduces the concepts, attitudes and social dynamics of death and dying, including various cultural perspectives. Topics include demographics, who dies and why, suicide, treatment of the dying and dead, religious and legal perspectives, stages of dying, caregiving, grief and bereavement.

## **Speech**

*(See Communications, page 107)*

## **Theatre**

**THEA 101**  
3 Credits

**Introduction to the Theatre**  
Offered Each Semester

Theatre 101 examines the contributions of individual artists to the collective art of theatre. Through discussion and attendance at plays, students will become familiar with elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costumer, playwright, sound technician, actors, and scene designer.

This is a non-performance course open to non-majors designed to enhance students' understanding of dramatic art and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend five plays during the semester. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

**THEA 102**  
1 Credit

**Stage Makeup**  
Offered Each Semester

This course is an introduction to the principles and practices of stage makeup design and its application for theatre and television/film. Practical lab experiences are provided to demonstrate and practice makeup techniques.

Theatre 102 offers an opportunity to develop makeup skills for theatre and media production for students exploring these career areas or interested in community theatre participation. Students must purchase a theatrical makeup kit. The course may be repeated for a total of four credits. Prior completion of other courses is not necessary.

**THEA 103**  
3 Credits

**Introduction to Stagecraft**  
Offered Fall Semester

Theatre 103 offers practical lab experience in applying theories and methods of scenery and prop design and construction. It focuses on the creative use of production tools and stage equipment.

This course provides an opportunity to develop technical skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of other courses is not necessary.

**THEA 105**  
2 Credits

**Basics of Performance I**  
Offered Fall Semester

This course is an introduction to the art of stage performance, emphasizing the development of acting skills. It includes basic verbal skills of articulation, projection and inflection as well as the study of script formats, actor language, voice, movement, and imagination.

Emphasis is on developing an understanding and appreciation for the total performance of the actor, combining creative imagination and discipline. Students will do solo and duo acting, requiring script memorization and performance before an audience. Tickets to area theatrical shows may have to be purchased at a total cost of under \$12. Prior completion of other courses is not required.

**THEA 106**  
2 Credits

**Basics of Performance II**  
Offered Spring Semester

This course is a continuation of THEA 105, focusing on enhanced voice and movement and the development of characters from scripts. Students will study and practice techniques actors use in working with ensembles, memorizing parts, and developing stage presence. The skills introduced in THEA 105 are improved upon and includes verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character. Prior completion of THEA 105 is required.

**THEA 163**  
2 Credits

**Basics of Scene Design and Graphics**  
Offered Fall Semester

This course offers an introduction to visual interpretation, research, and rendering techniques used in scenery design. Emphasis is on creation of authentic and appropriate stage environments for theatrical scripts. It provides the opportunity to develop set design skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of other courses is not required. Previous participation in theatre productions or completion of THEA 103 and THEA 263 is recommended.

**THEA 190**  
1 Credit

**Theatre Practice**  
Offered Each Semester

Students participate in the development and production of an NIC play, gaining experience in one or more areas, including lighting, properties, costuming, set construction, audio and sound support, and stage managing. Practical experience in theatrical production may include basic carpentry, electrical, makeup, sewing, painting—skills applied to theatre but useful in other fields.

Students will refine these skills as they develop an appreciation for the total process of theatre art involving organization, creativity, discipline, and ensemble teamwork. The course is open to non-majors and may be repeated for a total of four credits. Some evening and weekend work will be included. Prior completion of other courses is not required.



# COURSE DESCRIPTIONS



**THEA 263**  
2 Credits

**Technical Production**  
Offered Spring Semester

Theatre 263 provides instruction and practice in the techniques of stage management and production roles and responsibilities. Students will participate in the design, development, and execution of NIC Theatre Department productions.

This course offers an opportunity to develop stage management skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of THEA 103 or permission of instructor is required.

**THEA 271**  
2 Credits

**Play Analysis**  
Offered Spring Semester

Focusing on the role of the playwright, students will explore the structure of dramatic works and the process of script creation. The course includes exposure to live and recorded plays of Ibsen, Shakespeare, Chekov, Arthur Miller, and other great playwrights. Different styles of drama including tragedy, comedy, melodrama, and farce are emphasized.

Students will strengthen skills in reading, listening, writing, script, and character interpretation as they develop an appreciation of dramatic literature and the playwright's art and craft. Weekend attendance at plays is anticipated. Prior completion of other classes is not required, but strong writing skills and prior completion of THEA 101 are recommended.

**THEA 272**  
3 Credits

**Intermediate Acting**  
Offered Spring Semester

Theatre 272 introduces the student actor to aspects of the Stanislavski system of acting and realistic acting techniques for the modern theatre. Emphasis is on character analysis, ensemble acting for an audience with exercises in concentration, observation, and use of inner truth and emotional recall.

Skills learned include interpretive and internal techniques for character identification and "bringing a character to life." Attention is given to improving verbal and nonverbal acting qualities. Some evening and weekend participation may be necessary. Prior completion of THEA 105 and THEA 106 or permission of instructor is required.

**THEA 273**  
3 Credits

**Stage Lighting**  
Offered Spring Semester

Theatre 273 provides an introduction to the theory and practice of lighting, with attention to visual interpretation and design of the performance environment for theatre, dance, and rock n'roll.

This course offers an opportunity to develop technical lighting skills for theatre and media production for students exploring those career areas or who are interested in lighting support for community theatre, dance, and rock bands. Prior completion of other courses is not required. However, previous participation in theatrical productions and/or completion of THEA 103, 163, and 263 is recommended.

## Welding Technology

NOTE: Course enrollment requires prior acceptance into the Welding Program.

**WELD 130**  
3 Credits

**Welding Blueprint I**  
Offered Fall Semester

Reading and interpretation of advanced blueprints as they pertain to the welding field will be covered.

**WELD 132 Pattern Layout & Parallel Line Development**  
3 Credits

Offered Spring Semester

This course acquaints the welding student with layout methods to include parallel and radial line development, triangulation, layout of 90 degree elbows, square to round transitions, frustums, cones and "Y" and "T" structures. Techniques for sketching and drawing orthographic projections, oblique and isometric views, as well as dimensioning techniques will be covered.

**WELD 161 Oxacetylene Cutting & Basic SMAW Theory**  
1 Credit

Offered Fall Semester

Oxacetylene cutting and stick (SMAW) welding are essential skills for the welding professional. Students will become proficient in the theory of cutting and stick welding and be prepared to apply this theory in lab or work situations.

**WELD 161L Oxacetylene Cutting & Basic SMAW Lab**  
4 Credits

Offered Fall Semester

This lab course will enable the student to practice and use the theory skills taught in WELD 161. Skill development is the primary goal of this course. Both oxacetylene cutting and stick (SMAW) welding are vital skills in the welding industry.

**WELD 162**  
1 Credit

**Advanced SMAW Theory**  
Offered Fall Semester

Advanced processes of stick welding are studied in this theory course. Open root welding on plate, cast, aluminum, stainless steel and other common materials will be discussed.

**WELD 162L**  
4 Credits

**Advanced SMAW Lab**  
Offered Fall Semester

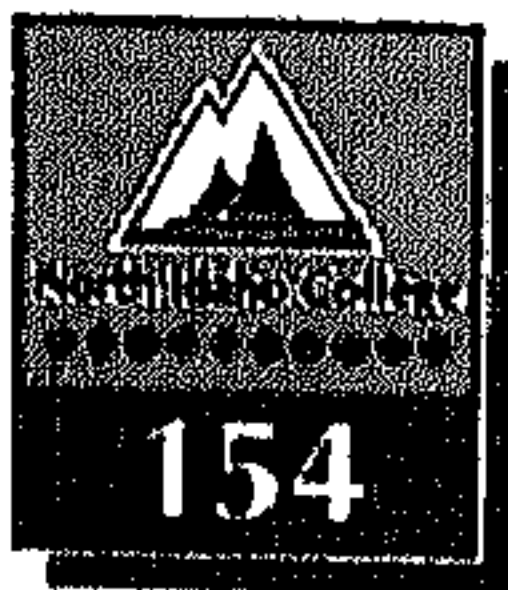
Using the information from WELD 162, students will become proficient in advanced welding procedures of open root welding on plate, cast, aluminum, stainless steel and other common materials, as well as plasma arc cutting of non-ferrous material. Students will receive one-on-one instruction to develop these skills. Welder certification testing is included.

**WELD 163**  
1 Credit

**GMAW Theory**  
Offered Spring Semester

Wire feeding is one of the fastest growing methods of welding. It is necessary for the welder to study set-up, adjustment, and manipulation of this process before actual welding starts. Many welding shops and manufacturers use this process of welding.





# COURSE DESCRIPTIONS

**WELD 163L**  
4 Credits

**GMAW Lab**  
Offered Spring Semester

Practice and use of WELD 163 theory will be used in this lab. Many welding jobs require welders to be certified in gas metal arc welding.

**WELD 164**      **Welding Theory - GTAW and OAW**  
1 Credit                      Offered Spring Semester

Theory and uses of TIG are studied as well as oxyacetylene welding practices. Both of these processes use similar skills and are studied at the same time. A high degree of understanding of this welding process is necessary to set-up and obtain X-ray quality welds. This theory will enable students to obtain these skills.

TIG and gas welding are used in many industries where aluminum and stainless steel are used. It is a vital skill for professional welders, especially in the aircraft and pipe welding industry.

**WELD 164L**  
4 Credits

**GTAW & OAW Lab**  
Offered Spring Semester

Using information from WELD 164, students will become proficient in oxyacetylene welding skills and TIG welding. One-on-one instruction enables the student to gain a high degree of welding skill for this demanding procedure. X-ray quality welds are necessary in much of the welding industry. These processes provide that high quality weld and require a highly skilled welder to perform them. The pipe welding industry is only one of many employment areas that uses this process.

**WELD 165**      **Introduction to Pipe Welding Theory**  
1 Credit                      Offered Summer Semester

This class will give students an introduction to the theory of procedures and methods of pipe welding using shielded metal arc welding process.

**WELD 165L**      **Introduction to Pipe Welding Lab**  
2 Credits                      Offered Summer Semester

Students will apply the knowledge from WELD 165 through practical lab exercises acquiring a rudimentary skill level in pipe welding.

**WELD 235**      **Welding Blueprint II - Pipe Drawings**  
1.5 Credits                      Offered Fall Semester

This course provides the welding technologist with the skills necessary for reading and interpreting pipe drawings. Course content includes the AWS's adopted standards for welding symbols. Prior completion of Basic Blueprint reading or its equivalent with a passing grade on a competency test is required.

**WELD 236**      **Fabrication Techniques - Layout & Fitting**  
2.5 Credits                      Offered Spring Semester

This course will enable the student to perform basic layout of pipe, figure offsets, runs, and travel distances, and aid students in understanding the variables that greatly affect welding fabrication.

**WELD 241**  
1 Credit

**Material Preparation**  
Offered Fall Semester

This course provides students with the methods and procedures for preparing materials for various pipe welding operations.

**WELD 269**      **Intermediate Pipe Welding Theory-Metallurgy**  
2.5 Credits                      Offered Fall Semester

Course concepts explain the metallurgical behaviors and determinations of the weldability of ferrous and non-ferrous metals; explanations of commonly used welding codes; requirements and preparations for certification in ASME and API pipe welding codes; and all related safety issues.

**WELD 269L**      **Intermediate Pipe Welding Lab**  
7.5 Credits                      Offered Fall Semester

Procedures are aimed at producing welds which will meet the requirements of the commonly used codes. Included is preparation for the certification of welding test in accordance with AWS and ASME codes. This course will enable the welding student to perform pipe welds using gas tungsten arc welding and shielded metal arc welding on ferrous metals.

**WELD 270**      **Advanced Pipe Welding Theory**  
3 Credit                      Offered Spring Semester

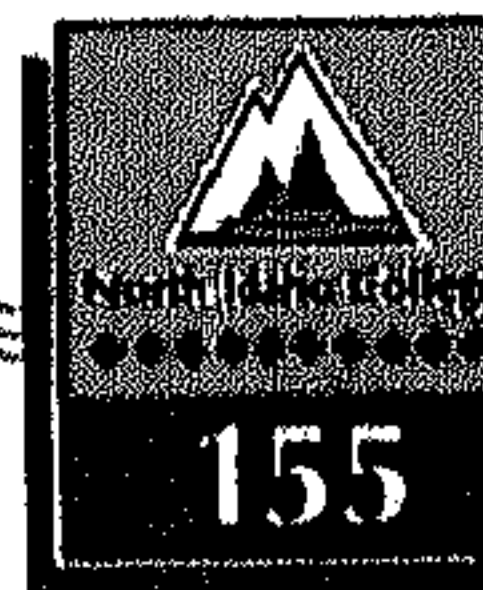
This course is an introduction to the fundamentals of welding inspection, terminology, codes, standards and specifications, test methods, quality control and welder qualification. Students will also be introduced to automated welding processes to give them a good understanding of the trends toward automation in welding. The metallurgical behaviors of stainless steels and other exotic metals and their preparation for welding to established codes will also be covered.

**WELD 270L**      **Advanced Pipe Welding Lab**  
7 Credits                      Offered Spring Semester

Students will apply code quality procedures to develop a high quality and appearance using the gas tungsten arc welding process on both ferrous and non-ferrous metals. Students will also gain practical experience in fitting branches and lateral configurations. Practical application of methods and procedures for qualification tests for piping and tubing will also be covered.



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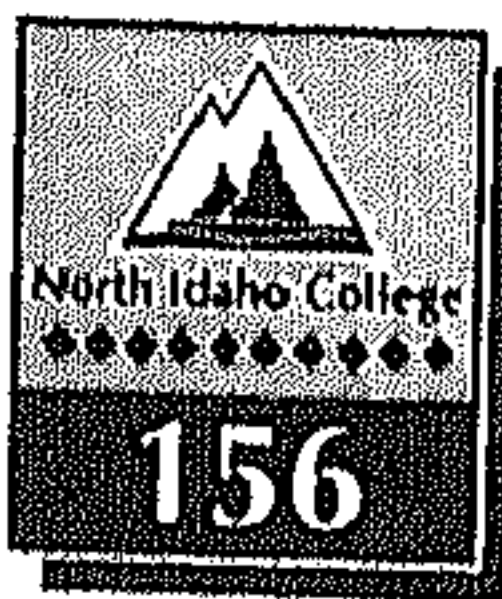
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Coeur d'Alene, ID

B.S., Lewis Clark State College,  
Lewiston, ID

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B.S., California State University,  
Long Beach, CA -- Chemistry

M.S., Indiana University,  
Bloomington, IN -- Chemistry

**Doug Anderson**: Diesel Technology

A.A.S., Peninsula Community College,  
Port Angeles, WA -- Automotive Technology

A.A.S., Peninsula Community College,  
Port Angeles, WA -- Diesel Technology

A.A., Oregon Institute of Technology,  
Klamath Falls, OR

B.S., Oregon Institute of Technology,  
Klamath Falls, OR

M.Ed., University of Idaho,  
Moscow, ID -- Vocational Education

Idaho State Vocational Specialist Certificate



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Idaho State Vocational Specialist Certificate

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B.A., Eastern Washington University,  
Cheney, WA -- English  
M.A., Eastern Washington University,  
Cheney, WA -- English/College Instruction

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A.A., Sheridan College  
Sheridan, WY  
A.S., Sheridan College  
Sheridan, WY

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B.S., University of Idaho,  
Moscow, ID -- Business Education  
M.S., University of Idaho,  
Moscow, ID -- Business Education

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A.A., Cottey College,  
Nevada, MO -- English  
B.A., University of Colorado,  
Boulder, CO -- English  
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Spokane, WA -- English

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B.A., University of Wyoming,  
Laramie, WY -- English  
M.Ed., University of Idaho,  
Moscow, ID -- Counseling and Human Services

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B.A., Point Loma Nazarene College  
San Diego, CA -- Physical Education  
M.A., San Diego State University  
San Diego, CA -- Physical Education

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B.S., University of Idaho,  
Moscow, ID -- Business Education  
M.S., Colorado State University,  
Fort Collins, CO -- Business Administration

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B.A., Eastern Washington University,  
Cheney, WA -- Communications  
M.A., Eastern Washington University,  
Cheney, WA -- Communications/Education

**Susanne Bromley: Mathematics**  
B.A., Eastern Washington University,  
Cheney, WA -- Mathematics  
M.A., Eastern Washington University,  
Cheney, WA -- Mathematics

**Judith Brower: Mathematics**  
B.A., Silver Lake College,  
Manitowoc, WI -- Mathematics  
M.A., Stanford University,  
Stanford, CA -- Mathematics

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B.S., Iowa State University,  
Ames, IA -- Civil Engineering  
M.S., Iowa State University,  
Ames, IA -- Soil Engineering

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A.A., Menlo College,  
Menlo Park, CA  
B.A., University of Washington,  
Seattle, WA -- English  
M.A.T., Whitworth College,  
Spokane, WA -- English

**Michael Burton: Nursing**  
A.D.N., Boise State University  
Boise, ID  
B.S.N., Boise State University  
Boise, ID -- Nursing  
M.S.N., University of Texas  
Austin, TX -- Nursing

**Walter Carlson: Division Chair, Applied Technology**  
Carpenter Apprenticeship, North Idaho College  
B.S., University of Idaho,  
Moscow, ID -- Education  
M.Ed., University of Idaho,  
Moscow, ID -- Vocational Education  
Idaho Vocational Specialist Certificate

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B.S., Eastern Montana College,  
Billings, MT -- Education  
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Missoula, MT -- Communication

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B.A., Michigan State University,  
East Lansing, MI -- English  
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B.A., University of Montana,  
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B.S., University of California,  
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San Francisco, CA -- Mental Health Nursing Administration
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Canyon, TX -- Industrial Education  
M.Ed., University of Idaho,  
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Idaho State Vocational Specialist Certificate
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A.S., Big Bend Community College  
Moses Lake, WA  
B.A., Eastern Washington University  
Cheney, WA -- Biology  
B.S., Eastern Washington University  
Cheney, WA -- Zoology
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A.A., Spokane Falls Community College  
Spokane, WA  
B.A., Eastern Washington University  
Cheney, WA -- Mathematics/Education  
M.S., Eastern Washington University  
Cheney, WA -- Math/Computer Science/Education
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A.A., City College of San Francisco,  
San Francisco, CA  
B.A., San Francisco State College,  
San Francisco, CA -- Psychology  
M.Ed., University of Idaho,  
Moscow, ID -- Counseling and Human Services  
Ph.D., University of Minnesota,  
Minneapolis, MN -- Educational Psychology
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B.S., Southern Oregon State College  
Ashland, OR -- Education  
B.S., Southern Oregon State College  
Ashland, OR -- English  
M.A., University of Montana,  
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Certified Electronics Technician  
Idaho State Vocational Specialist Certificate
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B.S., University of Idaho,  
Moscow, ID -- Education  
M.Ed., University of Idaho,  
Moscow, ID -- Education
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B.S., Loma Linda University  
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Loma Linda, CA -- Physical Therapy  
M.S., University of Nevada Las Vegas  
Las Vegas, NV -- Kinesiology
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Ph.D., University of Idaho,  
Moscow -- Education/Sociology

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B.A., University of North Dakota,  
Grand Forks, ND -- Spanish  
M.A., Washington State University,  
Pullman, WA -- Spanish  
M.A., Washington State University,  
Pullman, WA -- Counseling

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B.A., Colorado State University,  
Fort Collins, CO -- Philosophy  
M.A., Colorado State University,  
Fort Collins, CO -- Philosophy

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Provo, UT -- Physical Education  
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Provo, UT -- Physical Education

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Moscow, ID -- Wildlife/Range Management  
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Moscow, ID -- Biology Education

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Los Angeles, CA -- Physics  
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Moscow, ID -- Mathematics

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Saskatoon, Sask. -- Nursing  
M.Ed., University of Saskatoon  
Saskatoon, Sask. -- Adult & Continuing Education

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School of Trade and Technical Education,  
Idaho State University, Pocatello, ID  
Idaho State Vocational Specialist Certificate

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Spokane, WA

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Chapel Hill, NC -- Nursing  
M.S., University of North Carolina,  
Chapel Hill, NC -- Nursing

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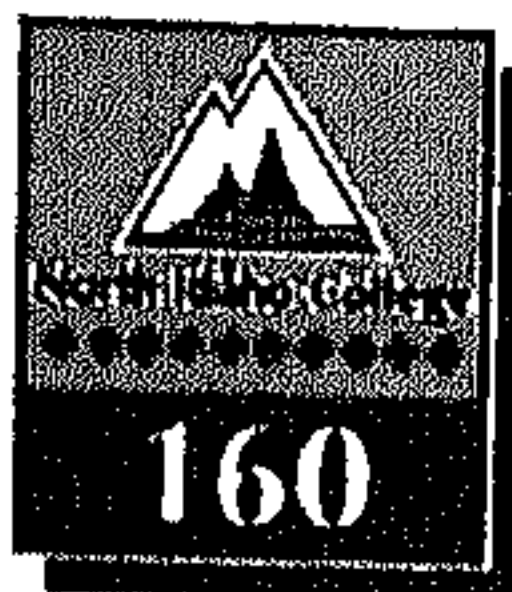
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Moscow, ID -- Zoology

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New York, NY -- English/Literature

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Honolulu, HI -- Speech - Communications  
M.A., University of Hawaii,  
Honolulu, HI -- Speech - Communications

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B.A., Humboldt State University  
Arcata, CA -- Anthropology  
M.A., Humboldt State University  
Arcata, CA -- Sociology

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St. Louis, MO -- Administration of Justice

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Miami, FL -- French  
B.S., Florida International University,  
Miami, FL -- French/Education  
M.S., Florida International University,  
Miami, FL -- Modern Language Education

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Arcata, CA -- Spanish  
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Boise, ID -- Early Childhood Education

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B.A., University of Washington,  
Seattle, WA -- English Literature  
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Berkeley, CA -- Divinity  
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St. Louis, MO -- Philosophy

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Davis, CA -- Art  
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Cheney, WA -- Art/Instruction

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Moscow, ID -- Psychology  
M.S., University of Idaho,  
Moscow, ID -- Computer Science

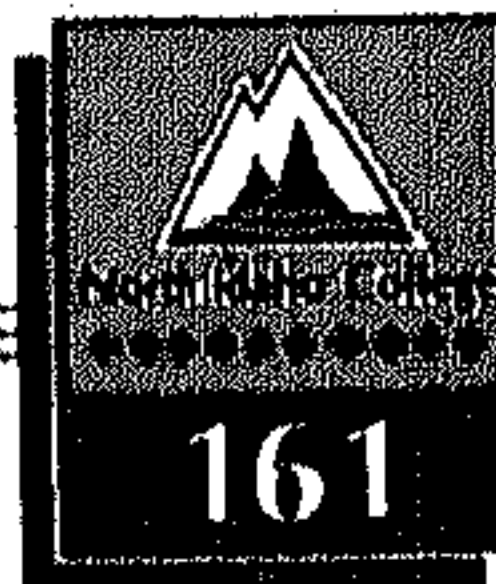
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B.S., University of Idaho,  
Moscow, ID -- Secondary Education, Chemistry  
M.S., University of Idaho,  
Moscow, ID -- Chemistry

**Maxine Martin: Nursing**  
Diploma, Trinity Hospital School of Nursing,  
San Antonio, TX  
B.S.N., Texas Christian University,  
Fort Worth, TX -- Nursing  
M.S., University of Idaho,  
Moscow, ID -- Guidance/Counseling  
M.S.N., University of Portland,  
Portland, OR -- Nursing

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B.Mus., University of Idaho,  
Moscow, ID -- Music Education  
M.Mus., University of Idaho,  
Moscow, ID -- Composition



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Columbus, OH -- Education  
M.S., University of Idaho,  
Moscow, ID -- Business Education

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B.A., University of Arizona,  
Tucson, AZ -- English  
M.A.T., Whitworth College,  
Spokane, WA -- Teaching

**James McDonald: Math/Computer Science**

A.A., North Idaho College  
B.S., Idaho State University,  
Pocatello, ID -- Pharmacy  
M.B.A., Idaho State University,  
Pocatello, ID -- Business Education

**Anna McKinley: Speech**

B.A., Eastern Washington University,  
Cheney, WA -- Merchandising  
M.S., Eastern Washington University,  
Cheney, WA -- Communications

**James McLeod: English**

B.A., University of Washington,  
Seattle, WA -- English/History  
M.A., Eastern Washington University,  
Cheney, WA -- English

**David McRae: Carpentry**

B.A., Bucknell University  
Lewisburg, PA -- Psychology  
B.A., Eastern Washington University  
Cheney, WA -- Education

**Michael L. Miller: Business**

B.S., University of Missouri,  
Columbia, MO -- Agricultural Economics  
M.B.A., University of Missouri,  
Columbia, MO -- Finance

**James Minkler: Philosophy/Japanese**

B.A., University of Idaho,  
Moscow, ID -- History/Philosophy  
M.A., University of Idaho,  
Moscow, ID -- Philosophy

**Robert Murray: Botany**

B.S., Washington State University,  
Pullman, WA -- Botany  
M.S., Washington State University,  
Pullman, WA -- Botany

**Curtis Nelson: Physics/Math**

B.A., University of Washington,  
Seattle, WA -- Math  
M.S., University of Idaho,  
Moscow, Idaho -- Physics

**JoAnn Nelson: Business and Office Technology**

B.S., University of Idaho,  
Moscow, ID -- Business Education  
M.S., University of Idaho,  
Moscow, ID -- Business Education  
Idaho Specialist In Vocational Education Certificate

**Kay Nelson: Business**

B.S., University of Idaho,  
Moscow, ID -- Education  
M.S., University of Idaho,  
Moscow, ID -- Education

**Robert Newell: Counselor**

M.A., University of California,  
Berkeley, CA  
M.S., Cal State-Hayward,  
Hayward, CA

**Kevin E. Olson: Mathematics**

A.A., Spokane Falls Community College  
Spokane, WA  
B.A., Eastern Washington University  
Cheney, WA -- Economics  
B.ED., Eastern Washington University  
Cheney, WA -- Mathematics  
M.S., Eastern Washington University  
Cheney, WA -- Mathematics

**Laurie Olson-Horswill: English**

B.A., Montana State University -- English  
Bozeman, MT  
M.A.T., Gonzaga University -- English  
Spokane, WA

**John Owen: Physical Education**

A.A., Yakima Valley College, Yakima, WA  
B.A., Central Washington State College,  
Ellensburg, WA -- Physical Education  
M.Ed., Whitworth College,  
Spokane, WA -- Education

**Judy Parker: Business**

B.A., Eastern Washington University,  
Cheney, WA -- Business Education  
M.A., University of Idaho,  
Moscow, ID -- Business Education

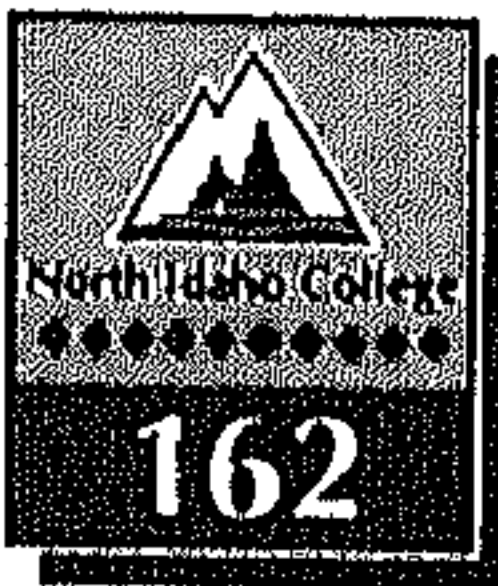
**William Pecha: Chemistry**

B.S., Iowa University,  
Iowa City, IA -- Chemistry  
M.A., Iowa University,  
Iowa City, IA -- Chemistry

**Pat Pidcock-Olson: History**

B.A., Eastern Washington University,  
Cheney, WA -- Education  
M.A., Washington State University,  
Pullman, WA -- History  
Ph.D., Washington State University,  
Pullman, WA -- History





# TRUSTEES, DIRECTORS & FACULTY

**Tim Rarick: Theatre**

B.S., Washington State University,  
Pullman, WA -- Education  
M.S., University of Oregon,  
Eugene, OR -- Theatre/English

**Bill D. Richards: Geology/Geography**

B.S., Stephen Austin State University,  
Nacogdoches, TX -- Geology  
M.S., Kansas State University,  
Manhattan, KS -- Geology

**Thomas Rigles: Math/Computer Science**

B.A., University of Michigan,  
Ann Arbor, MI -- Mathematics  
M.A., Western Michigan University,  
Kalamazoo, MI -- Mathematics  
M.S., Western Michigan University,  
Kalamazoo, MI -- Applied Statistics  
Ph.D., Washington State University,  
Pullman, WA -- Computer Science

**Nils Rosdahl: Journalism**

B.A., University of Montana,  
Missoula, MT -- Journalism  
M.A., University of Washington,  
Seattle, WA -- Communications

**Donna Runge: Counselor**

B.S., University of Idaho  
Moscow, ID -- Business Education  
M.Ed., University of Idaho  
Moscow, ID -- Counseling and Human Services

**Richard Schultz: Culinary Arts**

Idaho State Vocational Specialist Certificate

**Sue Shibley: Business and Office Technology**

A.A., North Idaho College  
Coeur d'Alene, ID  
B.A., Eastern Washington University  
Cheney, WA -- Home Economics

**Barry Simon: Engineering**

A.A., North Idaho College, Coeur d'Alene, ID  
B.S., University of Washington,  
Seattle, WA -- Mechanical Engineering  
M.S., University of Washington,  
Seattle, WA -- Mechanical Engineering

**Marla Skinner: Nursing**

Diploma, Deaconess Hospital School of Nursing,  
Spokane, WA -- R.N.  
B.S., Whitworth College,  
Spokane, WA -- Nursing Certificate,  
B.S., University of Washington,  
Seattle, WA -- Community Health Nursing  
M.Ed., University of Florida,  
Gainesville, FL -- Health

**Sharon Smith: Reading**

B.A., Eastern Washington State College  
Cheney, WA -- English  
M.Ed., Eastern Washington University,  
Cheney, WA -- Reading  
Ph.D., University of Idaho,  
Moscow, ID -- Education

**Todd Snyder: Music**

B.M.E., University of Iowa,  
Iowa City, IA -- Music Education  
M.F.A., University of Iowa,  
Iowa City, IA -- Music

**Debra Sprague: English**

B.A., Eastern Washington University,  
Cheney, WA -- English/Psychology  
M.A., Eastern Washington University,  
Cheney, WA -- English  
Ph.D., University of Washington,  
Seattle, WA -- English

**Donald Sprague: Psychology**

B.A., Eastern Washington University,  
Cheney, WA -- Psychology  
M.S., Eastern Washington University  
Cheney, WA -- Psychology

**D. Tony Stewart: Political Science**

B.A., Western Carolina University,  
Collowhee, NC -- Political Science  
M.A., University of Tennessee,  
Knoxville, TN -- Political Science

**Lamona Stinnette: Business and Office Technology**

B.S., Western Oregon State University,  
Monmouth, OR -- Education  
M.S., University of Idaho,  
Moscow, ID -- Business Education

**Edwina Stowe: Mathematics**

B.S., College of Idaho,  
Caldwell, ID -- Mathematics  
M.S., Stephen F. Austin State University,  
Nacogdoches, TX -- Mathematics

**James J. Straub: Machine Technology**

B.S., University of Idaho,  
Moscow, ID  
Idaho State Vocational Specialist Certificate

**Michael A. Swalm: Automotive Technology**

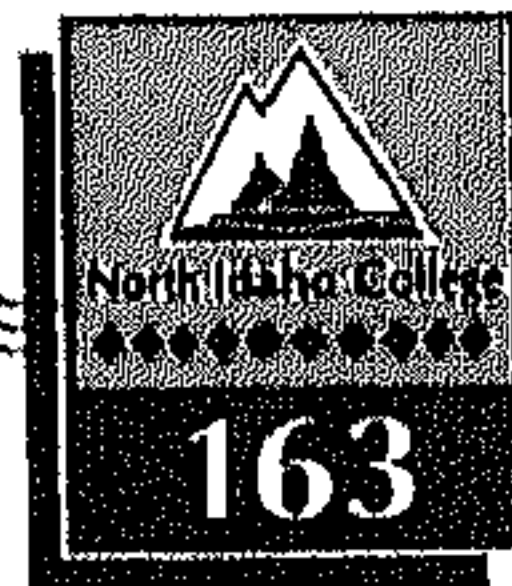
B.S., University of Idaho,  
Moscow, ID  
Idaho State Vocational Specialist Certificate

**Judith Sylte: History**

B.A., Whitworth College,  
Spokane, WA -- History  
M.A., University of California,  
Los Angeles, CA -- English/History



# TRUSTEES, DIRECTORS & FACULTY



**Joan Taylor: Nursing**

B.A., University of California  
Berkeley, CA -- Anthropology  
A.A., Seattle Central Community College  
Seattle, WA -- RN Nursing  
M.N., University of Washington  
Seattle, WA -- Psychosocial Nursing

**Robert Traverse: Marine Technology**

Idaho State Vocational Specialist Certificate

**Milton D. Turley: Welding**

Certified Welding Inspector  
A.A., North Idaho College  
B.S., University of Idaho,  
Moscow, ID  
M.Ed., University of Idaho,  
Moscow, ID  
Ed.S., University of Idaho,  
Moscow, ID  
Idaho State Vocational Specialist Certificate

**Joseph Urbina: Developmental Education**

B.A., California State University  
Los Angeles, CA -- Liberal Studies

**Alice Vogt: Art**

B.F.A., Colorado State University,  
Fort Collins, CO -- Painting  
M.F.A., Colorado State University,  
Fort Collins, CO -- Painting

**Bernice Wright: Nursing**

B.S., Columbia Union College,  
Takoma Park, MD -- Nursing  
M.S., University of Maryland,  
College Park, MD -- Nursing

**M. Fay Wright: English**

B.A., Washington State University,  
Pullman, WA -- English  
M.A., Western Washington University,  
Bellingham, WA -- English

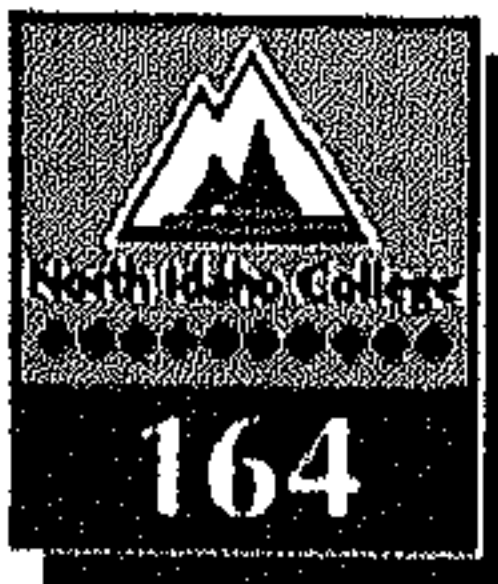
**Kenneth Wright: Chemistry/Mathematics**

B.S., Portland State University,  
Portland, OR -- Chemistry  
Ph.D., University of Idaho,  
Moscow, ID -- Chemistry

**Peter Zao: Zoology**

B.A., University of California,  
San Diego, CA -- Biology  
M.A., University of California,  
San Diego, CA -- Biology





# GLOSSARY OF TERMS

**Academic Load** - Total number of credit hours taken in one semester.

**Academic Probation** - Students whose cumulative grade point average falls below 1.75 at the end of any semester are placed on academic probation, meaning they must either earn at least a 2.0 during their next semester or raise the cum gpa to 1.75 or above. Students who fail to meet the gpa requirements will be suspended from college for one semester.

**Advisor** - Faculty member or Student Services staff person trained to assist students in setting class schedules and educational goals.

**Articulation Agreement** - Agreement with another college or university whereby a student who has earned either an Associate of Arts Degree or an Associate of Science Degree at NIC will transfer with junior standing. Articulation agreements are in effect for recipients of either degree with all Idaho public colleges or universities. Articulation agreements are in effect for recipients of the Associate of Arts Degree with Eastern Washington University and Gonzaga University.

**ASSET Test** - An evaluation to determine the most appropriate level of math and English classes for which a student should enroll. The purpose of the ASSET is to help assure student success in courses and to make the experience at NIC as beneficial and enjoyable as possible.

**Auditing a class** - Taking a class without receiving a grade or credit. Audited courses cost the same as credit courses.

**Catalog** - A book describing the college, listing its services, the programs available, and all course descriptions. This is not the same as the class schedule, which lists specific course offerings for a single semester.

**Certificate Program** - Prepares students for entry-level employment in specific career fields through completion of intensive technical training. Credits are often applicable toward the Associate of Applied Science Degree.

**Concurrent Enrollment in Classes** - Enrollment in one course requires enrollment in a second course, i.e., students who enroll for a biology course must also enroll for an accompanying laboratory course.

**Concurrent Enrollment in Colleges** - Refers to students who are enrolled at NIC and at either the University of Idaho or Lewis Clark State College. Both UI and LCSC offer upper division courses on the NIC campus and students working toward their baccalaureate degree may be completing a program at NIC and working on another at one of the other two schools. Students who are receiving financial aid from either UI or LCSC must provide information to NIC's financial aid office prior to enrollment or they will be expected to make full payment for their NIC courses.

**Core Courses** - General education courses within various disciplines which will satisfy the distribution requirements of the associate degrees. See pages 38-42 in the catalog.

**Corequisite Course** - A course that must be taken simultaneously with another course.

**Counselor** - A person trained to work with students to help them solve personal problems, become more knowledgeable about themselves, set goals, and make decisions relative to personal, social, educational, and employment concerns.

**Curriculum** - A specific program of study comprised of courses leading to a degree or certificate.

**Elective** - A course for which a student may choose to enroll because of interest or career-related, as distinguished from a required or core course.

**Local Address** - Address used by a student only while he/she is attending college.

**Linked Courses** - Enrollment in one course requires enrollment in the other, providing the opportunity for an enhanced learning experience taught by two instructors. The linked course concept allows students to gain the content of two distinct classes, but the academic experience is broadened and deepened through the exploration of connections across disciplines. The classes are usually offered "back-to-back" in the schedule, and separate credit is given for each course.

**Major** - A chosen academic field of study. Students may earn an A.A. or an A.S. degree without selecting a major.

**Matriculated/Nonmatriculated** - Terms indicating degree seeking status. Students who are matriculated are working toward a degree or certificate and have completed the admissions process which includes application, payment of application fee, and provision of high school and college transcripts. Matriculated students are eligible to apply for financial aid. Nonmatriculated students are not working for a degree from North Idaho College and are not eligible for financial aid from NIC.

**Outreach Courses** - Courses taught in off-campus locations, i.e., Sandpoint and Kellogg.

**Noncredit Courses** - Courses offered through the Workforce Training or Continuing Education office that carry no academic credit; they may offer continuing education units. Noncredit courses cannot be applied toward an academic degree or certificate.

**Permanent Address** - Address through which a student may always receive mail; this address is usually the address the student used at the time of application and the address upon which residency status is based.

**Prerequisite Courses** - Courses that are required prior to enrollment in another course, i.e., MATH 108 must be successfully completed prior to enrollment in MATH 130. There is a normal sequence to many courses and successful completion of a prerequisite course is necessary for success in subsequent courses.

**Reciprocity** - Agreement with other states whereby students from that state are eligible for reduced tuition rates on the out-of-state portion. Students must apply to receive this discount. It is available on a first-come, first-served basis.

**Schedule of Classes** - List of the course offerings with dates, times, and classroom location for a semester, summer session, or technical block.

**Semester** - Period of instruction into which an academic year is divided. NIC has both a fall semester and a spring semester that are approximately four months in duration.

**Service Learning** - Service learning combines academic studies with public service by linking the theory and content of a course with the practical application of the course concepts in a community setting. The service learning assignment, which is optional, requires 15-20 hours outside the classroom during the semester (in lieu of other course assignments comparable to 15-20 hours). Students report their learning is enriched by the service experience, and career exploration is an added benefit to this type of class.

**Transcript** - A true and accurate record of a student's academic history showing college courses, grades, credits, grade point average, and notation of any program completion.



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# APPLICATION FOR UNDERGRADUATE ADMISSION to Idaho's Public Colleges & Universities

Upon completion, mail this application along with the appropriate application fee to the institution to which you are applying. If you are applying to more than one of Idaho's public institutions, send a photocopy with appropriate application fee to each additional college. Information on other Idaho institutions can be obtained by calling the phone numbers below, or by visiting the World Wide Web site: [www.sde.state.id.us](http://www.sde.state.id.us)

- Applying to:
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Boise State University<br>Fee: \$20 Phone: 1-800-824-7017 | <input type="checkbox"/> College of Southern Idaho<br>Fee: None Phone: (208) 733-9554 | <input type="checkbox"/> Eastern Idaho Technical College<br>Fee: \$10 Phone: 1-800-882-0261 |
| <input type="checkbox"/> Idaho State University<br>Fee: \$20 Phone: (208) 236-2475 | <input type="checkbox"/> Lewis-Clark State College<br>Fee: \$20 Phone: 1-800-833-1CSC | <input type="checkbox"/> North Idaho College<br>Fee: \$10 Phone: (208) 789-3311             |
| <input type="checkbox"/> University of Idaho<br>Fee: \$30 Phone: (208) 422-8043    |   |   |

Start Date:  Fall 19 \_\_\_\_\_  Spring 19 \_\_\_\_\_  Summer 19 \_\_\_\_\_  Summer/Fall 19 \_\_\_\_\_ (beginning summer & continuing into fall)

## General Information (please print)

Full Legal Name: \_\_\_\_\_  
last first middle Name You Prefer: \_\_\_\_\_

Other Names Appearing on Records: \_\_\_\_\_

U.S. Social Security Number: \_\_\_\_\_ Date of Birth (mo/day/year): \_\_\_\_/\_\_\_\_/\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
number & street/PO box city county state zip area code phone

Current Mailing Address (Valid until the following date: \_\_\_\_/\_\_\_\_/\_\_\_\_): \_\_\_\_\_  
number & street/PO box city county state zip area code phone  
 Evening: \_\_\_\_\_  
 Day: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(For all to complete, if neither ill, had parents or guardians here.)  
number & street/PO box city county state zip area code phone  
name relationship

Citizenship:  USA  Other Native Language:  English  Other: \_\_\_\_\_

If citizenship is "other," answer the following questions: Country of citizenship: \_\_\_\_\_

Resident alien of U.S.  Yes (resident alien number: \_\_\_\_\_)  No (current visa type: \_\_\_\_\_)

Gender: (optional)  Female  Male

Ethnicity: (optional)  American Indian/Alaska Native  Asian American/Pacific Islander  Black/African American  
 Caucasian/White  Hispanic/Latino  Other: \_\_\_\_\_  No Response

Are you a U.S. veteran?  Yes  No If yes, military branch: \_\_\_\_\_ Dates of service \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Highest level of education attained by either parent:  Some High School  High School Diploma  
 Some College  Associate's Degree  Bachelor's Degree  Other Degree: \_\_\_\_\_

## Enrollment Information

Intended Degree Type:  Certificate  Associate  Bachelor  Not Seeking Degree or Certificate

Intended Major (Refer to an institutional publication for a list of majors available): \_\_\_\_\_  
first choice second choice  Undecided

Enrollment Status:  New  Transfer  Returning (readmission)  High School Student Seeking Dual Enrollment

Campus Location: If planning to take courses primarily at outreach locations, list these locations: \_\_\_\_\_



## Schools Attended

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. Do not omit any schools. Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. *Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.*

Did you (or will you) graduate from high school?  Yes (month/year \_\_\_\_/\_\_\_\_)  No

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

If not a high school graduate, do you have a GED or High School Equivalency Diploma?  Yes (month/year \_\_\_\_/\_\_\_\_)  No  
If yes, degree-seeking applicants are required to submit official GED test scores.

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree	# Credits Earned

## Test Information

Have you taken the: ACT:  Yes Date \_\_\_\_\_  No ASSET:  Yes Date \_\_\_\_\_  No  
SAT:  Yes Date \_\_\_\_\_  No CPT:  Yes Date \_\_\_\_\_  No  
Compass:  Yes Date \_\_\_\_\_  No

## Residency

Idaho residency status MAY be determined by one or more of the following. Please check all boxes that are applicable if claiming Idaho residency for tuition purposes. Residency for community colleges is determined by county of residence.

State of Residence: \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ If less than 12 months, previous state: \_\_\_\_\_

County of Residence: \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ If less than 12 months, previous state: \_\_\_\_\_

- A. One or more of my parents/legal guardians or spouse's parents is a resident of the State of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll.
- B. I receive less than fifty percent of my support from parents or legal guardians who are not residents of the State for voting purposes. I have continuously resided in the State of Idaho for at least twelve months before the opening day of the school term at this institution.
- C. I am a graduate of an accredited high school in the State of Idaho and I will attend this institution during the term immediately following graduation.
- D. I am married to an Idaho resident. My spouse is a resident of \_\_\_\_\_ County.
- E. I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in \_\_\_\_\_ County.
- F. One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in the State of Idaho. They are stationed in \_\_\_\_\_ County.
- G. I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.
- H. I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.
- I. I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene tribe; Shoshone-Paiute tribe; Nez Perce tribe; Shoshone-Bannock tribe; Kootenai tribe.

\*These items may not be applicable to determine residency for community colleges.

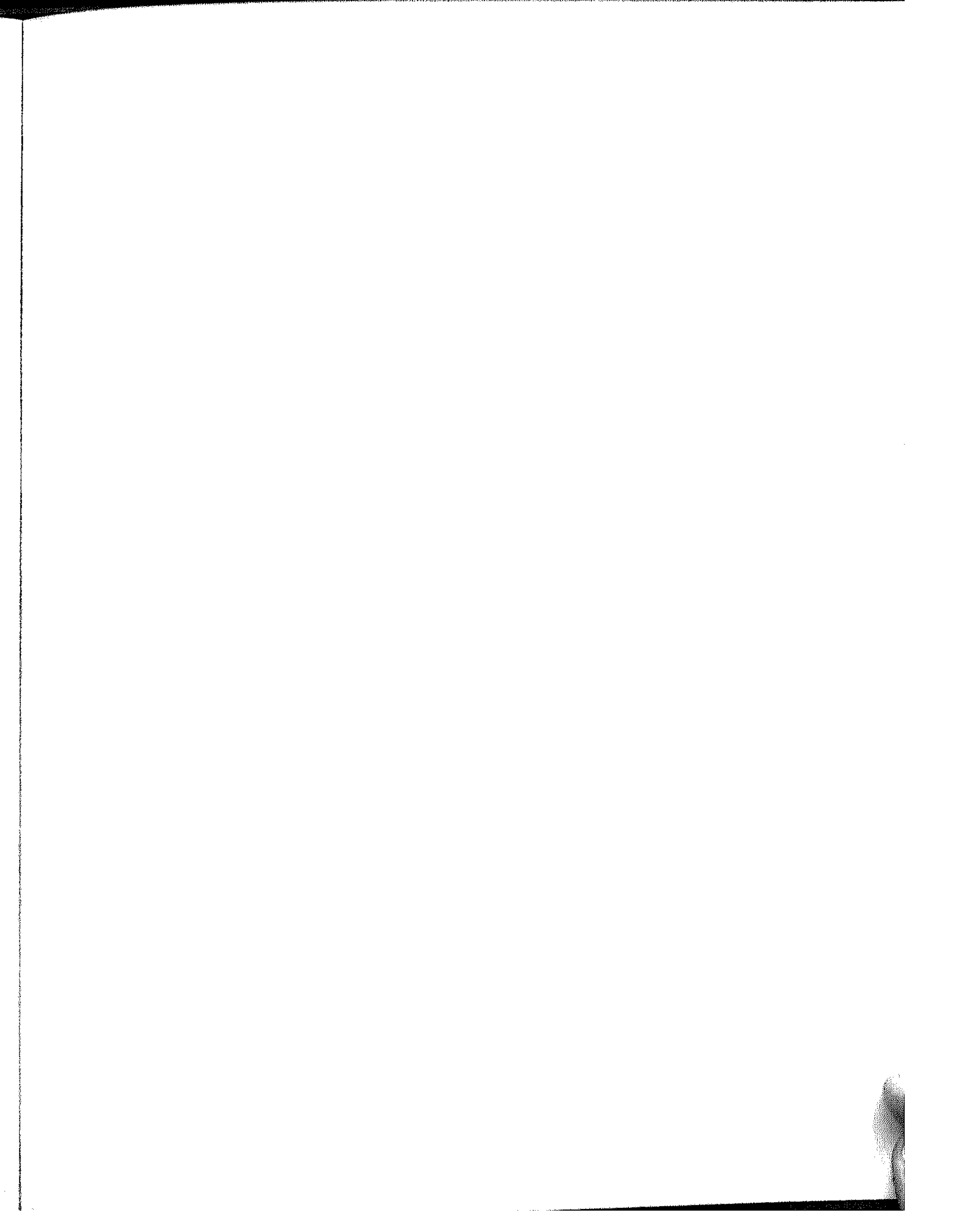
## Signature

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Idaho public colleges subscribe to the principles and laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. These institutions are committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, or sex.







## Schools Attended

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. Do not omit any schools. Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. *Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.*

Did you (or will you) graduate from high school?  Yes (month/year \_\_\_\_/\_\_\_\_)  No

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

If not a high school graduate, do you have a GED or High School Equivalency Diploma?  Yes (month/year \_\_\_\_/\_\_\_\_)  No  
If yes, degree-seeking applicants are required to submit official GED test scores.

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree	# Credits Earned

## Test Information

Have you taken the:

ACT:  Yes Date \_\_\_\_\_  No      ASSET:  Yes Date \_\_\_\_\_  No

SAT:  Yes Date \_\_\_\_\_  No      CPT:  Yes Date \_\_\_\_\_  No

Compass:  Yes Date \_\_\_\_\_  No

## Residency

Idaho residency status MAY be determined by one or more of the following. Please check all boxes that are applicable if claiming Idaho residency for tuition purposes. Residency for community colleges is determined by county of residence.

State of Residence: \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ If less than 12 months, previous state: \_\_\_\_\_

County of Residence: \_\_\_\_\_ From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ If less than 12 months, previous state: \_\_\_\_\_

- A. \*One or more of my parents/legal guardians or spouse's parents is a resident of the State of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll.
- B. I receive less than fifty percent of my support from parents or legal guardians who are not residents of the State for voting purposes. I have continuously resided in the State of Idaho for at least twelve months before the opening day of the school term at this institution.
- C. I am a graduate of an accredited high school in the State of Idaho and I will attend this institution during the term immediately following graduation.
- D. I am married to an Idaho resident. My spouse is a resident of \_\_\_\_\_ County.
- E. I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in \_\_\_\_\_ County.
- F. One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in the State of Idaho. They are stationed in \_\_\_\_\_ County.
- G. I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.
- H. I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.
- I. \*I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene tribe; Shoshone-Palute tribe; Nez Perce tribe; Shoshone-Bannock tribe; Kootenai tribe.

\* These items may not be applicable to determine residency for community colleges.

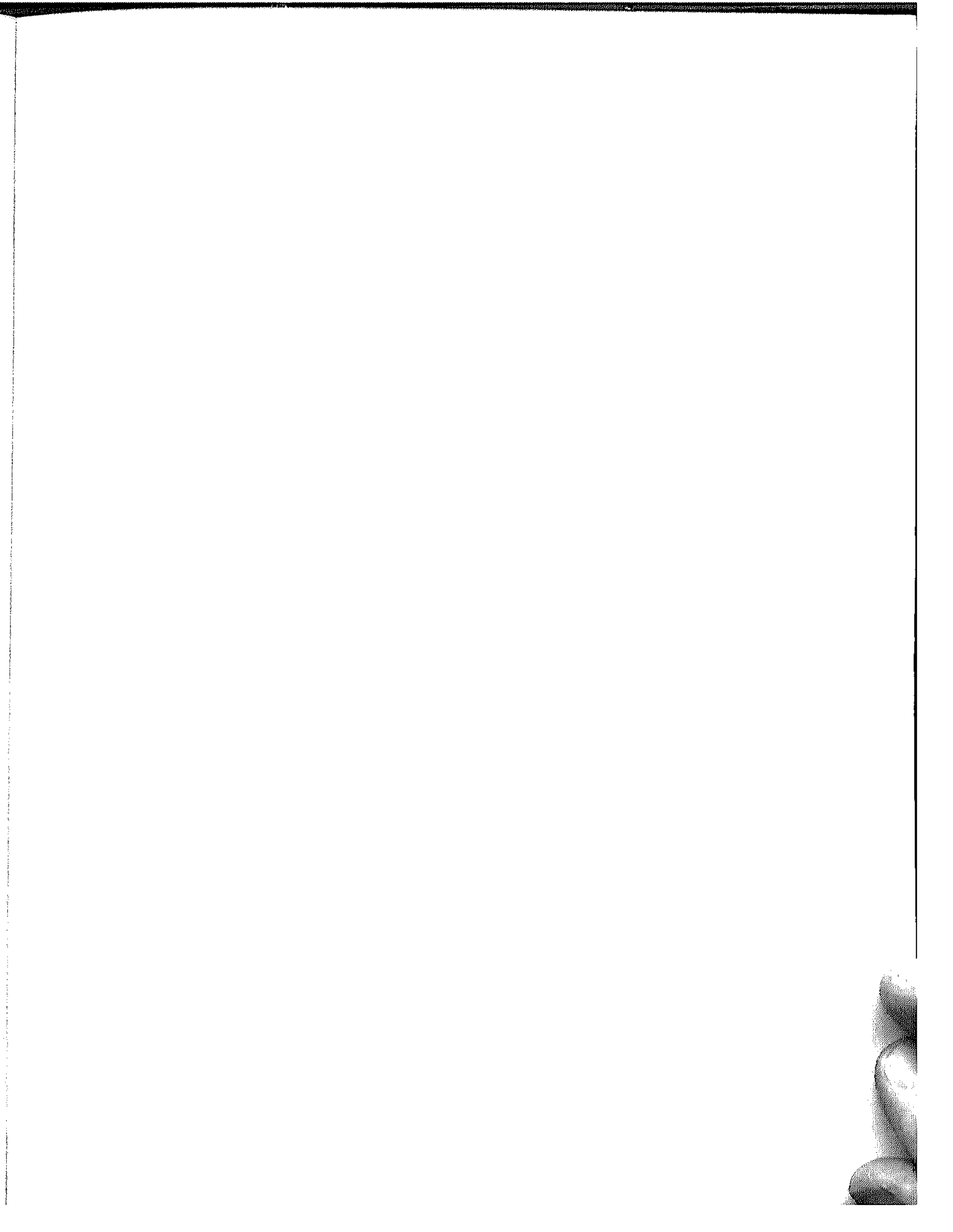
## Signature

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true.

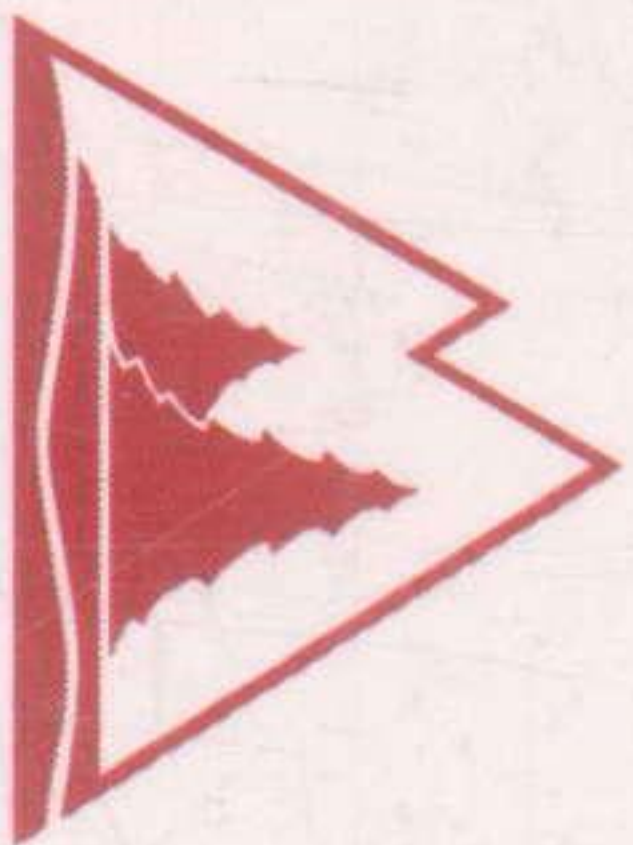
Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**North Idaho College**  
1000 West Garden Avenue  
Coeur d'Alene, ID 83814 USA

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