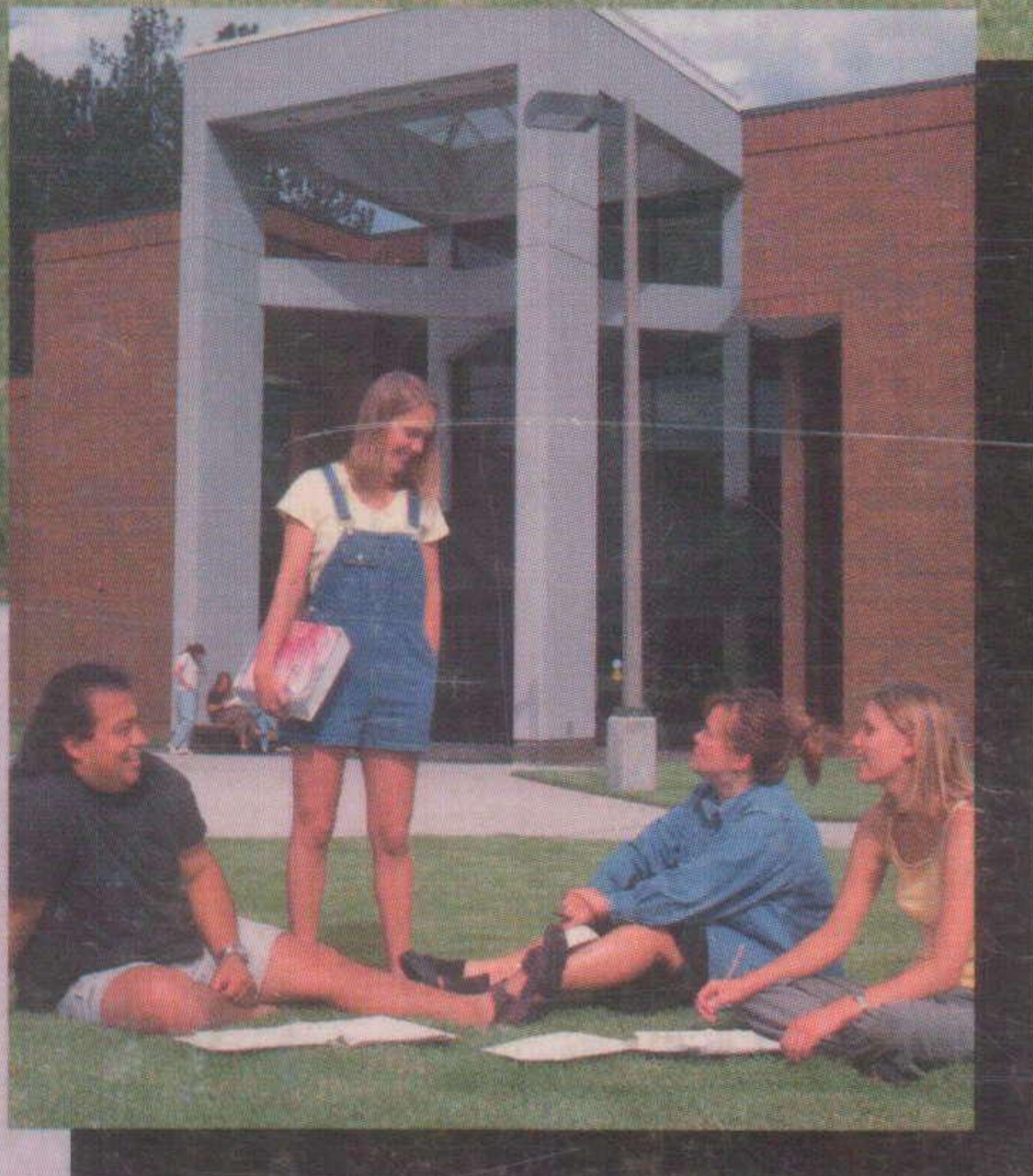
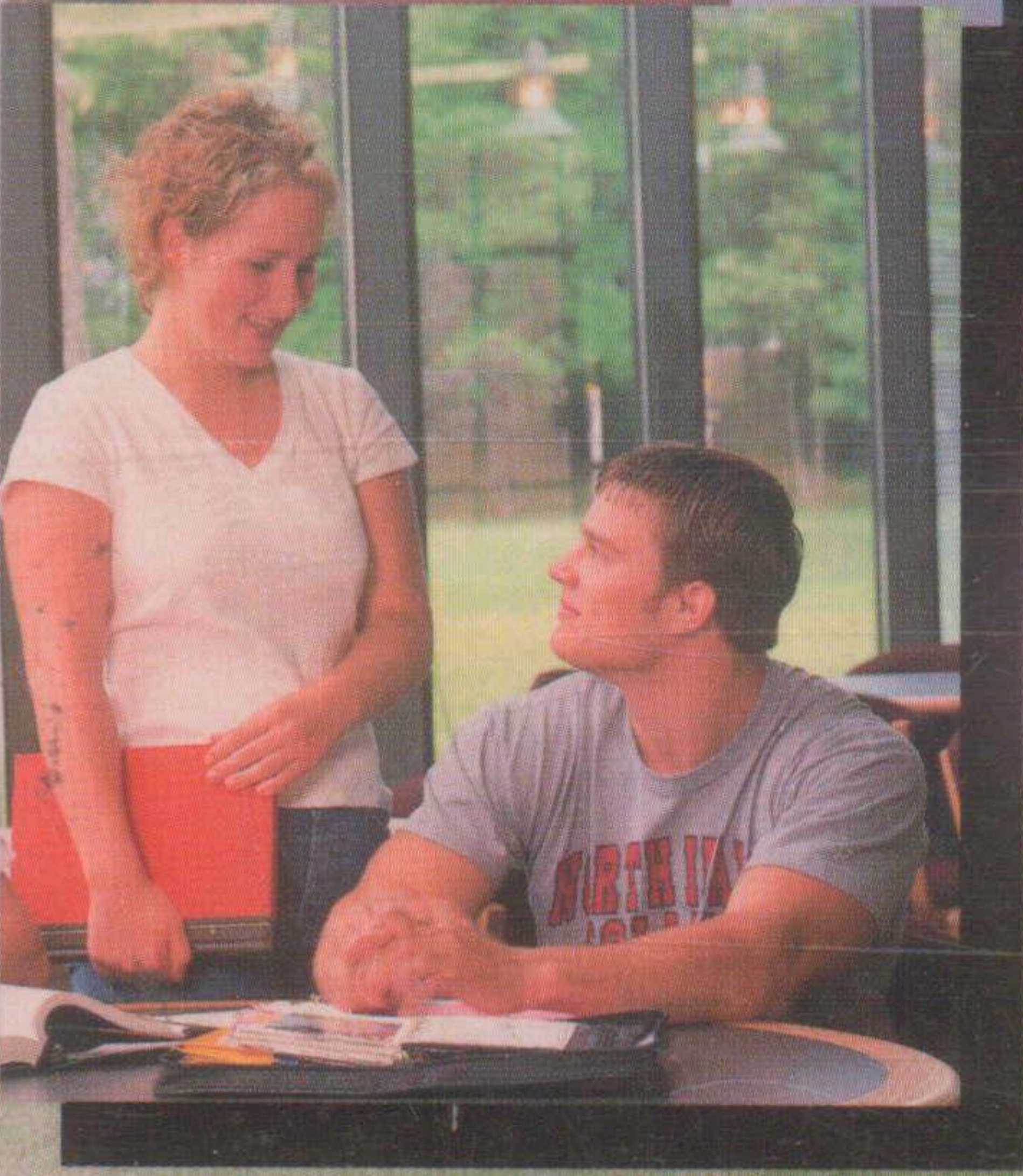


NORTH IDAHO COLLEGE

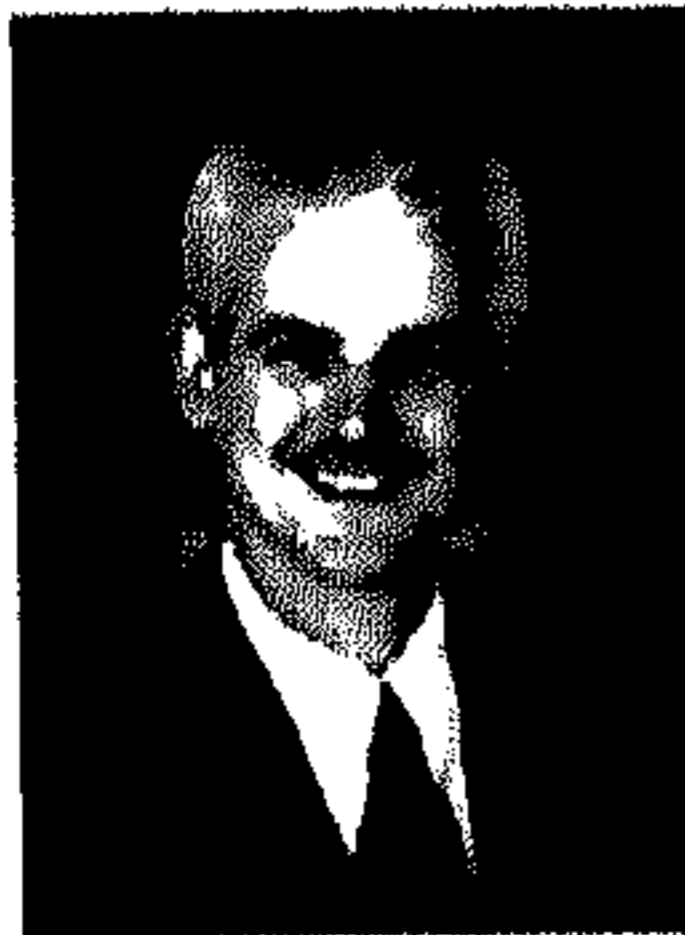


Your
Community
College

1999-2000
Coeur d'Alene, Idaho



Welcome to North Idaho College



Dr. Michael L. Burke,
President

Dear Students,

Let me be the first to welcome you to North Idaho College! As the College President, I can assure you that you have made an excellent decision by selecting North Idaho College as your college of choice. You will soon discover that NIC's faculty and staff are committed to academic excellence, instructional innovation, lifelong learning, and student success. You will also find a supportive, nurturing environment where you can develop new skills, explore new career opportunities, and gain new perspectives on the world around you.

Be assured that your time at North Idaho College will be spent in enriching, engaging, and inspiring intellectual pursuits. You will also be gaining new friends and developing new relationships that may well last a lifetime. I wish you the best and encourage you to take full advantage of this exemplary institution. I am very proud to be a part of your educational experience and I know you will be glad you chose North Idaho College.

Sincerely,

A handwritten signature in cursive script that reads "Michael L. Burke". The signature is written in dark ink and is positioned above the printed name.

Michael L. Burke, Ph.D.
President

North Idaho College Mission Statement

North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides quality educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

Initiatives and Goals for 1999-2002

Initiative 1: Planning and Assessment

Goal: Develop a systematic planning and assessment process to assure the accountability and on-going improvement of the College and its programs.

Initiative 2: Educational Programs

Goal: Provide high-quality educational programs in response to a wide range of student and community needs.

Initiative 3: Technology

Goal: Ensure effective educational and institutional information systems exist to support students and staff throughout the College service areas.

Initiative 4: Educational Access

Goal: Use flexible delivery systems to provide students throughout the College service area with broad access to educational opportunities.

Initiative 5: Institutional Growth

Goal: Ensure that College programs and facilities meet the educational and training needs of a growing regional population and that this population is aware of the programs and services offered by the College.

Initiative 6: Collaboration/Community

Goal: Form appropriate partnerships to meet the educational and training needs of the College service area.

North Idaho College, 1000 West Garden Ave., Coeur d'Alene, ID 83814

www.nic.edu

1999-00 Catalog Corrections

(Changes are shown in bold type)

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 ACCT 201 and 202 (Principles of Accounting), ECON 201 and 202 (Principles of Economics), and BUSA 271 (Statistical Inference and Decision Analysis).

Students who intend to transfer to the College of Business at the University of Idaho, Lewis-Clark State College, and most other business schools should complete BUSA 121 (Introduction to Spreadsheets) or possess equivalent knowledge. Accounting students are usually required to take additional courses beyond other business majors. Students should see their advisor for these requirements.

Students who intend to transfer to Lewis-Clark State College should take BUSA 271 (Statistical Inference and Decision Analysis); 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. The associate degrees meet the general core requirements at the identified colleges and universities with the exception of Gonzaga University. 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

Intended for transfer to Boise State University, Idaho State University, Lewis-Clark State College and the University of Idaho.

First Semester

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
COMM 101	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
MATH	Math 130 or above (see A.S. requirements)	4

Second Semester

ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
_____	* Arts and Humanities Requirement	3
_____	P.E. Activity/Dance Requirement	1
_____	* Social Science Requirement	3
_____	Non-Core Elective	3

Third Semester

ACCT 201	Principles of Accounting	3
BUSA 271	Statistical Inference and Decision Analysis	3
ENGL 202	Technical Writing	3
or ENGL 205	Interdisciplinary Writing	(3)
or ENGL 272	Business Writing	(3)
_____	English Elective (175, 257, 258, 267, 268, 277, 278) ...	3
_____	* Laboratory Science Requirement	4

Fourth Semester

ACCT 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3

_____	* Arts and Humanities Requirement	3
_____	* Laboratory Science Requirement	4
_____	Non-Core Elective	2-3
_____	P.E. Activity/Dance Requirement	1
_____	TOTAL	64-65

* Elective requirements must be selected from options listed in the A.S. degree requirements on pages 42-43.

Students intending to enroll at the University of Idaho should take PHIL 103 as one of the Arts & Humanities requirements.

Students intending to enroll at Lewis Clark State College should take PSYC 101 as the Social Science requirement and should not take BUSA 265.

Students intending to enroll at University of Idaho or Boise State University should take MATH 170 and 175 where possible.

Consult your advisor and the transfer college catalog for more information.

Associate of Arts Degree

Intended for transfer to Eastern Washington University and Gonzaga University.

First Semester

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
COMM 101	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
MATH	Math 130 or above (see A.S. requirements)	4

Second Semester

ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
PHIL 201	Logic and Critical Thinking	3
_____	Arts and Humanities Requirement	3
_____	P.E. Activity/Dance	1
_____	Social Science Requirement (Group 1, 3, or 4) ...	3

Third Semester

ACCT 201	Principles of Accounting	3
BUSA 271	Statistical Inference and Decision Analysis	3
ENGL 202	Technical Writing	3
or ENGL 205	Interdisciplinary Writing	(3)
or ENGL 272	Business Writing	(3)
_____	Engl. Elective (175, 257, 258, 267, 268, 277, 278) ...	3
_____	Laboratory Science Requirement	4
_____	P.E. Activity/Dance	1

Fourth Semester

ACCT 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3
_____	Cultural Diversity Requirement	3-4
_____	Laboratory Science Requirement	4
_____	Social Science Requirement (Group 1, 3, or 4) ...	3
_____	TOTAL	65-66

Requirements must be selected from options listed in the A.A. degree requirements on pages 40-41. Consult with your advisor and the transfer college catalog for more information.

Legal Administrative Assistant

The Legal Administrative Assistant program is a rich mix of specific coursework in the legal area combining a blend of academic schooling and technical expertise. A legal administrative assistant is a skilled professional who performs all general office work in addition to specialized legal assignments. Employment opportunities are in public defender's offices, prosecuting attorney's offices, private law firms, government agencies, and legal departments of large manufacturing, banking, insurance, or real estate firms. This specialized assistant takes shorthand and/or uses transcribing machines, creates and modifies legal instruments and documents utilizing computer technology, and adheres to court procedures such as calendaring, scheduling, and docketing. In addition, the legal administrative assistant files legal documents, maintains clients' fees, and performs law office public relations.

NIC also offers Associate of Applied Science Degree programs in Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 15.

Associate of Applied Science Degree

Pre-Legal Administrative Assistant Sequence

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

First Semester

BUSA 121	Introduction to Spreadsheets	1
BUSO 112	Speedwriting Theory and Dictation	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transcription & Document Formatting	1
ENGL 101	English Composition	3
_____	Human Relations Requirement ²	3

Second Semester

ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting ³	(3)
BUSO 113	Speedwriting Dictation and Transcription	3
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
ENGL 272	Business Writing	3

Third Semester

BUSA 185	Business Math	3
BUSO 205	Legal Terminology/Transcription I	3
BUSO 291	Legal Administrative Assistant Internship I	4
BUSO 295	Office Procedures	3
COMM 101	Introduction to Speech Communication	3

Fourth Semester

BUSA 265	Legal Environment of Business	3
BUSO 206	Legal Terminology/Transcription II	3
BUSO 292	Legal Administrative Assistant Internship II	4
PSYC 101	Introduction to Psychology	3
_____	Math Requirement ⁴	3-4
TOTAL		64-65

¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.

² Choose from the A.S. degree social science requirements on page 42.

³ Students intending to obtain a four-year degree should take ACCT 201.

⁴ Students who take a 3 credit mathematics course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.



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PHONE DIRECTORY



CAMPUS OPERATOR & GENERAL INFO	769-3300	Copy Center (Staff & Faculty)	769-3357
Academic Divisions:		Counseling	769-3370
Business & Professional Programs	769-7784	Disability Support Services	769-7794
College Skills Courses	769-3450	Distance Education/Outreach	769-3436
Communication/Fine Arts	769-3276	Emergency	9-911
English & Foreign Languages	769-3394	Financial Aid	769-3368
Natural Sciences	769-3495	Food Services	769-3359
Nursing & Allied Health	769-3481	Foundation	769-3316
PE & Dance	769-3481	GED	769-3450
Social Sciences	769-7782	Grants Coordinator	769-7750
Admissions	769-3311	Grounds/Custodial	769-3310
Adult Basic Education/GED	769-3450	Gymnasium	769-3348
Advising	769-3370	Health Services	769-7818
Alumni Office	769-7806	Human Resources	769-3304
Applied Technology Programs	769-3433	International Student Advisor	769-3381
Associated Students	769-7761	Intramural Sports	769-3299
Athletics	769-3348	Instruction, Office of	769-3305
Auditorium	769-3424	Instructional Technology	769-3429
Auditorium Box Office	769-7780	Library	769-3215 or 769-3355
Auxiliary Services	769-3361	Lost and Found	769-3310
Bonner County Office	263-4594	Outdoor Pursuits	769-7809
Bookstore	769-3364	Parking Information	769-3310
Business Office	769-3340	Peer Tutoring	769-3450
Campus Safety	769-3310	Physical Plant	769-3413 or 769-3234
Career Center	769-3297	President	769-3303
Center for New Directions	769-3445	Registrar	769-3320
Children's Center Day Care	769-3471	Security/Emergency	769-3310
College Relations and Development	769-3316	Sentinel Newspaper	769-3388
College Skills Center	769-3450	Staff Development	769-3400
Community Education	769-3444	Student Activities	769-3366
Computer Services HelpDesk	769-3280	Student Services	769-3370
Computer Lab (Library/Computer Center)	769-3251	Summer Classes	769-3305
Computer Lab (Macintosh, Borwell Hall)	769-3331	Veteran's Services	769-3281
Computer Services	769-3378	Workforce Training	769-3444

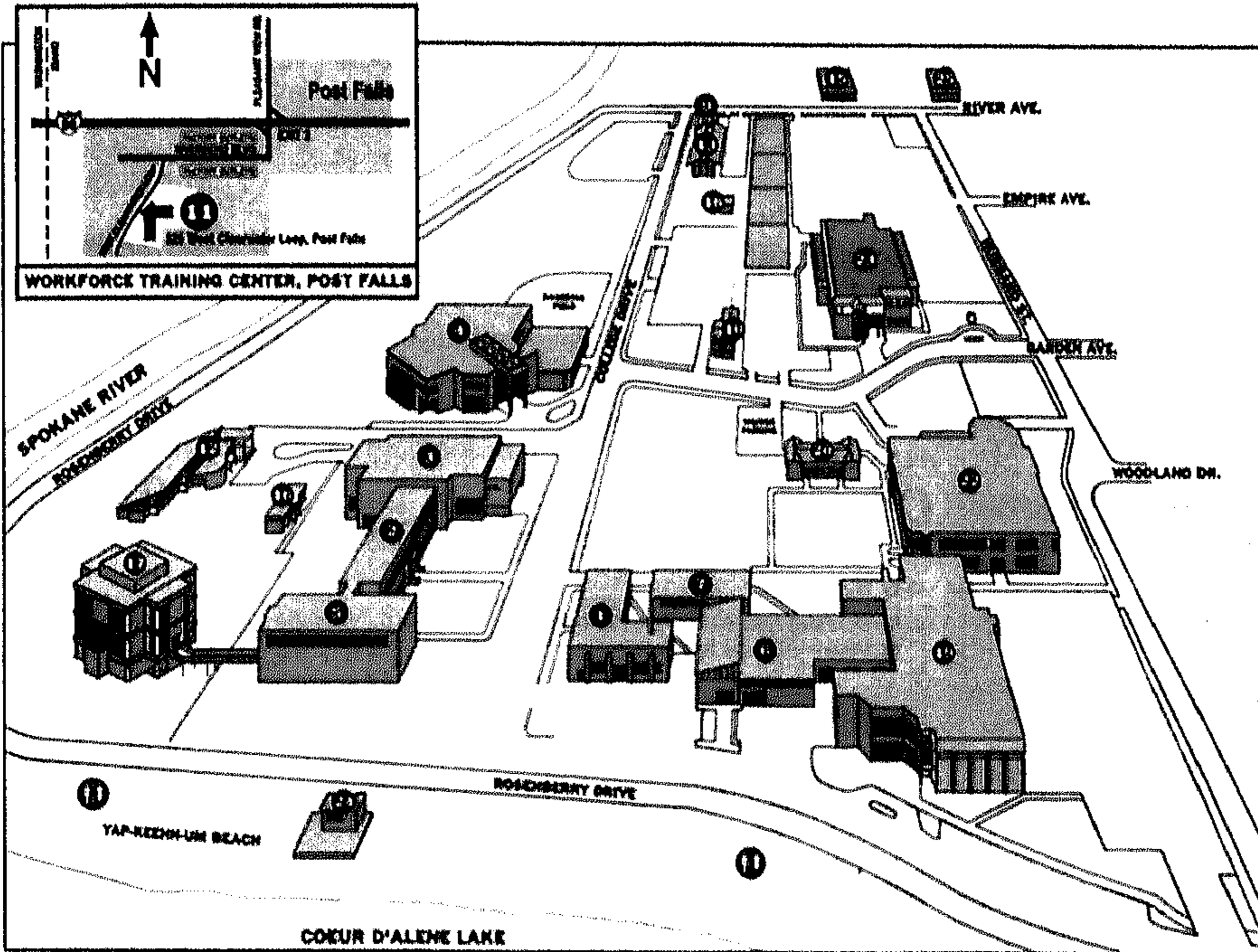


OFFICE & DEPARTMENT LOCATOR

OFFICE	BUILDING
Admissions Office	Lee Hall
Adult Basic Education/College Skills Center	Kildow Hall
Advising	2nd Floor, Edminster Student Union
Allied Health Department	Post Hall
Applied Technology Division Chair	Hedlund Building
Art Department	Boswell Hall
Art Gallery	Boswell Hall
Associated Students (ASNIC) ...	2nd Floor, Edminster Student Union
Athletics	Christianson Gymnasium
Automotive Technology	Siebert Building
Auxiliary Services	Edminster Student Union
Bookstore	Edminster Student Union
Business and Professional Programs	Lee Hall
Business Office/Cashier Window	Lee Hall
Campus Safety	River Avenue Building
Career Center	2nd Floor, Edminster Student Union
Carpentry	Industrial Arts
Children's Center Day Care	Children's Center
College Relations	Sherman Building
Commercial Art	Boswell Hall
Collision Repair Technology	Hedlund Building
Communications Division	Boswell Hall
Community Education Department	Post Falls Training Center
Computer Services	Siebert Building
Computer Labs	Boswell Hall & Library/Computer Center
Counseling	2nd Floor, Edminster Student Union
Culinary Arts	Hedlund Building
Customized Training	Post Falls Training Center
Diesel Technology	Hedlund Building
Drafting Technology	Hedlund Building
Electronics Technology	Hedlund Building
English and Foreign Language Division Chair	Boswell Hall
Financial Aid Office	Lee Hall
Foreign Language Lab	Lee Hall Annex
GED	College Skills Center/Kildow Hall
Health Services	2nd Floor, Edminster Student Union
Heating/Ventilation/AC/Refrigeration	Hedlund Building
Instructional Technology	Boswell Hall, 2nd Floor
Intramural Sports Office	Edminster Student Union

OFFICE	BUILDING
Journalism	Siebert Building, 2nd Floor
Law Enforcement	Hedlund Building
College Skills Center	Kildow Hall
Library	Molstead Library
Life Sciences Division Chair	Seiter Hall, 2nd Floor
Machining Technology	Hedlund Building
Maintenance	McLain Hall
Maintenance Mechanics	Siebert Building
Computer Lab	Molstead Library 2nd Floor
Music Department	Boswell Hall
Natural Sciences Division Chair	Seiter Hall, 2nd Floor
Nursing Division Chair	Post Hall
Office of Instruction	Sherman Building
Outdoor Pursuits Program	Edminster Student Union
Peer Tutoring/College Skills Center	Kildow Hall
Physical Education Division Chair	Post Hall
Physical Therapist Assistant	Hedlund Building
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	Edminster Student Union
Student Government (ASNIC)	Edminster Student Union
Student Part-Time Work Referrals	Financial Aid, Lee Hall
Student Services	2nd Floor, Edminster Student Union
Summer Session Info	Admissions Office, Lee Hall
Switchboard	Lee Hall
Theatre Department	Boswell Hall
Transportation	River Avenue Building
University of Idaho Extension Office ..	2nd Floor, Molstead Library
Veterans' Administration Info	Registrar's Office, Lee Hall
Vice President for Administration	Lee Hall, Business Office
Vice President for Instruction	Sherman Building
Vice President for College Relations	Sherman Building
Vice President for Student Services ...	Edminster Student Union
Welding	Cd'A Industrial Park

CAMPUS MAP



MAP LEGEND

- | | | |
|---|--|---|
| <p>1 McLain Hall (MCL)
Physical Plant Offices, Classrooms, Computer Labs</p> <p>2 Lee Hall (LEB)
Admissions, Vice President for Administrative Services, Assistant Vice President for Instruction, Distance Education, Business Office, Financial Aid, Registrar, Classrooms</p> <p>3 Christensen Gymnasium (GYM)</p> <p>4 Edminster Student Union Building (SUB)
Market Food Court, Education Ctr., Mica Peak Exchange (Bookstore), ASNIC Offices, Vice President for Student Services, Student Health, Student Services (Advising, Counseling), Career Center, Student Activities/Recreation, Auxiliary Services, Alumni Assoc.</p> <p>5 Kildow Memorial Hall (KIL)
College Skills Center, Writing Center, Math/Science Study Center, ABE/ED, Peer Tutoring, ESL, Classrooms</p> | <p>6 Bierbert Building (BBT)
Computer Services, Center for New Directions, The Seward, Classrooms</p> <p>7 Industrial Arts (IND)
Carpentry</p> <p>8 Post Hall (PST)
Nursing</p> <p>10 Fort Sherman Officers' Quarters (FSQ)
Faculty Offices</p> <p>11 NIC Workforce Training Center
Assistant Vice President for Instruction, Classrooms</p> <p>12 Children's Center (CHC)
Children's Daycare Center</p> <p>13 Winston Hall (WIN)
Allied Health, Nursing, Classrooms</p> <p>14 River Building
Office of Campus Safety, Parking Permits, Mail Services, Transportation, Outreach/Caregiver</p> <p>15 Lee Hall Annex (LHA)
Foreign Language Lab</p> | <p>17 Sater Hall (STR)
Science and Math Classrooms</p> <p>18 Fort Sherman Museum</p> <p>19 Hedlund Building (HED)
Emery's Restaurant, Applied Technology Office, Applied Technology Student Support Services, Classrooms</p> <p>20 Sherman Administration Building (SHB)
President's Office, Human Resources, College Relations, NIC Foundations, Vice President for College Relations and Development, Vice President for Instruction, Office of Professional Development</p> <p>21 Boswell Hall (BOS)
Auditorium, Instructional Technology, Classrooms, Mica Peak Computer Lab Center Gallery</p> <p>22 Molstead Library (MOL)
Telecommunications Classroom, Computer Labs, Todd Lecture Hall, Classrooms, Library, University of Idaho</p> <p>23 Sunspot
Concessions & Refresh (Open June-September)</p> <p>24 Lewis-Clark State College</p> |
|---|--|---|



CALENDAR

S M T W T F S

AUGUST '99

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 Admission application deadline for Fall Semester - August registration
- 10 Physical Therapy Assistant Fall Semester begins
- 17-18 General registration for Fall Semester
- 19 Faculty returns to campus
- 20 Student Orientation
- 25 Fall Semester begins
- 25-31 Class add/drops

S M T W T F S

SEPTEMBER '99

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Labor Day Holiday

S M T W T F S

OCTOBER '99

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 6 Last day to remove incompletes from 1999 Spring and Summer
- 11-15 Midterm week
- 13 Curriculum Day—no day classes scheduled
- 18 Midterm grades due by noon

S M T W T F S

NOVEMBER '99

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1 Last day to withdraw from semester-length classes or college
- 16 Advising Day—no day classes scheduled
- 24-26 Thanksgiving Holiday
- 30 Registration for Spring Semester (continuing students only)

S M T W T F S

DECEMBER '99

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-2 Registration continues for Spring Semester (continuing students)
- 15 Last day of regular classes
- 16-21 Final examinations
- 21 Last day of Fall Semester
- 24 Christmas Holiday
- 27 Final grades due by noon
- 31 New Year's Holiday

S M T W T F S

JANUARY '00

						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 4 Admissions application deadline for Spring Semester
- 10-11 General registration for Spring Semester
- 12 Faculty returns to campus
- 14 New Student Orientation
- 17 Martin Luther King Holiday
- 18 Spring Semester begins
- 18-21 Class add/drops by students

LEGEND

■ COLLEGE HOLIDAYS

■ ADVISING/CURRICULUM DAYS

○ COMMENCEMENT

CALENDAR



FEBRUARY '00

- 21 Presidents' Day Holiday
- 29 Last day to remove incompletes from Fall Semester

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

MARCH '00

- 7 Curriculum Day—no day classes scheduled
- 13-17 Midterm week
- 20 Midterm grades due by noon
- 20-24 Convocation/Popcorn Forum
- 24 Last day to withdraw from semester-length classes or from college
- 27-31 Spring Break

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL '00

- 18 Advising day—no day classes scheduled
- 26-27 Registration for Fall Semester (continuing students)

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY '00

- 9 General registration for Summer Session begins
- 15-18 Final examinations
- 19 Commencement
- 22 First day 4-week and 8-week technical program blocks
- 23 Final grades due by noon
- 29 Memorial Day Holiday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '00

- 5 Academic Summer Session begins
- 5-6 Class add/drops by students
- 9 End of 10-month technical programs

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY '00

- 3 Apprenticeship registration begins
- 4 Independence Day Holiday
- 6 Admission application deadline for Fall Semester early registration
- 7 End of 11-month technical programs
- 10 Last day to withdraw from 8-week courses or from college
- 19-20 Early Registration for Fall Semester
- 25 Carpentry summer block begins
- 27 Last Day of Summer Session

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

LEGEND ■ COLLEGE HOLIDAYS ■ ADVISING/CURRICULUM DAYS ○ COMMENCEMENT



North Idaho College

Founded in 1933, North Idaho College is a comprehensive community college serving Idaho's five northern counties. 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 in the city limits of Coeur d'Alene, a 100-year-old city with a growing population of 30,500 residents. 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 Accrediting Commission. In July 1997 the Physical Therapist Assistant program received candidacy status from the Commission on Accreditation in Physical Therapy Education. The final accreditation decision for the Physical Therapist Assistant program is expected to be made in September of 1998.

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. 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 website is:

www.nic.edu

Campus e-mail addresses are:

Admissions Office admit@nic.edu

Financial Aid Office finaid@nic.edu

Registrar's Office registration@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 or the Admissions 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) 769-3316.



NIC Foundation

The North Idaho College Foundation is an independent, nonprofit corporation that raises and manages funds to 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 noncash 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 NIC 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 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, (f) change any other regulations affecting students. Changes shall be enacted for both prospective and presently enrolled 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.



How to Enroll

If you are...



Then...



Step 1

APPLY FOR
ADMISSION



Step 2

TAKE PLACEMENT
ASSESSMENT



Step 3

PLAN EDUCATIONAL
OBJECTIVES



Step 4

SEE ADVISOR &
REGISTER

Enrolling for credit courses, working toward an Associate Degree or a Certificate of Completion

Degree-Seeking Student
(Students must be degree-seeking for Financial Aid)

Submit Application for Admission with \$10 fee. See Admissions section of the catalog (pg. 12). Info: Admissions Office, Lee Hall, 769-3311.

By appointment only. Call the Admissions Office at 769-3311 to make an appointment. Refer to Class Schedule for detailed information.

Refer to program descriptions in this catalog. Info: Student Services, 2nd floor Student Union, 769-3370.

See Class Schedule or Advisors in Student Services, Student Union, 769-3370. Registration appointments are by application date. Earliest applicants receive earliest appointments.

Enrolling for credit courses, day, evening, or weekend and not working toward a degree or Certificate of Completion

Non-Degree Seeking

Submit Application for Admission with \$10 fee. Info: Admissions Office, Lee Hall, 769-3311.

By appointment only. Call the Admissions Office at 769-3311 to make an appointment. Refer to Class Schedule for detailed information.

Refer to program descriptions in this catalog. Info: Student Services, 2nd floor Student Union, 769-3370.

See Class Schedule or Advisors in Student Services, Student Union, 769-3370. Registration appointments are by application date. Earliest applicants receive earliest appointments.

Enrolling for credit courses held in Benewah, Bonner, Boundary, and Shoshone counties.

Submit Application for Admission with \$10 application fee. Degree-seeking students should complete Admissions process.

By appointment only. Call the Admissions Office at 769-3311 to make an appointment. Refer to Class Schedule for detailed information.

Refer to program descriptions in this catalog. Info: Student Services, 2nd floor Student Union, 769-3370.

See the Class Schedule or call NIC coordinator at local high school or the NIC District Education Office, 769-2416.

Enrolling in Dual Enrollment classes.

Check with high school counselor for eligibility requirements.

Info: NIC coordinator at local high school or NIC District Education Office, 769-3436.

Enrolling for Community Education Courses (credit-free classes)

Complete registration form available in Workforce Training/Community Education catalog.

Info: Workforce Training Center, 769-3333.

Register at Workforce Training Center, Post Falls, or NIC Registrar's Office. Info: Workforce Training Center, 769-3333.

Interested in Adult Basic Education, GED, or English as a Second Language. Held throughout North Idaho.

Schedule appointment and attend orientation. Info: College Skills Center, 769-3450.

Take TABE evaluation. Info: College Skills Center, 769-3450.

Meet with instructor for TABE review. Develop individualized student plan.

Establish schedule with instructor.

Certain programs such as allied health, 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 W. Garden Ave., Coeur d'Alene, ID 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) 769-3311.

MATRICULATING STUDENTS (Degree Seeking, and Veteran Benefits or Financial Aid Recipients)					
<input checked="" type="checkbox"/> Admissions Requirement	First Time Freshman <small>Never Attended College High School Graduate</small>	First Time Freshman <small>Never Attended College With GED Scored</small>	Transfer <small>From Previous College Never attended NIC</small>	Former Student <small>Attended NIC in Previous Semester</small>	Continuing Student <small>Or you may opt for a semester, the Former Student</small>
<input type="checkbox"/> Application for Admission	YES	YES	YES	YES	NO
<input type="checkbox"/> \$10 Application Fee	YES One-Time Fee	YES One-Time Fee	YES One-Time Fee	NO	NO
<input type="checkbox"/> Certificate of Residency	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	NO
<input type="checkbox"/> High School Transcript <small>(Showing date of graduation)</small>	YES <small>(Official Transcript)</small>	Official GED scores instead of transcripts	NO	NO	NO
<input type="checkbox"/> Official College Transcript(s)	N/A	N/A	YES <small>From all colleges attended</small>	Check with Admissions Office	NO
<input type="checkbox"/> Placement Assessment	YES	YES	Contact Admissions	Contact Admissions	If changing from an Academic to Technical Program, please see Admissions Office
SELECTIVE ADMISSION PROGRAMS • ADDITIONAL REQUIREMENTS <small>(See page 14 for list of programs. Check with Admissions Office for Application Deadlines)</small>					
<input type="checkbox"/> Three Letters of Recommendation	YES	YES	YES	YES	YES
<input type="checkbox"/> Personal Statement	YES	YES	YES	YES	YES
<input type="checkbox"/> High School Transcript	YES <small>(7th semester)</small>	YES	YES	YES	See Admissions Office
<input type="checkbox"/> GED Scores	NO	YES	NO	NO	See Admissions Office
<input type="checkbox"/> College Transcript(s)	NO	NO	YES	See Admissions Office	See Admissions Office
NON-MATRICULATING STUDENTS (Non-Degree Seeking, Not Receiving Financial Aid or Veteran's Benefits)					
<input type="checkbox"/> Application for Admission	YES	YES	YES	YES	NO
<input type="checkbox"/> Application Fee	YES	YES	YES	NO	NO
<input type="checkbox"/> Placement Assessment	YES	YES	See Admissions Office	See Admissions Office	NO
<input type="checkbox"/> Certificate of Residency	Idaho residents NOT from Kootenai County must file certificate with home county.				NO



WELCOME TO NIC!

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

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Dual Enrollment Program	Page 17
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

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 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 COMPASS 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 Placement Assessment, 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 (Nonrefundable, 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 Programs **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, see page 14.

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 Placement Assessment.
5. Certificate of Residency: Required from Idaho students whose home county is NOT Kootenai County. 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). Refer to page 18 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. (Nonrefundable, one-time fee).
3. Schedule an appointment for the 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 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 ADMISSION REQUIREMENTS

Many Applied Technology (ATEC) programs have limited enrollment (designated with an asterik below). In order to be considered for program admission, students must submit an NIC application, pay the \$10 application fee, and complete the placement assessment (COMPASS). The placement assessment is a standardized way of assessing basic skills and is used to advise students. Students who score below the program cut-off scores are designated as "pre-technical" students and must complete specific academic coursework prior to program entry. (More information is available by reading about the Bridge Program on page 47).

Since limited-enrollment programs fill quickly, prospective students are encouraged to begin the application process as early as possible. When academic eligibility is met, applicants are considered on a first-come, first-serve basis. Eligibility requirements for each program vary; consult specific program descriptions in this catalog for further details.

Acceptance letters for fall semester are usually mailed in mid-April. Students accepted into a limited enrollment program will receive a letter asking for a nonrefundable \$100 program deposit within three weeks of acceptance (but earlier than May 1). The deposit is applicable towards tuition and fees.

See the general admissions information section following the list of programs for further information on entrance requirements.

- Accounting Assistant
- Administrative Assistant
- Automotive Technology
- Carpentry
- Collision Repair Technology
- Computer Information Technology
- Culinary Arts
- Diesel Technology

- Drafting Technology
- Electronics Technology
- Heating, Ventilation, Refrigeration, and Air Conditioning
- Law Enforcement
- Legal Administrative Assistant
- Machine Technology
- Maintenance Mechanic/Millwright
- Medical Administrative Assistant
- Office Information Specialist
- Office Receptionist
- Paralegal
- Small Business Management
- Welding Technology
- *Limited Enrollment programs*

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 35.
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), Practical Nursing (PN), and Physical Therapist Assistant (PTA) programs. All students who take part in intercollegiate athletics are required to have annual physical examinations.

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 reapplying 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 nonaccredited high school) 18 years or over may enroll in courses for their personal enrichment as a non-matriculated student. All credits completed will appear on an NIC transcript.

A student under this classification wishing to be admitted as a regular matriculating student may do so upon passing the high school level General Educational Development (GED) tests. The student must receive a standard score of 40 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 Placement Assessment and receive a minimum score before being accepted for admission.

When a student is using the Placement Assessment as an option, they must complete specific sections as determined by the U.S. Department of Education to determine Ability-to-Benefit.

For the COMPASS, the sections and minimum scores are: Pre-Algebra/Numerical Placement 21; Reading Placement 60; and Writing Placement 21. For more information, call the Admissions Office at 769-3311.

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

The following NIC programs have a selective admissions process:

- Law Enforcement
- Paralegal
- Pharmacy Technology
- Physical Therapist Assistant
- Practical Nursing
- Registered Nursing

Application packets are available from the Admissions Office (except Law Enforcement - see information under Law Enforcement below). Admission procedures and requirements for each program are listed below.

Law Enforcement

When applying for admission to the college, students will be accepted as Pre-Law Enforcement (PLAWE). See page 72 for further information regarding program entry requirements.

ADMISSION PROCEDURES:

1. Applications for the Sophomore Law Enforcement Vocational block may be picked up from the Law Enforcement Program Coordinator at the beginning of each semester.
2. Applicants will complete an Idaho POST (Peace Officers Standards Training) Personal History Statement and Health Questionnaire, and sign an Authority to Release Personal Information form.
3. Applicants will provide three letters of reference and military discharge papers (if applicable).
4. All Idaho POST standards and NIC academic requirements (see page 72) must be met at the time of application or by the start of the Vocational Block. (Summer school can be attended to complete course work prior to the Fall Semester).
5. Applicants are required to pass a written exercise, oral board interview, and a background investigation which includes a polygraph test and fingerprinting.
6. Any questions regarding physical, medical, or mental condition to participate in the program may result in referral to the NIC Health Services and/or personal physician for examination and/or release to participate.

ADMISSION REQUIREMENTS:

1. High school diploma or GED.
2. Minimum grade of "C" (2.00) in prerequisite courses. (See program guidelines in catalog on page 72). If currently enrolled, midterm 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.

Paralegal

Application Deadline: October 26, 1999 for acceptance into Spring 2000

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:
 - a. BUSO 173
 - b. BUSO 205
 - c. COMM 101 *or*, COMM 233 *or*, COMM 236
 - d. ENGL 101
 - e. PLEG 101
 - f. PLEG 103
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. Students currently enrolled in the Legal Secretary Program may apply when they have met the above-outlined requirements and are currently enrolled in BUSO 292 Legal Secretary Internship I.
NOTE: Previous legal office experience or internship, practicum, or field experience must have occurred within the past five years.

Pharmacy Technology

Application Deadline: October 27, 1999 for acceptance into Spring 1999.

In addition to the regular college admissions requirements, students applying to the Pharmacy Technology program need to complete an application form. Current students should already have paid their application fee and have transcripts on file, but still need to submit a new admission application when applying to the Pharmacy Technology program.

The Application Packet for the Pharmacy Technology program may be picked up at the Admission's Office after September 1.

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. Completed Personal Statement Form in the student's handwriting.
3. Three completed NIC Allied Health recommendation forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.

ADMISSION REQUIREMENTS:

1. High school diploma or GED.
2. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available.
3. Completion of PSB Health Occupations Aptitude Examination. *(Testing will be scheduled in September and October, 1999. Phone (208) 769-3297 for an appointment. There is a \$10 testing fee.)*
4. A minimum grade of a "C" (2.00) must be achieved in prerequisite courses.
 - a. ALTH 101, 102
 - b. BIOL 175
 - c. BUSO 109
 - d. COMM 233
 - e. ENGL 101
 - f. MATH 102
5. No course may be repeated more than once to achieve a 2.00 grade point average.

Physical Therapist Assistant

Application Deadline: March 16, 2000 for acceptance into Fall 2000.

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.
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, midterm 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 101
 - d. ENGL 101
 - e. BIOL 227 and 228
 - f. MATH 123
 - g. BUSO 109
 - h. PSYC 101
- NOTE: (All science courses must have been taken within the last five years).
5. A total of 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 1, 2000 for acceptance into Fall 2000.

ADMISSION PROCEDURES:

In addition to the regular college admissions requirements, students applying for the Practical Nursing Program need to complete a Nursing Application which consists of:

1. Three (3) completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.
2. A completed Personal Statement Form in the student's own handwriting.
3. Results from the PSB Aptitude Exam (see application packet for information on scheduling the exam).
4. High school and college transcripts.
5. NIC Admission application fee.

Current students should already have an application fee and transcripts on file. These students, however, still need to submit a new admission application when applying to the Practical Nursing program.

The Application Packet for the Practical Nursing program may be picked up at the Admission's Office after November 1.

Students accepted into the Practical Nursing program must submit a \$100 deposit by May 1 or 15 days after receipt of their acceptance letter.



The Practical Nursing Program has a selective admissions process. Listed below are the guidelines for applicants:

ADMISSION REQUIREMENTS:

1. A high school diploma or GED.
2. A minimum cumulative grade point average of 2.50, or a minimum cumulative grade point average of 2.00 of which the grade point average of the last 10-12 credits is a 2.50 or above. These last 10-12 credits must include four credits of laboratory science courses required by the Practical Nursing Program.
3. Prerequisite Courses:
The following courses must be successfully completed by June of the year application for admission is made:
 - a. Chemistry 101 or one year of high school chemistry with lab, with a grade of C or higher each grading period, taken within the seven years prior to applying to the program.
 - b. Math 102
 - c. Psychology 101
 - f. English 099 or NIC assessment scores, taken within the past two years prior to application for admission to the program, indicating placement out of ENGL 099 (score of 45 or higher on the ASSET Writing Skills Test).
4. Minimum grades of C or 2.00 must be earned in all courses required for the program.
5. No course may be repeated more than once to achieve a 2.00 grade point.
6. Laboratory Science courses completed more than seven years previous to application to the program must be repeated.
7. The Practical Nursing Department will determine if previous college work will be acceptable for transfer.

Registered Nursing

Application Deadline: March 1, 2000 for acceptance into Fall 2000.

ADMISSION PROCEDURES:

In addition to the regular college admissions requirements, students applying for the Registered Nursing (RN) Program need to complete a Nursing Application which consists of:

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 completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.
3. A completed Personal Statement Form in the student's own handwriting.
4. High school and college transcripts.
5. NIC Application for Admission fee.

Current students should already have an application fee and transcripts on file. These students, however, still need to submit a new admission application when applying to the Nursing Program.

The Application for the Nursing Program may be picked up at the Admission's Office after November 1.

Students accepted into the Nursing Program must submit a \$100 deposit by May 1 or 15 days after receipt of the acceptance letter.

ADMISSION REQUIREMENTS:

1. A high school diploma or GED.
2. Prerequisite Courses:
The following courses must be successfully completed by June of

the year application for admission is made to the Nursing program.

- a. Algebra: Minimum accepted: Two years of high school algebra; or, NIC placement test results indicating placement above MATH 025; or, completion of MATH 025 with a grade C or better.
 - b. Chemistry: One full year of high school chemistry with lab, with a grade of C or higher each grading period, taken within the seven years prior to applying to the Nursing Program, or, Chemistry 101 with a grade of C or higher, taken within the seven years prior to applying to the Nursing Program.
 - c. Biology 227 and Biology 228
 - d. Communications 101
 - e. English 101
 - f. Psychology 101
3. A cumulative college grade point average of 2.50 is required, but a cumulative of 2.75 is preferred.
 4. A minimum grade of C or 2.00 GPA must be achieved in each required course. Each course may be repeated only once to improve a grade.
 5. All laboratory science courses must have been taken within seven years of application to the program. Science courses taken longer than seven years must be repeated.
 6. Priority in selection for admission for the coursework portion of the Nursing Application will be given to students in the following order:
 - a. 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;
 - b. Completed all sciences with a cumulative GPA of 2.75;
 - c. Completed admission prerequisites with a cumulative GPA of 2.75.
 - d. Completed admission prerequisites with a cumulative GPA of 2.50.

ADDITIONAL INFORMATION

1. The additional coursework required to meet the A.S. degree requirements that is not completed at the time of admission to the Nursing Program must be completed by the end of the program.
2. The Nursing Division will determine if previous college credit will be acceptable for transfer.
3. Arrangements will be made on an individual basis for students entering with previous nursing credits.
4. 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.



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 noncitizen 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 (nonrefundable).
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 (TOEFL). For the paper-based TOEFL, a score of 500 or above is required. For the computer-based TOEFL, a score of 173 or higher is required. (These minimums are subject to change). 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. Additional information is available on the Internet at <www.toefl.org>. Additional options for demonstrating English proficiency are being reviewed. Please contact the Admissions Office if you have any questions.
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*	\$4,194
Room and Board*	\$4,500
Mandatory Health Insurance*	\$440
Books, supplies, clothing, incidentals*	\$2,366
Total*	\$11,500

* 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.

DUAL ENROLLMENT

The Dual Enrollment Program allows eligible high school juniors and seniors to enroll in NIC courses on campus or at their high school. Credit for both high school and college may be awarded. Students enrolled in NIC courses will receive an NIC transcript. These credits should transfer to other colleges and universities across the nation that are regionally accredited.

Complete details about the Dual Enrollment Program are available from high school counselors, the NIC Distance Education Office at 208-769-3436, and the NIC Admissions Office at 208-769-3311.

Entrance Requirements:

- Must be at least 16 years of age, or successfully completed at least one-half of the high school graduation requirements as certified by the student's high school.
- 3.00 high school grade point average.

Application and Registration Process:

- Meet with a high school counselor to determine eligibility. If ability to succeed is a concern, the COMPASS assessment may be taken.



- Complete an NIC Admissions Application, including an official copy of high school transcript.
- Complete the Advanced Placement Learning Programs course Recommendation/Registration Form, with high school counselor and parent signatures.

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. 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 nonresident 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 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.

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 preregistration set aside for continuing students. Any student, new or continuing, applying for reciprocity will be considered on a space-available basis.

Students participating in the reciprocity program must be bonafide residents of their home state and may not be seeking to establish a change in residency during the time they participate in the program. Time accrued while participating in the reciprocity program will not contribute toward the length of residence required for residency status.

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 1999/00 academic year the following western states are participating in this program for two-year institutions:

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

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 preregistration set aside for continuing students. Any student, new or continuing, applying for WUE will be considered on a space-available basis.

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

Tuition and fees at NIC are among the lowest in the State of Idaho and the Inland Northwest. All rates quoted below are subject to change without notice. Idaho residents not living in Kootenai County must submit a Certificate of Residency. Details on qualifying for out-of-state tuition reduction programs

(Washington Reciprocity or Western Undergraduate Exchange) are available from the Admissions Office. The figures below do not include personal expenses or transportation. Books and supplies for academic transfer programs are estimated at \$500 per year.

TUITION AND FEES FOR 1999-00

ACADEMIC TRANSFER PROGRAMS			
Students registered for 8-18 credits per semester are charged a flat fee.			
	Fall	Spring	Total
Kootenai County Residents	\$609	\$609	\$1,218
Out-of-County, Idaho Residents			
Students qualifying for county support	\$609	\$609	\$1,218
Students not qualifying for county support	\$1,109	\$1,109	\$2,218
Out-of-State/Country	\$2,097	\$2,097	\$4,194
Washington Reciprocity	\$1,597	\$1,597	\$3,194
Western Undergraduate Exchange	\$1,665	\$1,665	\$3,330
Students registering for 19 or more credits are assessed an additional nonrefundable fee per credit.			
Idaho Residents	\$75	\$75	
Out-of-State/Country	\$260	\$260	
Students registered for 7 credits or less are charged a per-credit fee.			
	1st Credit/Additional	1st Credit/Additional	
Kootenai County Residents	\$85/\$75	\$85/\$75	
Out-of-County, Idaho Residents			
Students qualifying for county support	\$85/\$75	\$85/\$75	
Students not qualifying for county support	\$148/\$138	\$148/\$138	
Out-of-State/Country	\$271/\$261	\$271/\$261	
Washington Reciprocity	\$208/\$198	\$208/\$198	
Western Undergraduate Exchange	\$217/\$207	\$217/\$207	
APPLIED TECHNOLOGY PROGRAMS			
Tuition and fees vary by length of program. Depending on the program (which vary between 9-11 months), students will make payment for each semester and for additional terms specified. The cost for tools also varies with programs.			
Idaho Residents			
Tuition and Fees	\$1,218 - \$1,687		
Books, Supplies, Tools	\$225 - \$2,300		
Total	\$1,443 - \$3,987		
Out-of-State			
Tuition and Fees	\$4,194 - \$4,443		
Books, Supplies, Tools	\$225 - \$2,300		
Total	\$4,419 - \$6,743		



Special and Incidental Fees

Application Fee \$10

This one-time fee is required at the time of submitting the initial Application for Admission to NIC. It is nonrefundable and nontransferable.

GED Testing Fee \$10 per test

Parking Fee \$10 per year

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. Please note that transcripts will not be processed if a student has a financial hold on their records. Financial holds include parking fines, library fines, delinquent loan payments, etc.

Summer Session . See Summer Session Schedule for charges

Noncredit Classes See noncredit course catalog

FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

Deposits

Nursing Programs Deposit (R.N., L.P.N.) \$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 by July 1. No refund will be given if a student withdraws after the prescribed deadline.

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 47 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 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 and 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 and fees. 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 24.



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 NIC.

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 amount of eligible financial aid. 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.

PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS (All students must be degree seeking)	AVAILABLE AMOUNTS
GRANTS		
Federal Pell Grant	Undergraduate student who has NOT received a bachelors degree.	Maximum award for the 1999-00 school year is \$3,125.
Federal Supplemental Educational Opportunity Grant (SEOG)	Full-time student (12 credits) with demonstrated exceptional need.	Eligibility determined by Financial Aid Office.
Idaho State Student Incentive Grant	Full-time (12 credits) Idaho residents with demonstrated need.	Eligibility determined by Financial Aid Office.
Grant-in-Aid (GIA)	At least half-time (6 credits) enrollment.	Maximum award is tuition and fees. Awards vary by NIC Department.
Scholarships	Determined by donor. Awarded by the NIC Scholarship and Financial Aid Committee.	Determined by donor. Scholarship information is posted outside Financial Aid Office in Lee Hall.
LOANS		
Federal Perkins Loan Program (FPSL)	At least full-time (12 credits) enrollment.	Maximum award for the 1999-00 school year is \$2,500.
Federal Subsidized Stafford Loan	At least half-time (6 credits) enrollment.	Maximum award for students completing 0-25 credits is \$2,625. Maximum award after 25 credits is \$3,500.
Federal Plus Loan (Parent Loan)	At least half-time (6 credits) enrollment.	Parents may borrow up to the cost of education minus previously awarded financial aid.
WORK		
Federal Workstudy	At least half-time (6 credits) enrollment.	Amounts vary according to need. Maximum award for 1999-00 school year is \$2,000.
Idaho Workstudy	At least half-time (6 credits) enrollment.	Amounts vary according to need. Maximum award for 1999-00 school year is \$2,000.



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 cutoff 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 admission 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 for the semester that they are on probation.

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.

Making Up Deficit Credits

The Financial Aid Satisfactory Academic Progress (FASAP) Policy states that students must complete a minimum number of credits per semester based on their enrollment status after registration. For financial aid, enrollment status is defined as either full-time (12 or credits), three-quarter time (9-11 credits) or halftime (6-8 credits).

The Enrollment Status table above breaks out the number of credits students are expected to complete for each status. Full-time students are expected to complete 11 credits and halftime students are expected to complete 5 credits. For example, if a student registers for 11 credits, they are expected to complete at least 8 credits by the end of the semester. Grades of F, W or I on a transcript are three indicators of not completing expected credits.

Once a student has deficit credits, the only way to make them up is to complete more than the expected credits for a semester, complete classes during the summer or enroll in 5 credits or less. For example, if a student registers three-quarter time and



completes 11 credits, 3 deficit credits will be made up during that semester. (11 Enrolled Credits - 8 Expected Credits = 3 Deficit Credits Completed.) This is because the student is expected to complete at least 8 credits based on his/her enrollment status. If a student registers full-time and completes 16 credits during a semester, he/she can make up 5 deficit credits.

It is important to be realistic when making up deficit credits. Students are encouraged to choose a course load that is appropriate to their situation. Factors to consider when deciding a credit load within a semester includes time with family, job requirements, study time for classes and difficulty level of each class.

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 those 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.



CLASS REGISTRATION

NIC is on a Fall/Spring semester system, with an eight-week Summer Session. There are also some four- and eight-week technical program blocks both before and after 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, meeting with an advisor, and paying tuition and fees. Check the calendar on pages 6 and 7 for information regarding application and registration dates.

Class Schedules are usually available in April for Summer Session and Fall Semester, and in November for the following Spring Semester.

Registration for new and former students for Fall and Spring semesters is by appointment only. Dates and time are determined by the date that Applications for Admission are received. Students with a financial hold on their record cannot register until the hold has been cleared. Financial holds include parking fines, library fines, delinquent loan payments, etc.

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 in April and payment is due in July.

Adding/Dropping Classes

After registration, enrolled students may add courses, on a space-available basis, with a Schedule Change 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 the semester and the first two days of Summer Session.

Withdrawing from Classes

From the beginning of the second week until the first day of the 11th 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 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.

Students cannot officially withdraw from a class by ceasing to attend 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 such as parking fines, library fines, delinquent loan payments, etc.

Auditing a Class

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 tests and will not receive a grade or credit, but 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 or six credits per year. Students may register for independent study classes during the first four weeks of the semester or the first two weeks of summer session. Forms and further information are available in the Registrar's Office.

Outreach Classes

Distance Education classes provide students the opportunity to take classes without traveling to the Coeur d'Alene campus. Distance Education courses can be by interactive videoconferencing (IVC), internet, on-site, or telecourses. IVC courses offer interaction through a two-way audio and video network from NIC's main campus to locations in the five northern counties. Internet courses require students to have computer access with instruction delivered through a website. Telecourses are viewed using a VCR. Telecourse information is available through the Independent Study in Idaho Program at www.uidaho.edu/indep-study or at 208-885-6641.

Distance Education students need to apply and register using the same application forms as on-campus students. Distance Education students have one week from their date of registration to provide full payment of tuition and fees. Students may order textbooks by phone with a credit card. Books will be mailed with an additional handling charge. Mail tuition payment checks directly to the NIC Business Office.

For more information about Distance Education offerings, phone 208-769-3436 or by email at distance@nic.edu.

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

Many students enroll for classes at North Idaho College and Lewis-Clark State College or the University of Idaho-Coeur d'Alene. 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 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 advising process. Students are 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

The Coordinator of Applied Technology Student Support Services is available to provide services and resources 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.

Applied Technology Placement Services and Co-Op Opportunities • 769-3451

The Applied Technology Placement Specialist coordinates job development and referrals for both graduate job placement and cooperative education (co-op) student employment. Assistance is available with resumes, cover letters, and job interviews for upcoming graduates preparing for a job search. Jobs with local and regional companies are regularly posted on the job board located in the Hedlund Building.

Students interested in participating in the cooperative education program must be currently enrolled in an applied technology program. Qualifying students are placed into full or part-time positions that are related to their program of study. Students earn college credit for their work experience as well as typically being paid. For information, visit Applied Technology Student Support Services in the Hedlund Building.

Bookstore • 769-3364

The NIC Bookstore, now known as the Mica Peak Exchange, is located in the Student Union Building. It 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 reference and pleasure reading, computers, software, computer supplies and accessories, snacks, personal health items, music CDs, backpacks, briefcases, imprinted caps, apparel, and gift items. The Mica Peak Exchange also offers a copying service as well as textbooks and logo items for the University of Idaho and Lewis-Clark State College.

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

Seven 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

All matters concerning parking, parking permits, campus safety, security, emergency response, special event set-up, room openings, lost and found, custodial, grounds and mail services, enforcement of 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 4:30 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 permit.

Career Center • 769-3297

The NIC Career Center, located on the second floor of the Student Union 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 with Internet access are available to students for exploring career information, conducting scholarship searches, accessing a complete U.S. college catalog database, and for job searching. For more information, feel free to look us up on the Internet through the Campus Resources section of the NIC home page (<http://www.nic.edu>).

Center for New Directions • 769-3445

The Center for New Directions provides services for single parents, displaced homemakers, and other adults in transition to help overcome economic barriers to education and employment, access training, educational, and employment opportunities, and 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 five-week modular program of instruction for adults changing careers or re-entering the workforce or an educational program. It includes building self-confidence, effective 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 on the Coeur d'Alene campus in the Fort Sherman Park area and is a service available to NIC students to provide children with quality early care and education services while their parent attends college. In addition, the Center provides Early Start services and serves as a lab site for students in the NIC Child Development program. The Center is staffed with qualified, dedicated child care professionals and operates from 6:45 a.m. to 5 p.m. Monday through Thursday and from 6:45 a.m. to 3:15 p.m. on Fridays. The Center is equipped with five classrooms and enrollment is open for children from 12 weeks to 5 years of age (pre-kindergarten) with fees charged according to a sliding scale based on income. Enrolled families are strongly encouraged to apply to the Idaho Child Care Program (ICCP) at 769-1456 for assistance in paying childcare costs. Due to the large demand for services, parents are encouraged to contact the Center as early as possible concerning upcoming childcare needs.

College Skills Center/ABE/GED • 769-3450

The College Skills Center supports the mission of the community college by providing a variety of offerings to enhance learning opportunities for NIC students. Services are provided through college classes, tutoring, supplemental instruction, workshops, computers, and other instructional modes. Assistance is available for many different learning styles and abilities. College Skills classes provide concentrated skill development for underprepared or re-entry students and allow students to maximize their learning.

A variety of credit classes are offered such as Basic Mathematics, Reading, College Study Skills, College Success

Strategies, and Library Research Strategies.

The *Peer Tutoring Center* provides assistance by qualified peer tutors at no cost to the student. NIC students may schedule two hours per week, per class, at no charge. The *Math/Science Study Center* is available to all students enrolled in a math or science class and is staffed by NIC faculty members. Students may obtain daily help with class material on a drop-in basis. The *Writing Center* is staffed by NIC faculty to assist students with various writing assignments. Daily help is available on a drop-in basis.

Supplemental Instruction is offered for some targeted courses where students may need extra assistance. A trained student leader provides sessions to students of all ability levels in a small group, structured setting several times per week.

The *Bridge Program* is designed for students enrolling in applied technology programs who need assistance in required classes. An instructor is available to work with students 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 need assistance in basic academic skills. Adult Basic Education students receive instruction in reading, writing, mathematics, computers, career exploration, and life skills. Students may also attain a GED Certificate or High School Equivalency Certificate. English as a Second Language (ESL) is also offered for adults in the community who need to learn basic English speaking skills. ABE and GED services are also available at various sites throughout the five northern counties.

Computer Labs

Central Labs Molstead Library 2nd Floor.... 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 on the second floor of the Edminster Student Union Building. 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.



Cultural Student Support • 769-3370

Specialized support is available to American bicultural students through Student Services in the Student Union Building. A qualified advisor can offer a friendly and sensitive exploration of culture related needs, and can coordinate assistance with scholarships, enrollment, academic advising, tribal support programs, cultural recognition activities, and campus clubs.

Disability Support Services • 769-3370

Disability Support Services (DSS) assists students with documented temporary or permanent disabilities, resulting in physical, emotional, or learning issues, to receive appropriate academic accommodations while at NIC. Any information regarding disabilities is confidential and will not adversely affect admission to the College. Eligible students may receive accommodations such as interpreters, notetakers, tutors, readers, scribes, information and testing in alternative formats, priority registration, use of technology for disabilities, and other reasonable provisions.

All NIC courses and programs are accessible to all students, or will be made accessible on request. Students with disabilities who wish to enroll are encouraged to contact the Disability Support Services Office at 769-7836 / 769-7794. Although requests for accommodation will be accepted at any time during the semester, it is preferable for students to request as soon after registering as possible and at least three weeks before the start of classes. Students desiring written material be transcribed into Braille and tactile forms are required to request six-months to one year prior to the beginning of their course or program.

Students with disabilities or supporters of students with disabilities may become involved in the Council for Students with Disabilities. The Council provides opportunities to become involved on campus and actively support disability issues.

Head Start • 769-3471

Head Start is a federally funded family program for limited-income families in North Idaho. Kootenai Head Start Center serves families in Coeur d'Alene at the Harding Family Center and in Hayden at Hayden Lake Elementary School. To be eligible a child must be four years of age by Sept. 1 (three years old by Sept. 1 for Home Base services) and meet income guidelines. Head Start provides a variety of services including 12-18 hours per week of a preschool experience (Home Base offers two classroom socialization sessions per month). No fees are charged for Head Start Services.

Head Start encourages parent participation in their children's education by linking home and school. Parents can actively participate in the Head Start program by volunteering in the classroom, attending educational and social activities, and by participating in home visits. A family service worker provides home visits to assist families in identifying needs, setting goals, reviewing progress and celebrating successes. Home visits vary from five to 32 per year, depending on the program model that the parent chooses.

The USDA nutrition program provides healthy meals. USDA

is an equal opportunity provider and employer. Transportation is available within certain geographic areas.

For more information about the application process phone Kootenai Head Start at 666-6762.

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 is \$10 per semester and is charged at the time of registration. Health insurance can be purchased in addition to the accident insurance for students enrolled in nine or more academic credits or five credits in an applied technology program. The health insurance is an 80/20 policy 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, bladder 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 lab 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 located on the second floor of the Edminster Student Union Building. Services are by appointment (unless for emergency) and can be scheduled by calling 769-7818.

International Student Advising • 769-3381

The International Student Advisor (ISA) is the official advisor for all international students. The ISA helps students with academic advising, class scheduling, class adds and drops, information regarding visa renewal, transfers to other colleges and universities, on-campus work, information, interpretation, and explanation of government laws and college regulations. Upon arrival on campus, all international students must meet with the ISA in order to have their I-20-ID validated.



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. For additional information contact the Financial Aid Office at (208) 769-3368.

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 materials and services for instructional design, such as video and television programming and computer-enhanced instruction including Web Centered and digital production. Instructional Technology supports faculty through managing satellite and off-air programs and interactive point-to-point and multi-point interactive teleconferences. Instructional Technology oversees 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 58,000 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, transparency machine, paper cutters and other equipment needed to complete 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 Vice President for 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.

Registrar's Office • 769-3320

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 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, track, and women's soccer. Students may attend 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. Three sophomore senators are elected in the spring, and three freshman senators are elected in the fall. The Senate of the Associated Students of North Idaho College plans, directs, promotes, and distributes student funding for extracurricular activities, publications, convocations, forums, social events, and campus organizations. In addition, board members serve on various policy-making committees of the NIC College Senate. ASNIC board meetings, which are open to all students and staff, are held the 2nd and 4th Wednesday of the month in the Edminster Student Union Building. Student representatives may be contacted by calling 769-7761.

Within ASNIC are two very important programs, Student Events and ASNIC Clubs. Student Events sponsors special events and activities which students can enjoy during breaks away from studies. Lecture series, slide presentations, barbecues, concerts, comedy nights, dances and other special events are scheduled throughout the year by Student Events. Student input is welcome regarding what events should be offered. Student clubs are another important part of the ASNIC system. The Intra-Club Council oversees more than 30 established clubs. Some of these organizations include the Engineering Club, Publications Club, Sailing Club, Rodeo Club, Human Equality Club, Drafting Club, International Students Club, and many more.

Outdoor Pursuits offers outdoor student activities. Students learn new skills or work on improving their skills at rock climbing, white water rafting, backpacking, snowboarding and mountain biking to name a few. This is a great way to enjoy our region to its fullest. During the summer, the Sunspot on the beach offers sailing, sand volleyball, rollerblading and food. It is a great place to socialize.

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 walleyball are among the many individual and team sports in which students can participate.

The ASNIC offices are located on the upper level of the Edminster Student Union Building. Outdoor Pursuits, and Intramural Sports are located in the lower level of the Edminster Student Union Building.

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 the office of the Associated Students of North Idaho College (ASNIC). The handbook contains information about student services, and student organizations and clubs.

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. ID cards provide access to numerous areas on campus and to 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 Student Union Entertainment Center and the Outdoor Pursuits office. Your card will be updated each semester with a validation sticker. If your card is lost or damaged, contact Student Services, located in the upper level of the Edminster Student Union Building. There is a \$5 replacement charge. They will also inform you of the location to receive an ID card and validation sticker. This card should be kept with you through your duration at North Idaho College. 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.

	'96	'97	'98
Murder/Homicide	0	0	0
Sex Offenses			
a. Forcible	0	3	0
b. Non-Forcible	0	4	3
Robbery	0	0	0
Aggravated Assault	0	1	1
Burglary	4	10	5
Motor Vehicle Theft	0	2	1
Larceny-Theft	19	26	25
Hate Crimes	1	0	1
Total Crimes	24	46	36
Other Offenses:			
Arson/Reckless Burning	0	0	0
Vandalism/Property Damage	14	42	26
Liquor Law Violations	11	12	10
Arrests	0	0	1
Drug Abuse Violation	0	0	1
Weapons Possession	1	0	0

Crimes that are not reported cannot be reflected in this report. The College also maintains facilities in Post Falls, Sandpoint, and Kellogg. There have two arrests at these locations for incidents required to 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 370 lectures by national and international speakers over the past 29 years. The campus lectures deal with a variety of topics such as 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 presents various programs and events including outside speakers. The Convocations Committee 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 1,300 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAID (Boise), KIPT (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 earned numerous 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" and "Best Photo" from the Associated Collegiate Press. In spring of 1999 *The Sentinel* won first place in the nation for its website which can be accessed at www.nic.edu/sentinel

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 each Spring semester.

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.



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 5,000 enrollments occur 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 credit-free 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 credit-free, open enrollment course offerings include training for nurse assistants, dental assistants, occupational-physical therapist aides, 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 nonprofit 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 improve organizational performance.

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, credit-free 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, 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.

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 noncredit 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 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 studying listening and speaking, writing, grammar, reading, and conversation.

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

1. Application for Admission;
2. Transcripts from all high school and colleges attended;
3. Health certificate;
4. Financial statement;
5. Student profile sheet;
6. \$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**



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 45 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 short courses is granted on the basis of one semester credit for 45 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 18 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 Vice President for Student Services. It is strongly recommended that summer school students take no more than 3-7 credits. Students taking more than seven 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 academic associate degrees. 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 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 aforesaid 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-	1.7	Average
A-	3.7	Excellent	D+	1.3	Poor
B+	3.3	Good	D	1.0	Poor
B	3.0	Good	D-	.7	Poor
B-	2.7	Good	F	0.0	Failing
C+	2.3	Average	NR		No Report
C	2.0	Average	NG		No Grade

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 Vice President for 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 Vice President. The Vice President 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). Incompletes are issued only in cases of extenuating circumstances such as severe illness or injury. Incompletes are not issued in cases where the student is simply unable to complete his/her work within the specified semester or session. If a final grade of "I" is recorded, the instructor will indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor will 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 23.

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 Vice President for 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 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. 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 *NIC Student Conduct and Discipline Code* which may be found in the Student Handbook. This handbook is distributed at 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 technical summer blocks. The Commencement Ceremony is held once each year in May. Students eligible to participate in Commencement are graduates from the previous fall, the current spring and the following summer session.

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 residence requirements for graduation.

Catalog Issue

Please keep this catalog. North Idaho College students completing either an associates 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 and 32 credits earned by correspondence or examination.

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.



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.

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 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 unifying 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.

** Courses that are listed in more than one area may only be used to fulfill one requirement.

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

CRITICAL THINKING REQUIREMENT

Complete this course (3 Credits)

___ PHIL 201	Logic & Critical Thinking	3
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CULTURAL DIVERSITY REQUIREMENT

Complete one of the following (3-4 Credits)

___ AIST 101	Intro to American Indian Studies	3
___ ANTH 225	Native People of N. America	3
___ COMM 220	Intro to Intercultural Commun.	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
___ SOC 103**	Human Diversity	3
___ SPAN 201	Intermediate Spanish	4
___ SPAN 202	Intermediate Spanish	4

ENGLISH COMPOSITION REQUIREMENT

Complete these two courses (6 Credits)

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

COMMUNICATION REQUIREMENT

Complete this course (3 Credits)

___ COMM 101	Introduction to Speech	3
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COMPUTER SCIENCE REQUIREMENT

Complete one of the following (2-3 Credits)

___ BUSA 100	Introduction to Computers	3
___ CS 100	Intro to Computers & Comp. Science	3
___ CS 125	Introduction to BASIC	2
___ CS 150	Computer Science I	3
___ CS 211	Languages of Computer Science C++	3
___ CS 213	Languages of Computer Science Java	3



ASSOCIATE OF ARTS DEGREE (CONTINUED)

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 227	Human Anatomy & Physiology	4
___ BIOL 231	General Ecology	4
___ BIOL 241	Systemic Botany	4
___ BIOL 250	Microbiology/Bacteriology	4
Group 2		
___ CHEM 100	Concepts of Chemistry	4
___ CHEM 101	Intro. to Essential Gen. Chemistry	4
___ CHEM 111	Principles of College Chemistry I	4
___ ENSI 119	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	Elementary Astronomy	4
___ PHYS 111	General Physics I	4

SOCIAL SCIENCE REQUIREMENT

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

Group 1		
___ ANTH 102	Social and Cultural Anthro	3
___ PSYC 101	Introduction to Psychology	3
___ SOC 101	Introduction to Sociology	3
Group 2		
___ 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
Group 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
Group 4		
___ ANTH 101	Intro to Physical Anthropology	3
___ ANTH 230	Intro to Arch & World Prehistory	3
___ CHD 134	Infancy through Middle Childhood	3
___ HIST 210	Intro to Latin American History	3
___ PHIL 131	Introduction to Religion	3
___ POLS 102	State & Local Government	3
___ PSYC 205	Developmental Psychology	3
___ SOC 102	Social Problems	3
___ SOC 103**	Human Diversity	3
___ SOC 220	Marriage and Family	3

MATHEMATICS REQUIREMENT

Complete one of the following (3-5 Credits)

___ BUSA 271	Statistical Inference	4
___ 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
___ MATH 253	Principles of Applied Statistics	3

PHYSICAL EDUCATION REQUIREMENT

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

___ _____	_____	1
___ _____	_____	1

Non-core Elective Requirement

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

___ _____	_____	___
___ _____	_____	___
___ _____	_____	___
___ _____	_____	___
___ _____	_____	___
___ _____	_____	___
___ _____	_____	___
___ _____	_____	___
___ _____	_____	___



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 2.00 (C) or better in all work attempted, *and*
2. Satisfy the *distribution requirements* listed below, with a grade of C- or better in each course.

* Courses that are listed in more than one area may only be used to fulfill one requirement.

ENGLISH COMPOSITION REQUIREMENTS

Complete these two courses (6 credits)

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

COMMUNICATION REQUIREMENT

Complete this course (3 Credits)

___ COMM 101	Introduction to Speech	3
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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	Systemic Botany	4
___ BIOL 250	General Microbiology	4
___ CHEM 100	Concepts of Chemistry	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	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	Elementary Astronomy and Lab	4
___ PHYS 111	Gen Physics I and Lab	4
___ PHYS 112	Gen Physics II and Lab	4
___ PHYS 211	Engineering Physics and Lab	4
___ PHYS 212	College Physics II and Lab	4

MATHEMATICS REQUIREMENT

Complete one of the following (3-5 Credits)

___ BUSA 271	Statistical Inference	4
___ 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

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

The A.A.S. degree is designed to provide training in specialized skills that can connect with immediate employment opportunities. It is not intended as a preparation for transfer to bachelor degree programs although many credits may transfer to other institutions. To qualify for an A.A.S. degree, requirements of an established occupational program must be completed 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 course. No program awarding an A.A.S. degree will be established that requires fewer than 60 credits.

General Education or Related Instruction Requirements (12 credits)

In order to qualify for an A.A.S. 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." Consult with your program instructor and or advisor for assistance in meeting these requirements.

Communications: Choose 6 credits

___ 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 220	Intro to Intercultral Communications	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

Math, Business, Economics, Statistics: Choose 3 credits

___ ACCT 110	Small Business Accounting	3
___ ACCT 201	Principles of Accounting	3
___ ACCT 202	Managerial Accounting	3
___ BUSA 100	Introduction to Computers	3
___ BUSA 101	Introduction to Business	3
___ BUSA 135	Computer Applications Technical	2-3
___ BUSA 185	Business Mathematics	3
___ BUSA 211	Principles of Management	3
___ BUSA 221	Principles of Marketing	3
___ BUSA 271	Statistical Inference & Decision Analysis	4
___ BUSA 265	Legal Environment of Business	3
___ BUSO 109	Medical Terminology	3
___ CS 100	Intro to Computers/Computer Science	3
___ MATH 102	Computational Skills for Allied Health	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/Human Relations: Choose 3 credits

___ ANTH 102	Intro to Social Cultural Anthropology	3
___ ANTH 225	Native People of North America	3
___ ALTH 101	Introduction to Allied Health	1
___ ALTH 102	Introduction to Allied Health Lab	1
___ ALTH 105	Infection Prevention	2
___ ATEC 103	Applied College Survival Skills	2
___ ATEC 109	Occupational Relations	1
___ ATEC 110	Successful Job Search	1
___ ATEC 119	Occupational Relations/Work Ethics	2
___ ATEC 120	Occupational Relations	3
___ CHD 134	Infancy Through Middle Child	3
___ CHD 243	Early Childhood Education	3
___ CHD 254	Child Guidance Theory	3
___ COMM 200	Seminar: Human Potential	2
___ EDUC 190	Special Ed Lab	1
___ EDUC 275	Education of Exceptional Individual	3
___ HSS 101	Introduction to Human Services	2
___ LAWE 103	Introduction to Criminal Justice	3
___ MGMT 256	Problem Solving-Team Dynamics	3
___ PE 222	Wellness Lifestyles	3
___ PE 288	First Aid	3
___ PHIL 103	Ethics	3
___ PHIL 201	Logic and Critical Thinking	3
___ POLS 102	State and Local Government	3
___ PSYC 101	Introduction to Psychology	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
___ SOC 155	Drug Abuse: Fact/Fiction	3
___ SOC 220	Marriage and Family	3
___ SOC 283	Death and Dying	3
___ SOWK 240	Introduction to Social Work	3
___ SOWK 241	Social Work Generalist Practice	3

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



INFORMATION ABOUT TRANSFERRING

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

Table listing transfer programs and their corresponding page numbers, including Anthropology, Art, Astronomy, Bacteriology, Biology, Botany, Zoology, Business Administration, Business Education, Chemistry, Child Development, Communications, Computer Science, Criminal Justice, Education, Engineering, English, Environmental Health, Environmental Science, Foreign Language, Forestry/Wildlife/Range/Wildland Recreation Management, General Studies, Geology, History, Journalism, Mathematics, Music, Nursing (RN), Philosophy, Physical Education, Physics/Astronomy, Political Science/Pre-Law, Pre-Agriculture, Pre-Medical-Related Fields, Pre-Physical Therapy, Pre-Veterinary Medicine, Psychology, Social Work, Sociology, and Theatre.



APPLIED TECHNOLOGY/ OCCUPATIONAL PROGRAMS

NIC is dedicated to meeting the training needs of North Idaho through its specialized training programs. Students enrolled in these programs receive comprehensive training in the classroom and lab and may also receive on-the-job experience through intern practicum or co-op opportunities.

These programs provide educational training for entry-level job skills. Reinforcing basic skills and developing job-related skills are integral components of all programs. 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 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 A.A.S. degree must have an overall grade point average of 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. Some courses in these programs may not be transferrable to other institutions. Some programs require electives to fulfill the General Education Requirement. Those electives are listed on page 44. 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 give students an opportunity to receive necessary skill-building, learn more about Applied Technology programs, and/or take courses that will apply toward an A.A.S. degree within their chosen field prior to entering the technical program.

Suggested courses may include, but are not limited to the following: ATEC 109, 110, 120; CSC 010, 013, 100, 105; ENGL 095, 099, 101; BUSO 101A, BUSA 100 and CS 100. See page 44 for additional courses that may be selected from the A.A.S. Degree electives.

In addition to these courses, the College Skills 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 Applied Technology Student Support Services Coordinator prior to enrolling in any classes.

Cooperative Education

Cooperative Education is an instructional program providing opportunities for students enrolled in Applied Technology programs to earn up to 12 college-level credits for skills learned on the job. Cooperative Education students work in a job that closely parallels their field of study. Through work experience, students determine their interest and suitability for an occupation, are exposed to work methods not taught in the classroom, and have access to equipment not normally available at the college. The program is designed to enhance instruction by providing career related experiences and by relating work experience to classroom studies. Students may already be employed in their field of study or may work with the Cooperative Education office to find appropriate employment.

Applied Technology/ Occupational Programs Offered

	Page
Accounting Assistant	48
Administrative Assistant	48
Automotive Technology*	52
Carpentry*	55
Collision Repair Technology*	57
Computer Information Technology*	59
Culinary Arts*	62
Diesel Technology*	62
Drafting Technology*	63
Electronics Technology*	64
Graphic Design	69
Heating, Ventilation, Refrigeration, and Air Conditioning*	70
Human Services	71
Law Enforcement/Administration of Justice	72
Legal Administrative Assistant	74
Machine Technology*	74
Maintenance Mechanic/Millwright*	75
Medical Administrative Assistant	76
Nursing (PN)	77
Office Information Specialist	79
Office Receptionist	79
Paralegal	80
Pharmacy Technology	80
Physical Therapist Assistant	82
Small Business Management	86
Welding Technology*	88

* *Limited Enrollment Programs. 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.*



Accounting Assistant

Applied Technology Program

The Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping; including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll, preparing financial reports, filing state and federal forms, as well as analysis and decision making.

Students will complete general education, general business, and accounting specific courses that will lead to an Associate of Applied Science degree. Emphasis will be placed on manual and computerized accounting applications, current business taxes, credit and collection, and payroll. During the final semester, students will participate in an Accounting Seminar which includes tips on job hunting, resume writing, interviewing skills, occupational relations, and practice with an actual accounting system.

Associate of Applied Science Degree

First Semester

Course	Title	Credit Hours
ACCT 110	Small Business Accounting	3
BUSA 100	Introduction to Computers	3
BUSA 118	Introduction to Word Processing	1
BUSA 121	Introduction to Spreadsheets	1
BUSA 185	Business Mathematics	3
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Keyboarding Speed Development	1
ENGL 101	English Composition	3

Second Semester

ACCT 111	Small Business Accounting II	3
ACCT 113	Payroll Accounting	3
BUSA 122A	Intermediate Spreadsheets	1
COMM 101	Introduction to Speech Communication	3
MATH 123	* Contemporary Mathematics	3
or MATH 130	Finite Mathematics	(4)
PSYC 101	Introduction to Psychology	3

Third Semester

ACCT 140	Accounting with Computers	3
ACCT 244	Credits and Collections	3
ACCT 246	Current Business Taxes	3
BUSA 101	Introduction to Business	3
PHIL 103	Ethics	3

Fourth Semester

ACCT 248	Accounting Seminar	3
BUSA 265	Legal Environment of Business	3
ECON 201	Principles of Economics	3
ENGL 272	Business Writing	3
-----	Electives	4-5
TOTAL	63-65

* Students who take Math 123, Contemporary Math, must take either

ENGL 102 or a laboratory science from the A.S. degree requirements list to meet the general education requirements.

Administrative Assistant

Applied Technology Program

The administrative assistant program combines a well-balanced academic program with expert administrative and computer instruction, giving students the diversified educational training and background needed to hold a position of responsibility and importance in many areas of the business world. This program helps raise the administrative skills of the student to a professional level, gives the student a technical background through completion of technical skills courses, and includes an academic component that provides the student with a mature understanding of professional responsibilities in our global economy. The administrative assistant has a variety of options in offices of their interest. These might be in travel, sports, or entertainment; banking, insurance, or real estate; technical, government or foreign service; or public, private, or temporary agencies.

NIC also offers Associate of Applied Science Degree programs in Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 14.

Associate of Applied Science Degree

Pre-Administrative Assistant Sequence

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

First Semester

BUSA 121	Introduction to Spreadsheets	1
BUSA 133	Introduction to Windows	1
BUSO 115	Records Systems Management	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transcription & Document Formatting ..	1
ENGL 101	English Composition	3

Second Semester

ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting ¹	(3)
BUSO 174	Word Processing Applications	3
ENGL 272	Business Writing	3
PSYC 101	Introduction to Psychology	3
-----	Social Science Requirement ²	3

Third Semester

BUSA 101	Introduction to Business	3
BUSA 123	Introduction to Databases	1
BUSA 185	Business Mathematics	3
BUSO 289	Administrative Assistant Internship I	4
BUSO 295	Office Procedures	3

Fourth Semester

BUSA 211	Principles of Management	3
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BUSA 265	Legal Environment of Business	3
BUSO 290	Administrative Assistant Internship II	4
COMM 101	Introduction to Speech Communication	3
_____	Math Requirement ¹	3-4
	TOTAL	60-61

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
- ² Students intending to obtain a four-year degree should take ACCT 201.
- ³ Choose from the A.S. degree Social Science requirements on page 42.
- ⁴ Students who take a 3 credit mathematics course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.

American Indian Studies

Transfer Program

The American Indian Studies program at North Idaho College was designed in collaboration with the Coeur d'Alene Tribe. It examines the contemporary and ancient experiences and ways of life of the first Americans from their perspective. The curriculum is designed to provide a study of American Indians from a holistic and humanistic viewpoint by focusing on their cultural, historical, and contemporary life. It is an interdisciplinary program drawing on the arts, humanities, social sciences, natural resources, science, and professional studies.

This program satisfies the requirements for an Associate of Arts or Science academic transfer degree. It is intended to satisfy the need for Indian education and to serve the general education of both Indian and non-Indian students. The program is designed to provide a solid general education for American Indian students and to prepare them for most majors at transfer institutions, while at the same time maintaining relevant connections with their Indian heritage, culture, language, and contemporary issues. The program also provides this same general education for non-Indian students, while promoting truer understanding and appreciation of American Indian people. In addition to the courses specifically focusing on Indian subject matter, most of the general education requirement courses have substantial American Indian studies content included so that all students increase their knowledge of Indian people, history, traditions, and ways of life.

Themes and topics of the program include the integrity, richness, and complexity of traditional American Indian cultures; the reciprocal impact of traditions and interests that occurred with colonization; modes and processes of cultural change; cultural disintegration, survival and revitalization; and an understanding of the variety of methodological and theoretical approaches to American Indian Studies.

Students enrolling in the program are encouraged to study the Coeur d'Alene language. Although American Indian tribal nations are as different from each other as one European nation is from another, learning the language of the local Indian

people provides a gateway into and a foundation for truly understanding a particular set of American Indian values, a world view and sense of place.

North Idaho College recognizes that the Coeur d'Alene and neighboring tribal elders represent the wisdom of the past. Their knowledge of the tribal traditions should nurture the Indian student who seeks not only education, but wholeness through preparation for the future and respect for the past. The American Indian Studies program is a tool for that preparation and an affirmation of that respect. Therefore, wherever and whenever possible and appropriate, the program will employ tribal elders as resources for classroom instruction.

American Indian Studies is excellent preparation for a professional career in community development such as teaching; law and security; health and human services (student services counselor, mental health worker, and cultural resources specialist); tribal administration, (department manager, tribal museum curator, and natural resource management); social work; and inter-ethnic relations.

Associate of Arts Degree

General Education Core Requirements

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
BUSA 100	Intro to Computers	3
or CS 100	Intro to Computers & Computer Science	(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
MATH 123	Contemporary Math	3
or MATH 130	Finite Math	(4)
_____	P.E. Activity/Dance	2
Lab Science - 8 credits (2 courses of different disciplines):		
BIOL 221	Forest Ecology	4
or BIOL 231	General Ecology	(4)
ENSI 119	Environmental Science	4
GEOL 123	Geology of Idaho & Pacific Northwest	4
PHYS 103	Elementary Astronomy	4
Arts and Humanities - 6 credits (2 courses of different disciplines):		
PHIL 101	Intro to Philosophy	3
or PHIL 103	Ethics	(3)
ART 100	Survey of Art	3
or ART 101	History of Western Art I	(3)
HUMS 101	Montage: Intro to Humanities	(3)
Social Science - 12 credits (2 courses of different disciplines):		
Group 1		
PSYC 101	Intro to Psychology	3
or SOC	Intro to Sociology	(3)
Group 2		
POLS 101	American National Government	3
Group 3		
HIST 101	History of Civilization	3
or HIST 111/112	U.S. History	(3)



PROGRAM GUIDELINES

Group 4

PHIL 131	Intro to Religion	3
SOC 102	Social Problems	3
ANTH 230	Intro to Archeology & World Prehistory	3

Cultural Diversity Requirement (Choose 3 credits):

AIST 101	Intro to American Indian Studies	3
ANTH 225	Native People of North America	3
CDA 201	Intermediate Coeur d'Alene Language	4
COMM 220	Intercultural Communications	3
MUS 127	Survey of American Popular Music	3
PHIL 111	World Religions	3

AIST Major Requirements:

AIST 101	Intro to American Indian Studies	3
HIST 240	History of American Indians	3
ANTH 225	Native People of North America	3
SOC 251	Race and Ethnic Relations	3
ENGL 285	American Indian Literature	3

Recommended Electives:

CDA 101	Elementary Coeur d'Alene Language	5
or CDA 102	Elementary Coeur d'Alene Language	5
CDA 201	Intermediate Coeur d'Alene Language	4
COMM 220	Intercultural Communications	3
ENGL 175	Intro to Literature	3
MUS 127	Survey of American Popular Music	3
PHIL 111	World Religions	3
MINIMUM TOTAL CREDITS		64

ART 100	Survey of Art	3
or ART 101	History of Western Art I	(3)
MUS 127	Survey of American Popular Music	3
HUMS 101	Montage: Intro to Humanities	(3)

Social Science - 6 credits minimum (2 courses of different disciplines):

POLS 101	American National Government	3
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AIST Major Requirements:

AIST 101	Intro to American Indian Studies	3
HIST 240	History of American Indians	3
ANTH 225	Native People of North America	3
SOC 251	Race and Ethnic Relations	3
ENGL 285	American Indian Literature	3

Recommended Electives:

CDA 101	Elementary Coeur d'Alene Language	5
or CDA 102	Elementary Coeur d'Alene Language	5
CDA 201	Intermediate Coeur d'Alene Language	4
COMM 220	Intercultural Communications	3
HIST 101	History of Civilization	3
HIST 111	U.S. History	3
HIST 112	U.S. History	3
ANTH 230	Intro to Archeology and World Prehistory	3
ENGL 175	Intro to Literature	3
PHIL 103	Ethics	3
PHIL 131	Intro to Religion	3
PSYC 101	Intro to Psychology	3
SOC 101	Intro to Sociology	3
SOC 102	Social Problems	3
MINIMUM TOTAL CREDITS		64

Associate of Science Degree

General Education Core Requirements

Course	Title	Credit Hours
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 123	Contemporary Math	3
or MATH 130	Finite Math	(4)
-----	P.E. Activity/Dance	2

Lab Science - 8 credits (2 courses of different disciplines):

BIOL 221	Forest Ecology	4
or BIOL 231	General Ecology	(4)
or BIOL 241	Systemic Botany	(4)
ENSI 119	Environmental Science	4
GEOL 123	Geology of Idaho & Pacific Northwest	4
PHYS 103	Elementary Astronomy	4

Complete 15 credits total from the Arts and Humanities and Social Sciences courses listed below (additional core courses may be selected from the recommended electives listed below).

Arts and Humanities - 6 credits minimum (2 courses of different disciplines):

PHIL 101	Intro to Philosophy	3
or PHIL 111	World Religions	(3)

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, 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
_____	TOTAL	64-65

* Select electives from A.A. degree requirements on pages 40-41.

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 Graphics Design major (the Graphic Design program is described on page 70) and transferring credits may complete all basic art requirements while 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 coursework 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 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 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.

Graphic Design 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 70.

Associate of Arts 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
PHIL 201	Logic and Critical Thinking	3

Core Electives:

_____	* Arts and Humanities Electives (Group 2)	3
_____	* Laboratory Science Electives	8
_____	* Cultural Diversity Elective	3-4
_____	* Social Science Electives	12
_____	* Mathematics Elective	3-5
_____	* Computer Science Elective	2-3
_____	P.E. Activity/Dance	2

* Select electives from A.A. degree requirements on pages 40-41.

Fine Art Emphasis Coursework:

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
Choose Two:		
ART 231	Painting I	3
ART 241	Sculpture I	3
ART 251	Printmaking I	3
ART 261	Ceramics I	3

Commercial Art Emphasis Coursework:

ART 111	Drawing I	2
ART 112	Drawing II	2
ARTC 132	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



PROGRAM GUIDELINES

Core Electives:

_____	* 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 42-43.

Fine Art Emphasis Coursework: 24-27

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 231	Painting I	3
ART 241	Sculpture I	3
ART 261	Ceramics I	3

Choose One or Two:

ART 251	Printmaking I	3
ART 281	Watercolor I	3
COMP 281	Introduction to Photography	3

Commercial Art Emphasis Coursework:

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 Degree is described on page 70.

Automotive Technology

Applied Technology Program

The Automotive Technology program is designed to prepare students for entry-level employment in the automotive repair industry. All Automotive Service Excellence (ASE) areas will be taught through the use of lecture, mock-ups, and customer vehicles. A general education component which includes classes in communications, math, business, or economics, and human relations is integrated into the program. Successful completion of each semester and/or permission of the instructor is required for admission to the next semester.

Due to the complexity of today's cars, the industry requires

a high degree of reading and comprehension skills. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Current industry professionals may enroll in individual courses on a space-available basis and with the instructor's permission.

Two-Year Certificate of Completion/ Associate of Applied Science Degree

First Semester

Course	Title	Credit Hours
ATEC 120	Occupational Relations ¹	3.0
AUTO 105	Orientation/Safety/General Shop Procedures	1.0
AUTO 115L	Auto Lab	7.0
AUTO 123	Brakes/Powertrain	5.0
AUTO 130	Gas Engine Fundamentals	4.5
MATH 024	Applied Tech Mathematics ¹ (or higher)	3.0
or MATH 108	Intermediate Algebra ²	(4.0)

Second Semester

AUTO 116L	Auto Lab	7.5
AUTO 126	Steering/Suspension	3.0
AUTO 141	Electrical System Fundamentals	6.5
ENGL 099	Fundamentals for Writing ¹	3.0
or ENGL 101	English Composition ²	(3.0)

Third Semester

Course	Title	Credit Hours
AUTO 210	Advanced Electrical	2.0
AUTO 215L	Advanced Auto Lab	7.5
AUTO 222	Engine Performance	5.0
AUTO 250	Computer Controls	2.5
_____	A.A.S. Communications Requirement ³	3.0

Fourth Semester

AUTO 216L	Advanced Auto Lab	7.5
AUTO 260	Computer Controlled Systems	4.0
AUTO 270	Transmission/Transaxle	4.0
AUTO 280	HVAC	2.0
_____	A.A.S. Math/Business/Statistics Requirement ¹	3.0
CERTIFICATE TOTAL		78
A.A.S. DEGREE		84

¹ This course is the minimum requirement for the two-year Certificate.

² This is the recommended course for the A.A.S. degree, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

³ Choose one of the courses from this category from the Associate of Applied Science (A.A.S.) degree list of related courses on page 44.



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 diseases, agriculture, food technology, genetic engineering, environmental/pollution control, clinical lab work in hospitals, public health and research labs, and in industrial and pharmaceutical laboratories.

Recommended electives are BIOL 231 (General Ecology) and BIOL 2277-2288 (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 2.00 or better for most baccalaureate degrees 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 coursework normally fulfills the first half of baccalaureate degree requirements in Bacteriology-Medical Technology. Course selection should be tailored to match 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	3
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	4
PHYS 112	General Physics II	4
_____	P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	6
_____	* Social Science Electives	6-9
TOTAL		70-73

* Select electives from A.S. degree requirements on pages 42-43.

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 I); PHYS 111 or PHYS 112.

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 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 231	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
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	4
PHYS 112	General Physics II	4
BIOL 202	General Zoology	4
_____	P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	6
_____	* Social Science Electives	6-9
TOTAL		72-75

* Select electives from A.S. degree requirements on pages 42-43.



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 ACCT 201 and 202 (Principles of Accounting), ECON 201 and 202 (Principles of Economics), and BUSA 271 (Statistical Inference and Decision Analysis).

Students who intend to transfer to the College of Business at the University of Idaho, Lewis-Clark State College, and most other business schools should complete BUSA 121 (Introduction to Spreadsheets) or possess equivalent knowledge. Accounting students are usually required to take additional courses beyond other business majors. Students should see their advisor for these requirements.

Students who intend to transfer to Lewis-Clark State College should take BUSA 271 (Statistical Inference and Decision Analysis); 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. The associate degrees meet the general core requirements at the identified colleges and universities with the exception of Gonzaga University. 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

Intended for transfer to Boise State University, Idaho State University, Lewis-Clark State College and the University of Idaho.

First Semester		
Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
COMM 101	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
MATH	Math 130 or above (see A.S. requirements)	4
Second Semester		
ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
_____	* Arts and Humanities Requirement	3
_____	P.E. Activity/Dance Requirement	3
_____	* Arts and Humanities Requirement	1
_____	Non-Core Elective	3
Third Semester		
ACCT 201	Principles of Accounting	3

ACCT 271	Statistical Inference and Decision Analysis	3
ENGL 202	Technical Writing	3
or ENGL 205	Interdisciplinary Writing	(3)
or ENGL 272	Business Writing	(3)
_____	English Elective (175, 257, 258, 267, 268, 277, 278) ...	3
_____	* Laboratory Science Requirement	4
Fourth Semester		
ACCT 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3
_____	* Arts and Humanities Requirement	3
_____	* Laboratory Science Requirement	4
_____	Non-Core Elective	2-3
_____	P.E. Activity/Dance Requirement	1
_____	TOTAL	64-65

* Electives must be selected from options listed in the A.S. degree requirements on pages 42-43.

Students intending to enroll at the University of Idaho should take PHIL 103 as one of the Arts & Humanities requirements.

Students intending to enroll at Lewis Clark State College should take PSYC 101 as the Social Science requirement and should not take BUSA 265.

Students intending to enroll at University of Idaho or Boise State University should take MATH 170 and 175 where possible.

Consult your advisor and the transfer college catalog for more information.

Associate of Arts Degree

Intended for transfer to Eastern Washington University and Gonzaga University.

First Semester		
Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
COMM 101	Introduction to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
MATH	Math 130 or above (see A.S. requirements)	4
Second Semester		
ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
PHIL 201	Logic and Critical Thinking	3
_____	Arts and Humanities Requirement	3
_____	P.E. Activity/Dance	1
_____	Social Science Requirement (Group 1, 2, or 4) ...	3
Third Semester		
ACCT 201	Principles of Accounting	3
BUSA 271	Statistical Inference and Decision Analysis	3
ENGL 202	Technical Writing	3
or ENGL 205	Interdisciplinary Writing	(3)
or ENGL 272	Business Writing	(3)
_____	Engl. Elective (175, 257, 258, 267, 268, 277, 278) ...	3
_____	Laboratory Science Requirement	4



.....	P.E. Activity/Dance	1
Fourth Semester		
ACCT 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3
.....	Cultural Diversity Requirement	3-4
.....	Laboratory Science Requirement	4
.....	Social Science Requirement (Group 1, 3, or 4) ...	3
.....	TOTAL	65-66

Requirements must be selected from options listed in the A.A. degree requirements on pages 40-41. Consult with your advisor and the transfer college catalog for more information.

Business Education

Transfer Program

The Business Education program prepares students for 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 coursework normally fulfills the first half of baccalaureate degree requirements in Business Education. 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
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Keyboarding Speed Development	1
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
.....	* Mathematics Requirement	4
.....	P.E. Activity/Dance Requirement	1

Second Semester

BUSA 185	Business Math	3
BUSO 173	Word Processing	3
ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
POLS 101	American National Government	3
.....	P.E. Activity/Dance Requirement	1

Third Semester

ACCT 201	Principles of Accounting	3
COMM 101	Introduction to Speech Communication	3
EDUC 201	Introduction to Teaching	3
.....	* Arts and Humanities Requirement	3
.....	* Laboratory Science Requirement	4

Fourth Semester

ACCT 202	Managerial Accounting	3
BUSA 265	Legal Environment of Business	3

PSYC 101	Introduction to Psychology	3
.....	* Arts and Humanities Requirement	3
.....	Laboratory Science Requirement	4
.....	TOTAL	64

* Requirements should be selected from options listed in the A.S. degree requirements on pages 42-43.

Carpentry

Applied Technology Program

The 10-month Carpentry program is intended to provide skills and training for entry into the field of residential carpentry. Various aspects of carpentry connected with residential house building will be taught. Site preparation, forming and placing concrete, trade math, framing, rafter and truss installation, stair layout, insulation, exterior and 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. A general education component consisting of communications, math, occupational relations, and job search skills are integrated into the program. Successful completion of the first semester and permission of the instructor is required for admission into the second semester.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Certificate of Completion

Summer Block

CARP 151	Carpentry Theory I	4.0
CARP 151L	Carpentry Lab I	2.5

First Semester

Course	Title	Credit Hours
CARP 152	Carpentry Theory II	10.0
CARP 152L	Carpentry Lab II	12.0
MATH 020	Computational Skills ¹	1.0

Second Semester

ATEC 109	Occupational Relations ¹	1.0
ATEC 110	Successful Job Search ¹	1.0
CARP 153	Carpentry Theory III	10.0
CARP 153L	Carpentry Lab III	12.0
ENGL 095	Communication Skills ¹¹	1.0
.....	TOTAL	54.5

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.



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
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	1
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 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 211	Engineering Physics I	5
PHYS 212	Engineering Physics II	5
_____	P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	9
_____	* Social Science Electives	6
	TOTAL	68

* Select electives from A.S. degree requirements on pages 42-43.

Child Development

Transfer Program

The Child Development transfer 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 (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	3
CHD 243	Early Childhood Education	3
CHD 254	Child Guidance Theory	3
CHD 298A	Child Development Practicum	3
CHD 298B	Child Development Practicum	3
CHD 298C	Child Development Practicum	3
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
PE 288	First Aid	3
PHIL 201	Logic and Critical Thinking	3
PSYC 101	Introduction to Psychology	3
_____	P.E. Activity/Dance	2
_____	* Social Science Electives	6
_____	* Mathematics Elective	3-4
_____	* Laboratory Science Electives	8
_____	* Arts and Humanities Electives	6
_____	* Cultural Diversity Elective	3-4
_____	* Computer Science Elective	2-3
	TOTAL	65-69

* Select electives from A.A. degree requirements on pages 40-41.

Associate of Science Degree

Course	Title	Credit Hours
CHD 134	Infancy through Middle Childhood	3
CHD 243	Early Childhood Education	2
CHD 254	Child Guidance Theory	3
CHD 298A	Child Development Practicum	3
CHD 298B	Child Development Practicum	3
CHD 298C	Child Development Practicum	3
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
PE 288	First Aid	3
PSYC 101	Introduction to Psychology	3
_____	P.E. Activity/Dance	2



_____	* Arts and Humanities Electives	6
_____	* Laboratory Science Electives	8
_____	* Social Science Electives	3
_____	* Mathematics Elective	3-4
_____	* General Electives	13
_____	TOTAL	64-65

* Select electives from A.S. degree requirements on pages 42-43.

Preparation For Child Development Associate Certificate

This program is primarily intended for the early care and education provider already working in an early childhood setting. Fifteen credits of coursework provides the basic theoretical and practical framework for establishing appropriate program practices for young children and their families. Upon completion of these courses, and with documentation of 480 hours of direct work with young children in an early childhood program, the student is prepared to apply for the Child Development Associate Certificate from the Council for Early Childhood Professional Recognition.

Students must meet eligibility and documentation requirements as set by the Council for early Childhood Professional Recognition. These include holding a high school diploma or equivalent, 18 years of age, ability to speak, read and write well enough to fulfill the responsibilities of a CDA candidate and the signing of a statement of ethical conduct. Other requirements are outlined in the CDA Assessment and Competency Standards manual.

The Child Development Associate is recognized as the first step in the early childhood professional career lattice. Courses are designed to articulate directly in the Child Development transfer program.

Child Development Associate Certificate

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
CHD 110	Child Health and Safety	3
CHD 115	Early Childhood Curriculum	3
CHD 134	Infancy through Middle Childhood	3
CHD 150	Family School Relations	1
CHD 155	Program Management	1
CHD 160	Professionalism	1
CHD 254	Child Guidance Theory	3
	TOTAL	15

Collision Repair Technology

Applied Technology Program

The Collision Repair Technology program is a 10-month program designed to prepare students for entry-level employment as an auto body technician and/or painter. All phases of refinishing, including clear coats, MIG welding, plastic parts, body panel repair and replacement, estimating, glass replacement, unibody repair and alignment, electrical and mechanical diagnosing and repair, as well as other related topics are covered.

A general education component consisting of communications, math occupational relations, job search, and computational skills is integrated into the program. Successful completion of the first semester and/or permission of the instructor is required to continue to the next semester of the program. Strong basic math and good reading skills are recommended. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program (See page 47).

Certificate of Completion

<u>First Semester</u>		
<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
ACRR 151	Auto Collision Repair Technology Theory I	5
ACRR 151L	Auto Collision Repair Technology Lab I	10
A TEC 109	Occupational Skills ¹	1
A TEC 110	Successful Job Search ¹	1
MATH 020	Computational Skills ¹	1
<u>Second Semester</u>		
ACRR 152	Auto Collision Repair Technology Theory II ...	5
ACRR 152L	Auto Collision Repair Technology Lab II	10
ENGL 095	Communication Skills ¹	1
<u>Summer Session</u>		
ACRR 153	Auto Collision Repair Technology Theory III	1
ACRR 153L	Auto Collision Repair Technology Lab III	3
	TOTAL	38

¹ This is the recommended course for this program, but students may substitute a course from the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.



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 72 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 coursework 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	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
PHIL 201	Logic and Critical Thinking	3
PSYC 101	Introduction to Psychology	3
THEA 101	History of Theatre	3

Core Electives:

_____	* Arts and Humanities Elective (Group 2 or HUMN 101)	3
_____	* Cultural Diversity Elective	3-4
_____	* Social Science Electives (Group 2, 3 & 4)	9
_____	* Mathematics Elective	3-4
_____	* Computer Science Elective	2-3
_____	* Laboratory Science Electives	8
_____	P.E. Activity/Dance	2

Speech/General Communication Emphasis Electives:

COMM 111	Interview Techniques	2
COMM 133	Improved Listening Skills	1
COMM 134	Non-Verbal Communication	2
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	2
COMM 209	Argumentation and Debate	3

Public Relations Emphasis Electives:

BUSA 221	Principles of Marketing	3
COMJ 140	Mass Media in a Free Society	3
COMM 220	Intro to Intercultural Communication	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	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
COMJ 140	Mass Media in a Free Society	3
One class from the following list:		
COMP 283	Intermediate Photography	3
COMP 289	Photojournalism	3

Journalism Emphasis Electives: See page 68 for program guidelines and requirements.

* Select electives from A.A. degree requirements on pages 40-41.

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
PHIL 103	Ethics	3
PSYC 101	Introduction to Psychology	3
THEA 101	Introduction to the Theatre	3



Core Electives:

_____	* Arts and Humanities Elective	0-3
_____	* Social Science Electives	3-6
_____	* Mathematics Elective	3-4
_____	* Laboratory Science Electives	8
_____	P.E. 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 133	Improved Listening Skills	1
COMM 134	Nonverbal Communication	2
COMM 200	Human Potential	2
COMM 209	Argumentation and Debate	3
COMM 220	Intro to Intercultural Communication	3
COMM 233	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
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMM 220	Intro to Intercultural Communication	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	3
PHIL 103	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 283	Intermediate Photography	3
COMP 289	Photojournalism	3
COMJ 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.

* Select electives from A.S. degree requirements on pages 42-43.

Computer Information Technology

Applied Technology Program

The Computer Information Technology Program (CITE) offers two tracks - a certificate program and an Associate of Applied Science degree. The certificate program prepares students 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, and networks and their interfaces with installed hardware and software applications.

The second-year Associate of Applied Science degree options offer specialized advanced coursework in Personal Computer Support Technician, Internet Support Technician, Network Support Technician, and User Support Technician. These options are directed toward industry certifications.

The CITE program is a limited enrollment program - students must be accepted into the program before enrolling. To be accepted into the program, students must meet the following criteria.

PROGRAM PREREQUISITES:

1. At a minimum, students must be academically prepared to enter MATH 108 or higher and ENGL 101 in the fall semester of their first year in the program. It is highly recommended that students complete these two courses prior to entry into the program whenever possible.

2. At a minimum, students must demonstrate a basic understanding and competency with computers prior to entry into the program. This experience may come through work history, academic coursework, and/or the CITE entrance examination. It is the student's responsibility to provide documentation of such competence to the CITE Program Director who may be reached at (208) 769-3498.

3. If prerequisites 1 and 2 are not met, students will be admitted to North Idaho College on a "pre-technical" status. Pre-technical students are required to complete appropriate coursework prior to being accepted into the CITE program.

4. Because of the rigorous and time consuming nature of the CITE program, students are encouraged to complete as many of the academic courses as possible before entering the program. This may include Math 108 (or higher), English 101, Communications 101, Business Administration 100, and other computer courses if necessary. Successful completion of each semester and/or permission of the CITE Program Director are required for admission into the next semester.

The CITE program is taught using a contextual teaching style - learning by doing. Students are challenged to be self-directed learners.

The CITE program is a limited enrollment program and space is limited. In order to provide fair, objective acceptance into the program, spaces will be filled on a first-come, first-serve basis for those who meet the prerequisites listed above. It is important to follow the admissions guidelines listed on page 13 as early in the year as possible.



PROGRAM GUIDELINES

Certificate Program

First Semester	
BUSA 100	Introduction to Computers 3
CITE 110	Introduction to PC Operating Systems 3
CITE 112	Introduction to PC Hardware 4
ENGL 101	English Composition 3
MATH 108	Intermediate Algebra 4
Second Semester	
CITE 130	Introduction to Internet Technologies 3
CITE 150	Introduction to Networking 3
CITE 170	Systems Analysis & Design Methods 3
COMM 101	Introduction to Speech Communication 3
_____	Human Relations Requirement 3

Students must be accepted into the specific Computer Information Technology option before enrolling in the Associate of Applied Science curriculum. Once enrolled, students must follow the curriculum exactly. Students may complete courses, other than the CITE courses, anytime before the scheduled semester. Enrollment in additional CITE courses is at the discretion of the instructor.

Associate of Applied Science Degree PC Support Technician Option

Third Semester	
CITE 210	Advanced PC Operating Systems 3
CITE 212	Advanced PC 4
CITE 214	Advanced PC 3
CITE 216	PC Service & Support 3
_____	Mathematics Requirement ¹ 4
Fourth Semester	
CITE 220	PC Project Lab 4
CITE 224	PC Software Installation & Configuration 4
CITE 295	CITE Internship 4
_____	Human Relations Requirement ² 3
TOTAL 64	

Associate of Applied Science Degree Internet Support Technician Option

Third Semester	
ARTC 131	Computer Graphics I 3
or ARTC 221	Graphic Design I (3)
CITE 232	HTML/JAVA 4
CITE 234	Introduction to Web Page Design 3
CITE 236	Web Based Applications 3
_____	Mathematics Requirement ¹ 4
Fourth Semester	
ARTC 221	Graphic Design I ³ 3
or ARTC 222	Graphic Design II (3)
CITE 242	Visual Basic 3
CITE 244	Advanced Web Page Design 3
CITE 295	CITE Internship 4
_____	Human Relations Requirement ² 3
TOTAL 64	

Associate of Applied Science Degree Network Support Technician Option

Third Semester	
CITE 250	Advanced Networking 3
CITE 252	Network Design 3
CITE 254	Internetworking 4
CITE 256	LAN Management 3
_____	Mathematics Requirement ¹ 4
Fourth Semester	
CITE 260	Network Project Lab 4
CITE 262	LAN Service and Support 4
CITE 295	CITE Internship 4
_____	Human Relations Requirement ¹ 3
TOTAL 64	

Associate of Applied Science Degree User Support Technician Option

Third Semester	
CITE 210	Advanced PC Operating Systems 3
CITE 214	Advanced PC Software 3
COMM 209	Argumentation 3
or COMM 233	Interpersonal Communications (3)
_____	Mathematics Requirement ¹ 4
_____	Human Relations Requirement ² 3
Fourth Semester	
CITE 224	PC Software Installation & Configuration 4
CITE 280	Network Project Lab 4
CITE 272	Customer Support 4
CITE 295	CITE Internship 4
TOTAL 64	

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.S. degree requirements listed on page 43. Students who take a 3 credit math course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.

² Choose from the A.S. degree social science requirements on page 42.

³ Students may take ARTC 131 and ARTC 221 or ARTC 221 and ARTC 222.



Computer Science

Transfer Program

This program leads to career opportunities in a wide variety of computer science areas such as operating systems, expert systems, graphics, databases, software engineering, compilers, numerical analysis, etc. This program requires a good math background. Students should complete MATH 025, 108, and 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 coursework 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	4
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 I	5
PHYS 212	Engineering Physics II	5
Computer Science Electives: (4 credits)		
CS 204	Special Topics	arr.
CS 211	Languages of Computer Science: C++	3
CS 212	Languages of Computer Science: HTML	3
CS 213	Languages of Computer Science: JAVA	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/Humanities Elective	3
-----	TOTAL	71

* Select electives from A.S. degree requirements on pages 42-43.

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 coursework 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	3
BUSA 100	Introduction to Computers	3
COMM 101	Introduction to Speech Communication	3
COMM 111	Interviewing Techniques	2
COMP 281	Introduction to Photography	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 272	Business Writing	3
LAWE 103	Introduction to Criminal Justice	3
MATH 130	Finite Math	4
MATH 253	Principles of Applied Statistics	3
PHIL 103	Ethics	3
PHYS 101	Fundamentals of Physical Science	4
PHYS 111	General Physics I	4
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 Elective	3
-----	P.E. Activity/Dance	2
-----	TOTAL	67

* Select electives from A.S. degree requirements on pages 42-43.



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 bakeshops.
- 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. This is a limited enrollment program.

Certificate of Completion

First Semester		
Course	Title	Credit Hours
CULA 151	Stewardship and Purchasing	3.5
CULA 152	Breakfast Cooking and Catering Skills	3.5
CULA 153	Prep Station Skills	3.5
CULA 154	Pantry Station Skills	3.5
CULA 160	Culinary Arts Seminar	1.0
MATH 020	Computational Skills	1.0
Second Semester		
ATEC 109	Occupational Relations	1.0
ATEC 110	Successful Job Search	1.0
CULA 155	Stock, Soup and Sauce Preparation	3.5
CULA 156	Line Cook Skills	3.5
CULA 157	Grill Cook Skills	3.5
CULA 158	Bakery Skills	3.5
CULA 159	Grill Cook and Production Manager	3.5
CULA 160	Culinary Arts Seminar	1.0
ENGL 095	Communication Skills	1.0
TOTAL		37.5

Diesel Technology

Applied Technology Program

The Diesel Technology program is designed to prepare students for employment as an entry-level truck/heavy equipment technician. 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 problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, hydraulics, undercarriages, fuel and air systems, and commercial driver training.

Integrated into the program is a course in welding and cutting using both oxy-acetylene and electric arc as well as a general education component which includes courses in English, math/business/economics and human relations. Successful completion of each semester and/or permission of the instructor is required for admission into the next semester.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Current industry professionals may enroll in individual courses on a space-available basis and with the instructor's permission.

One-Year Certificate/First Year of Associate of Applied Science Degree

First Semester		
Course	Title	Credit Hours
ATEC 120	Occupation Relations ¹	3
DSLTL 105	Orientation/Safety/Gen. Shop Procedures	2
DSLTL 108L	Diesel Welding Lab	2
DSLTL 118L	Diesel Engine Lab	3
DSLTL 119L	Electrical Systems Lab	2
DSLTL 120	Diesel Engines	5
DSLTL 122	Electrical Systems	4
ENGL 099	Fundamentals of Writing ¹	3
or ENGL 101	English Composition ¹	(3)
Second Semester		
DSLTL 109	Diesel Welding Lab	2
DSLTL 128L	Powertrain Lab	3
DSLTL 129L	Brake Systems Lab	2
DSLTL 130	Powertrain	5
DSLTL 132	Brake Systems	4
MATH 024	Technical Mathematics ¹	3
or MATH 108	Intermediate Algebra ²	(3)
_____	A.A.S. Communications Requirement	(3)
Summer Session		
DSLTL 117L	Diesel Lab	3
DSLTL 195	Specialization Study	1
TOTAL One-Year Certificate		47

PROGRAM GUIDELINES



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

First Semester		
Course	Title	Credit Hours
A TEC 120	Occupational Relations ¹	3
DSL T 220	Advanced Tune-up	4
DSL T 222	Computerized Engines	4
DSL T 218L	Advanced Tune-up Lab	3
DSL T 219L	Computerized Engine Lab	3
Second Semester		
ATDT 280	Heating/Ventilation/Air Conditioning	1
DSL T 228L	Undercarriage/Suspension Lab	3
DSL T 229L	Hydraulic Systems Lab	3
DSL T 230	Undercarriage/Suspension	4
DSL T 232	Hydraulic Systems	4
	Math/Business/Statistics Requirement ¹	3
	TOTAL A.A.S. Degree	85
	TOTAL Two-Year Certificate	79

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

² This course is required for the A.A.S. degree.

³ Choose one of the courses from this category from the Associate of Applied Science (A.A.S.) degree list of related courses on page 44.

Drafting Technology

Applied Technology Program

The Drafting Technology Program offers students the opportunity to learn the skills required by a drafter. Manual drafting using both pencil and ink as well as computer-aided drafting programs are covered extensively during the first year of the program.

The second year of the program is focused on the skills needed in architecture, civil, engineering, and mechanical engineering. The most current design software is available.

A general education component which includes classes in communications, math, and occupational relations is integrated into the program. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

Students wishing to enter the program must be ready to enter Math 145 or 147 and English 101 before being accepted into the program. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Current industry professionals may enroll in individual

courses on a space-available basis and with the instructor's permission.

Associate of Applied Science Degree

First Semester		
Course	Title	Credit Hours
DRFT 101	Drafting Theory	2.0
DRFT 101L	Drafting Theory Lab	2.0
DRFT 103	Technical Freehand Sketching	2.0
DRFT 103L	Technical Freehand Sketching Lab	1.0
DRFT 109	Intro to Auto CAD & Drafting Principles	3.0
DRFT 109L	Auto CAD & Drafting Principles Lab	3.0
DRFT 174	Descriptive Geometry	2.0
DRFT 174L	Descriptive Geometry Lab	1.0
MATH 145	Advanced Technical Math ¹	3.0
Second Semester		
DRFT 110	AutoCAD and Industrial Drafting	5.0
DRFT 110L	AutoCAD and Industrial Drafting Lab	3.5
DRFT 130	Plan and Blueprint Reading	2.0
PHYS 111	General Physics I	4.0
PHYS 111L	General Physics I Lab	0.0
ENGL 101	English Composition ²	3.0
BUSA 135	Computer Applications for Technical Programs ¹	3.0

Third Semester		
Course	Title	Credit Hours
DRFT 203	Building Codes	2.0
DRFT 215	Advanced Architecture Design	3.0
DRFT 215L	Advanced Architecture Design Lab	3.5
DRFT 225	Civil/Survey/GIS/Cartography	3.0
DRFT 225L	Civil/Survey/GIS/Cartography Lab	3.5
ENGL 202	Technical Writing ¹	3.0

Fourth Semester		
Course	Title	Credit Hours
A TEC 120	Occupational Relations ¹	3.0

Students must select 15 credits minimum from DRFT 210, 211, 220, 295 or 299.

DRFT 210	Advanced AutoCAD	2.0
DRFT 210L	Advanced AutoCAD Lab	1.0
DRFT 211	Technical Illustration	3.0
DRFT 211L	Technical Illustration Lab	3.0
DRFT 220	Advanced Engineering Graphics	3.0
DRFT 220L	Advanced Engineering Graphics Lab	3.5
DRFT 295	Drafting Co-op	1.0-3.0
DRFT 299	Directed Study - Special Issues	3.0-6.0
	TOTAL	74-77

¹ This is the recommended course for this program, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

² This course is required for the A.A.S. degree.



PROGRAM GUIDELINES

Education

Transfer Program

Students who plan to teach in elementary school, middle school, or high school should contact the university they are planning to transfer to as soon as they know they want to complete a teacher certification program. Delaying could result in spending extra time and money on classes that are not needed for the transfer institution's core curriculum, college of education requirements, and/or state certification requirements.

While deciding which transfer university to attend, students may enroll in courses which have a high probability for transfer: English 101 and 102, Communication 101, Psychology 101, History 111 and 112, and Political Science 101.

Students who are uncertain about whether to become a teacher or not, may enroll in Education 201 as a sophomore. This course is designed to assist students in making an educated decision about teaching as a career choice.

Students pursuing an A.A. or A.S. degree through NIC should follow the general core requirements listed on pages 40-43 and tailor their elective courses identified by your intended transfer institution's catalog.

Electronics Technology

Applied Technology Program

The two-year Associate of Applied Science degree, or Advanced Technical Certificate program, is designed to prepare students for employment as entry-level technicians. Students will be ready to work as computer, field service, engineering, and bench technicians.

Students will learn theory, application and troubleshooting of DC and AC electrical components and circuits, semiconductors analog and digital integrated circuits, microprocessor systems, and other related topics.

A general education component which includes classes in English, math/economics/business, and human relations is integrated into the program. Interested students must have completed MATH 025 or its equivalent and should possess good reading and study skills.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See page 47).

Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

Note: Current industry professionals may enroll in individual courses on a space-available basis and with the instructor's permission.

Certificate Program

First Semester

ELT 110	Direct Current I Theory	5
ELT 110L	Direct Current I Lab	3
ELT 120	Direct Current II Theory	5

ELT 120L	Direct Current II Lab	3
MATH 108	Intermediate Algebra ¹	4
Second Semester		
ELT 130	Alternating Current Theory	5
ELT 130L	Alternating Current Lab	3
ELT 140	Solid State I Theory	5
ELT 140L	Solid State I Lab	3
ENGL 095	Communication Skills ¹	1
or ENGL 099	Fundamentals for Writing ¹	(3)
or ENGL 101	English Composition ¹	(3)
Third Semester		
ELT 250	Solid State II Theory	5
ELT 250L	Solid State II Lab	3
ELT 260	Solid State III Theory	5
ELT 260L	Solid State III Lab	3
Fourth Semester		
ATEC 120	Occupational Relations ¹	3
ELT 270	Digital I Theory	5
ELT 270L	Digital I Lab	3
ELT 280	Digital II Theory	5
ELT 280L	Digital II Lab	3
TOTAL		72

Associate of Applied Science Degree

First Semester

ELT 110	Direct Current I Theory	5
ELT 110L	Direct Current I Lab	3
ELT 120	Direct Current II Theory	5
ELT 120L	Direct Current II Lab	3
MATH 108	Intermediate Algebra ¹	4
or MATH 145	Advanced Technical Mathematics I ¹	(3)

Second Semester

ELT 130	Alternating Current Theory	5
ELT 130L	Alternating Current Lab	3
ELT 140	Solid State I Theory	5
ELT 140L	Solid State I Lab	3
ENGL 099	Fundamentals of Writing ¹	3
or ENGL 101	English Composition ¹	(3)

Third Semester

ELT 250	Solid State II Theory	5
ELT 250L	Solid State II Lab	3
ELT 260	Solid State III Theory	5
ELT 260L	Solid State III Lab	3
ENGL 202	Technical Writing ¹	3

Fourth Semester

ATEC 120	Occupational Relations ¹	3
ELT 270	Digital I Theory	5
ELT 270L	Digital I Lab	3
ELT 280	Digital II Theory	5
ELT 280L	Digital II Lab	3
TOTAL		77

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.



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 40-43.

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 I	5
-----	* Arts and Humanities/Social Science Elective	3
	TOTAL	38-39

Chemical Engineering

Sophomore Level

Course	Title	Credit Hours
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	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	3

MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	Engineering Physics II	5
-----	* Arts and Humanities/Social Science Elective	3
	TOTAL	37

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	3
ENGR 295	Strength of Materials	3
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	Engineering Physics II	5
-----	* Arts and Humanities/Social Science Electives ..	6
	TOTAL	36

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	3
ENGR 295	Strength of Materials	3
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	Engineering Physics II	5
-----	* Arts and Humanities/Social Science Electives ..	6
	TOTAL	36

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 295	Strength of Materials	3
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 212	Engineering Physics II	5
PHYS 212L	College Physics II Lab	1
-----	* Arts and Humanities/Social Science Elective	3
	TOTAL	35

Mining, Geological Engineering

Sophomore Level

Course	Title	Credit Hours
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4



PROGRAM GUIDELINES

ENGR 214	Surveying	4
ENGR 221	Dynamics of Rigid Bodies	3
ENGR 295	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	Engineering Physics II	4
_____	* Arts and Humanities/Social Science Elective	3
_____	TOTAL	37

* Select electives from A.A. and A.S. degree requirements on pages 40-43.

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 coursework normally fulfills the first half of baccalaureate degree requirements in English. Course selection should be tailored to match requirements defined by intended transfer institutions.

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 should be coordinated with the catalog of the transfer institution.

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/Dance	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
_____	TOTAL	64-69

* Select electives from A.A. degree requirements on pages 40-41.

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	Precalculus	5
MATH 148	Graphing Calculator	1
PHIL 101	Introduction to Philosophy	3
PHYS 111	General Physics I	4
PHYS 112	General Physics II	4
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
_____	TOTAL	66-72

* Select electives from A.S. degree requirements on pages 42-43.



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 BIOL 241	General Botany	4
	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 Resource 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	Precalculus	(5)
or MATH 148	Graphing Calculator	(1)
_____	* P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	6
_____	* Science or Math Electives	8
_____	* Social Science Electives	9
	TOTAL	64-66

* Select electives from A.S. degree requirements on pages 42-43.

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 coursework normally fulfills the first half of baccalaureate degree requirements in Foreign Language. Course selection should be tailored to match requirements defined by intended transfer institutions.

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 Languages.

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
_____	* Foreign Language (select one)	16
_____	* Mathematics Elective (MATH 253 recommended)	3-4
_____	* Computer Science Electives	2-3
_____	* Laboratory Science Electives	8
_____	* Social Science Electives	12
_____	* Arts and Humanities Electives	6
_____	General Electives	3
	TOTAL	64-66

* Select electives from A.A. degree requirements on pages 40-41.



Forestry/Wildlife/Range/ Wildland Recreation Management

Transfer Program

This program provides suggested coursework 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 coursework 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
BIOL 101	Forestry Orientation	1
BIOL 202	General Zoology	4
BIOL 203	General Botany	4
BIOL 204	Introduction to Life Sciences	4
BIOL 221	Forest Ecology	4
BIOL 241	Systematic Botany	4
CHEM 101	Essentials of General Chemistry I	4
COMM 101	Introduction to Speech Communication	3
CS 100	Introduction to Computers	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
GEOL 101	Physical Geology	4
MATH 160	Survey of Calculus	4
or MATH 170	Analytic Geometry and Calculus I	(4)
MATH 253	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
TOTAL		69

* Select electives from A.S. degree requirements on pages 42-43.

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 coursework 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
TOTAL		64

* Select electives from A.A. degree requirements on pages 40-41.

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
_____	* Mathematics Elective	3-4
_____	* Laboratory Science Electives	8
_____	* Social Science Electives	6-9
_____	* Arts and Humanities Electives	6-9
_____	General Electives	26-27
TOTAL		64

* Select electives from A.S. degree requirements on pages 42-43.



Geology

Transfer Program

This program is for students interested in pursuing a baccalaureate degree in Geology. 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 coursework 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 204	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	General Physics I	4
PHYS 112	General Physics II	4
_____	P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	9
_____	* Social Science Electives	6
_____	Geology Elective	4
	TOTAL	73

* Select electives from A.S. degree requirements on pages 42-43.

Graphic Design

Occupational Program

This occupational program prepares its graduates to meet the challenges of graphic design 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 video, 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 graphic design coursework.

Associate of Applied Science Degree

Course	Title	Credit Hours
General Education Credits:		
ART 100	Survey of Art	3
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
ENGL 272	Business Writing	3

Program Requirements:

ART 111	Drawing I	2
ART 112	Drawing II	2
ART 121	Design & Creative Process I	3
ART 122	Design & Creative Process II	3
ART 217	Life Drawing I	3
ART 231	Beginning Painting I	3
ARTG 131	Computer Graphics I	3
ARTG 132	Computer Graphics II	3
ARTG 210	Illustration I	2
ARTG 211	Illustration II	2
ARTG 212	Illustration III	2
ARTG 221	Graphic Design I	3
ARTG 222	Graphic Design II	3
ARTG 223	Graphic Design III	3
ARTG 254	Prepress	2
ARTG 283	Capstone Class I	3
ARTG 284	Capstone Class II	3
ARTG 290	Internship (optional)	3
COMP 281	Introduction to Photography	3
_____	Art Electives	4
	Total	67-70



Heating, Ventilation, Air Conditioning, and Refrigeration

Applied Technology Program

Completion of the nine-month certificate program in Heating, Ventilation, Air Conditioning, and Refrigeration prepares students for an entry-level position in this challenging occupation.

Entry-level HVACR technicians typically work on residential and/or light commercial HVACR systems performing equipment installations, preventive maintenance, and service and repair tasks. Additional opportunities are also available in system design and sales.

Students will study basic HVACR systems, electricity, heating systems, local fuel codes, applied thermodynamics, refrigeration cycle, psychometrics, duct system design, and system diagnosis. These skills are taught in classroom theory and learned in hands-on lab exercises and cooperative work experiences.

A general education component which includes classes in communications, math, occupational relations, and how to conduct a job search is integrated into the program. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See page 47).

Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

Note: Current industry professionals may enroll in individual courses on a space-available basis and with the instructor's permission.

Certificate of Completion

First Semester

Course	Title	Credit Hours
BUSA 135	Computer Applications for Technical Programs ¹	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 ¹	3

Second Semester

Course	Title	Credit Hours
ATEC 109	Occupational Relations ¹	1
ATEC 110	Successful Job Search ¹	1
ENGL 095	Communication Skills ¹	1
HVAC 171L	HVAC/R Laboratory	5
HVAC 175	HVAC Systems	4
HVAC 177	Refrigeration	4
HVAC 180	HVAC/R Codes & Licenses	3
TOTAL		40

¹ This is the recommended course for this program, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

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 ministry, 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 coursework normally fulfills the first half of baccalaureate degree requirements in History. 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
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 Electives (other than history)	9
_____	* Arts and Humanities Electives	6
_____	* Laboratory Science Electives	8
_____	* History Electives	3
_____	* Cultural Diversity Elective	3
_____	General Elective	3
TOTAL		64

* Select electives from A.A. degree requirements on pages 40-41.

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

PROGRAM GUIDELINES



.....	P.E. Activity/Dance	2
.....	Foreign Language ¹	8
.....	* Social Science Elective (other than history)	6
.....	* Arts and Humanities Electives	6
.....	* Laboratory Science Electives	8
.....	* History Elective	3
.....	General Electives	7
.....	TOTAL	64

¹ 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.

* Select electives from A.A. and A.S. degree requirements on pages 40-44.

HSS 102	Introduction to Human Services Lab	1
PSYC 101	Introduction to Psychology	3
or SOC 101	Introduction to Sociology	(3)
or SOC 102	Social Problems	(3)
.....	* Electives	3-6

Spring Semester

ATEC 120	Occupational Relations	3
HSS 107	Helping Process	1
HSS 108	Helping Skills Lab	1
HSS 110	Human Services	4
HSS 111	Human Service Field Experience & Seminar I	3
.....	* Electives	3-6

Summer Session

HSS 121	Human Service Field Experience & Seminar II ..	6
.....	TOTAL	37-40

* A list of suggested electives is available from the Allied Health Secretary in the Hedlund Building.

Human Services

Applied Technology Program

The Human Services program is designed to prepare students for entry into a variety of positions in institutions and community-based agencies which provide psychosocial, community support, and educational services. Students may focus on intervention in the field of chemical dependency, developmental disabilities, criminal justice, mental health, child health, aging, social work, or residential care. Class and field experience combine to develop student skill in assistance with individual and group rehabilitation or treatment, problem solving, life-skill training, assessment and behavioral intervention.

The Human Services program offers two alternatives for students. A Certificate of Completion can be attained in three semesters (11 months), or students may choose the two-year Associate of Applied Science degree. A list of suggested elective courses which focus on the student's field of interest is available from the Allied Health Secretary in the Hedlund Building. Classes begin each fall, and students must obtain approval from the program coordinator and complete prerequisite coursework prior to field experience in the spring and summer session. Certified Nursing Assistant (CNA) training, available through the NIC Workforce Training Center, is also required prior to or in conjunction with the spring semester field experience. Phone the Human Services program director at 769-3279 for specific advising and further information.

Certificate Program

Fall Semester

ALTH 107	Communications for ALTH Professionals	1
or	Communications Elective	(3)
ENGL 099	Fundamentals of Writing	3
or ENGL 101	English Composition	(3)
HSS 101	Introduction to Human Services	2

Associate of Applied Science Degree

Fall Semester

ENGL 101	English Composition	3
HSS 220	Crisis Theory and Intervention	3
HSS 221	Field Experience and Seminar III	4
PSYC 101	Intro to Psychology	3
or SOC 101	Intro to Sociology	(3)
or SOC 102	Social Problems	(3)

Spring Semester

HSS 230	Case Management	3
HSS 231	Field Experience and Seminar IV	4
PHIL 103	Ethics in Health Care	3
MATH 123	Contemporary MATH (or higher)	3
.....	TOTAL	63-66



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 coursework 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

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:

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
COMM 111	Interview Techniques	2
COMP 281	Introduction to Photography	3
TOTAL		65-67

Optional Coursework (Not required for degree):

COMJ 100	<i>Sentinel</i> Staff (Continuing)	1-2
COMJ 298	Journalism Practicum	2
PHIL 103	Ethics	3

* Select electives from A.A. degree requirements on pages 40-41.

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	3-6
_____	* Social Science Electives	3-6
_____	* Mathematics Elective	3-4
_____	* Laboratory Science Electives	8
_____	P.E. Activity/Dance	2

Journalism Emphasis Electives:

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
COMM 111	Interview Techniques	2
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3
PHIL 103	Ethics	3
POLS 101	American National Government	3
TOTAL		65-66

Optional Coursework (Not required for degree):

COMJ 100	<i>Sentinel</i> Staff (Continuing)	1-2
COMJ 298	Journalism Practicum	2

* Select electives from the A.S. degree requirements on pages 42-43.

Law Enforcement

Applied Technology Program

This program prepares students for an entry-level position as a city, county, or state law enforcement officer. Upon completion, students fulfill the requirements for the A.A.S. degree and are eligible to challenge peace officer certification in Idaho.

Applications for the Sophomore Law Enforcement block may be picked up from T. Leach, Room 239, 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 available at the Sophomore Law Enforcement level for a fee.

This program consists of two semesters of academic courses, followed by one block of technical LAWE courses, and one semester of internship.

Students who successfully complete or challenge 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 the Law Enforcement Program instructor/coordinator



for more information.

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to, have, or are entering, management positions. Credit will be granted for POST coursework. This is a selective admissions program.

Associate of Applied Science Degree

First Semester		
Course	Title	Credit Hours
ENGL 101	English Composition	3
LAW 103	Introduction to Criminal Justice	3
MATH 108	Intermediate Algebra ¹	4
POLS 101	American National Government	3
PSYC 101	Introduction to Psychology	3
Second Semester		
BUSA 100 or CS 100	Introduction to Computers	3
COMM 101	Introduction to Speech Communication ²	3
or COMM 233	Interpersonal Communication	(3)
or COMM 236	Small Group Communication	(3)
PE 288	First Aid	3
PHIL 201	Logic and Critical Thinking	3
POLS 102	State and Local Government	3
SOC 102	Social Problems	3
Third Semester		
LAW 219	Self Defense	3
LAW 220	Basic Police Law	2
LAW 221	Professional Orientation	1
LAW 222	Police Procedures	2
LAW 223	Patrol Procedures	1
LAW 224	Practical Problems	1
LAW 225	Investigation	3
LAW 226	Enforcement Skills	1
LAW 228	Police Physical Fitness	1
Fourth Semester		
LAW 290	Law Enforcement Theory	3
LAW 293	Law Enforcement Internship	10
PSYC 205	Developmental Psychology	3
TOTAL		65

¹ Students intending to obtain a four-year degree should take a math course meeting the mathematics requirement for the Associate of Science degree.

² Students intending to obtain a four-year degree should take COMM 101.

LAW 221*	Professional Orientation	1
LAW 222*	Police Procedures	2
LAW 223*	Patrol Procedures	1
LAW 224*	Practical Problems	1
LAW 225*	Investigation	3
LAW 226*	Enforcement Skills	1
LAW 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)
LAW 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 233	Interpersonal Communication	3
or COMM 236	Small Group Communication	(3)
LAW 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
LAW 241	Administration of Justice II	3
TOTAL		68

** 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		
Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
ENGL 101	English Composition	3
LAW 219*	Self Defense	3
LAW 220*	Basic Police Law	2



Legal Administrative Assistant

The Legal Administrative Assistant program is a rich mix of specific coursework in the legal area combining a blend of academic schooling and technical expertise. A legal administrative assistant is a skilled professional who performs all general office work in addition to specialized legal assignments. Employment opportunities are in public defender's offices, prosecuting attorney's offices, private law firms, government agencies, and legal departments of large manufacturing, banking, insurance, or real estate firms. This specialized assistant takes shorthand and/or uses transcribing machines, creates and modifies legal instruments and documents utilizing computer technology, and adheres to court procedures such as calendaring, scheduling, and docketing. In addition, the legal administrative assistant files legal documents, maintains clients' fees, and performs law office public relations.

NIC also offers Associate of Applied Science Degree programs in Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 15.

Associate of Applied Science Degree

Pre-Legal Administrative Assistant Sequence

Course	Title	Credit Hours
BUSO 101A	Basic Keyboarding ¹	1
BUSO 101B	Keyboarding Speed Development ¹	1
First Semester		
BUSA 121	Introduction to Spreadsheets	1
BUSO 112	Speedwriting Theory and Dictation	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skills & Machine Transcription	1
BUSO 176	Machine Transcription & Document Formatting	1
ENGL 101	English Composition	3
	Social Science Requirement ²	3
Second Semester		
ACCT 110 or ACCT 201	Small Business Accounting Principles of Accounting ³	3 (3)
BUSO 113	Speedwriting Dictation and Transcription	3
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
ENGL 272	Business Writing	3
Third Semester		
BUSA 185	Business Math	3
BUSO 205	Legal Terminology/Transcription I	3
BUSO 291	Legal Administrative Assistant Internship I	4
BUSO 295	Office Procedures	3
COMM 101	Introduction to Speech Communication	3
Fourth Semester		
BUSA 265	Legal Environment of Business	3
BUSO 206	Legal Terminology/Transcription II	3
BUSO 292	Legal Administrative Assistant Internship II	4
PSYC 101	Introduction to Psychology	3

Math Requirement ⁴	3-4
TOTAL	64-65

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
- ² Choose from the A.S. degree social science requirements on page 42.
- ³ Students intending to obtain a four-year degree should take ACCT 201.
- ⁴ Students who take a 3 credit mathematics course may be required to take an additional course to complete the 16 credit general education core requirement for the A.A.S. degree.

Machine Technology

Applied Technology Program

The Machine Technology program prepares students for entry-level employment in the machining and manufacturing industries. The curriculum features basic-to-advanced machining concepts involving various machine tools such as conventional lathes, mills, grinders, and their Computer Numerical Control (CNC) counterparts. Coursework also involves blueprint reading, shop math, and statistical and mechanical measurements.

A general education component consisting of communications, math, and occupational relations is integrated into the program. Successful completion of the first semester and/or permission of the instructor is required for acceptance into the next semester.

The prospective student should have basic algebra and geometry skills with mechanical aptitude. Computer and keyboarding skills are highly recommended. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Industry professionals may enroll in individual courses on a space-available basis with the instructor's permission.

Certificate Program

First Semester	
ATEC 120	Occupational Relations ¹ 3
MACH 151	Machine Technology Theory I 4
MACH 151L	Machine Technology Lab I 9
MACH 171	Blueprint Reading 2
MATH 024	Technical Mathematics ¹ 3
or MATH 108	Intermediate Algebra ² (4)
Second Semester	
MACH 152L	Machine Technology Lab II 8
MACH 160	Manufacturing Processes 4
MACH 172	Blueprint Reading II 2
MACH 185	Statistical Process Control 1



Third Semester		
MACH 231	Computers in Machining	3
MACH 253L	Advanced Machining Lab I	8
MACH 273	Intermediate Blueprint Reading	3
MACH 283	Computer Numerical Control Theory I	5
Fourth Semester		
ENGL 095	Communication Skills ¹	1
MACH 254L	Advanced Machining Lab II	8
MACH 274	Geometric Dimensioning & Tolerancing	3
MACH 284	Advanced Machining Processes	5
TOTAL		72

Associate of Applied Science Degree

First Semester		
A TEC 120	Occupational Relations ¹	3
MACH 151	Machine Technology Theory I	4
MACH 151L	Machine Technology Lab I	9
MACH 171	Blueprint Reading I	2
MATH 024	Technical Mathematics	3
or MATH 108	Intermediate Algebra ²	(4)
Second Semester		
ENGL 099	Fundamentals for Writing ¹	3
or ENGL 101	English Composition ¹	(3)
MACH 152L	Machine Technology Lab II	8
MACH 160	Manufacturing Processes	4
MACH 172	Blueprint Reading II	2
MACH 185	Statistical Process Control	1
Third Semester		
ENGL 202	Technical Writing	3
MACH 231	Computers in Machining	3
MACH 253L	Advanced Machining Lab I	8
MACH 273	Intermediate Blueprint Reading	3
MACH 283	Computer Numerical Control Theory I	5
Fourth Semester		
MACH 254L	Advanced Machining Lab II	8
MACH 274	Geometric Dimensioning & Tolerancing	3
MACH 284	Advanced Machining Processes	5
_____	Math/Business/Economics Requirement ³	3
TOTAL		78-80

¹ This is the recommended course for this program. Students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

² Math 108 is required for those seeking an A.A.S. degree.

³ If MATH 108 is taken the first semester, the 3-credit Math/Business/Economics Requirement is not necessary.

Maintenance Mechanic/ Millwright

Applied Technology Program

This 11-month program prepares students for employment as industrial plant maintenance mechanics or millwrights. Students learn the basics of maintenance, fabrication, installation, and alignment of equipment used in modern industrial and manufacturing plants.

Theory classes provide technical information pertaining to welding, hydraulics, electricity, rigging, pipe fitting, mechanical drive/transmission systems, equipment installation and alignment, pumps, and compressors.

Laboratory classes teach students to skillfully perform welding and fabrication tasks as well as the maintenance of hydraulic electro/mechanical systems. The well-equipped lab includes the latest technology in laser alignment of rotating equipment. Blueprint reading and shop math are taught and used in all areas of training. A general education component of communications, occupational relations, math and job search is integrated into the program.

Interested students should possess basic math skills (knowledge of basic algebra and geometry), reading skills, and have a keen interest in mechanics. Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Successful completion of the first semester and/or permission of the instructor is required for acceptance into the second semester and summer session.

Certificate of Completion

First Semester		
Course	Title	Credit Hours
MATH 024	Technical Math ¹	3
MM 151	Maintenance Mechanic Theory I	10
MM 151L	Maintenance Mechanic Lab I	7
MM 155	Blueprint Reading	2
Second Semester		
A TEC 109	Occupational Relations ¹	1
A TEC 110	Successful Job Search ¹	1
ENGL 095	Communication Skills ¹	1
MM 062	Shop Math	2
MM 152	Maintenance Mechanic Theory II	7
MM 152L	Maintenance Mechanic Lab II	7
MM 156	Hydraulics	3
Summer Session		
MM 153	Maintenance Mechanic Theory III	6
MM 153L	Maintenance Mechanic Lab III	4
TOTAL		54

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.



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 coursework 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
PHYS 211	Engineering Physics I	5
PHYS 212	Engineering Physics II	5
_____	P.E. Activity/Dance	2
_____	* Laboratory Science Electives (CHEM 111 and 114 recommended)	8
_____	* Computer Science Elective	2-3
_____	* Arts and Humanities Electives	9
_____	* Social Science Electives	6
TOTAL		66-67

* Select electives from A.S. degree requirements on pages 42-43.

Medical Administrative Assistant

Applied Technology Program

For those who have always been interested in the medical field, but find their strengths lie in clerical administration, a career as a medical administrative assistant could be the perfect choice. Medical administrative assistants combine clerical skills and word processing with specialization in medical terminology, anatomy, medical transcription, and medical coding.

Physicians rely on well-trained medical administrative assistants to help with patient care documentation. The medical administrative assistant's job, using the latest technology, may include transcribing reports, composing and processing correspondence, coding of diagnoses and procedures, completing insurance forms, maintaining financial records, greeting and

scheduling patients, and other related duties. Strong human relations skills are a must.

Students will be provided the opportunity to develop skills to gain employment in clinics, private medical practices, hospitals, nursing homes, medical insurance and billing companies, and other health care facilities. With experience, the graduate may advance to office manager or department supervisor.

NIC also offers Associate of Applied Science Degree programs in Administrative Assistant, Legal Administrative Assistant, Office Information Specialist, and Paralegal.

Associate of Applied Science Degree

Pre-Medical Secretary Sequence

Course	Title	Credit Hours
BUSO 101A	Basic Keyboarding ¹	1
BUSO 101B	Keyboarding Speed Development ¹	1
First Semester		
BUSA 121	Introduction to Spreadsheets	1
BUSO 109	Medical Terminology	3
BUSO 156	Medical Software Applications	1
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transcription & Document Formatting	1
ENGL 101	English Composition	3
Second Semester		
ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting ²	(3)
BUSO 110	Medical Transcription	2
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
COMM 101	Introduction to Speech	3
PSYC 101	Introduction to Psychology	3
Third Semester		
BIOL 100	Fundamentals of Biology	4
or BIOL 175	Human Biology	(4)
BUSA 185	Business Math	3
BUSO 194	Legal Issues in Health Care	1
BUSO 210	Advanced Medical Transcription	2
BUSO 287	Medical Administrative Assistant Internship I	4
BUSO 295	Office Procedures	3
Fourth Semester		
BUSO 257	Medical Coding	3
BUSO 288	Medical Administrative Assistant Internship II	4
ENGL 272	Business Writing	3
PE 288	First Aid	3
_____	Math Requirement ³	3-4
TOTAL		65-66

¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.

² Students intending to obtain a four-year degree should take ACCT 201.

³ Students must choose a mathematics course listed as meeting the mathematics requirement for the Associate of Science degree listed on page 43.



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 and selection is based on performance, grades and letters of recommendation.

MUS 242	Harmony and Theory IV	3
MUS 242L	Harmony and Theory IV Lab	1
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
_____	TOTAL	73

* Select electives from A.A. and A.S. degree requirements on pages 40-43.

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 117	Music Convocations (each semester)	0
MUS 124	Individual Instruction	8
MUS 124B	Individual Instruction: Piano	4
MUS 140	Introduction to Music Literature	3
MUS 141	Harmony and Theory I	3
MUS 141L	Harmony and Theory I Lab	1
MUS 142	Harmony and Theory II	3
MUS 142L	Harmony and Theory II Lab	1
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
_____	TOTAL	69-71

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 117	Music Convocations	0
MUS 124	Individual Instruction	8
MUS 124B	Individual Instruction: Piano	4
MUS 140	Introduction to Music Literature	3
MUS 141	Harmony and Theory I	3
MUS 141L	Harmony and Theory I Lab	1
MUS 142	Harmony and Theory II	3
MUS 142L	Harmony and Theory II Lab	1
MUS 241	Harmony and Theory III	3
MUS 241L	Harmony and Theory III Lab	1

Nursing: Practical Nursing (PN)

Applied Technology Program

This 11-month program prepares students for entry-level employment as practical nurses 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 those program requirements.

A high school diploma or GED completion is required. Prerequisite courses include English 099, 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 on page 16 of this catalog 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. The program is offered in cooperation with Kootenai Medical Center, Bonner General Hospital, local extended care facilities, and the State Board for Vocational Education.

Certificate of Completion

Prerequisite college courses for the Practical Nursing program are PSYC 101 and MATH 102. A grade of C or higher is required for all prerequisite courses. Students taking the COMPASS must score above 44 in writing skills or above 48 in elementary algebra; those who do not will be required to take



PROGRAM GUIDELINES

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 seven years will be required to take chemistry.

Fall Semester		
Course	Title	Credit Hours
ALTH 107	Communication Skills	1
PN 104	Human Body Structure & Function	3
PN 106	Practical Nursing Theory	6
PN 106L	Practical Nursing Lab	6
Spring Semester		
PN 107	Practical Nursing Theory	8
PN 107L	Practical Nursing Lab	6
Summer Session		
ATEC	Successful Job Search	1
PN 108	Practical Nursing Theory	3
PN 108L	Practical Nursing Lab	5
TOTAL		38

Nursing: Registered Nursing (RN)

Transfer Program

The Associate Degree Nursing program provides opportunities for individuals to acquire the necessary education for entry into the profession of nursing as a registered nurse. The curriculum includes general education courses in the arts and sciences and nursing courses which provide nursing theory in the classroom and patient care experiences in health care agencies.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). Upon passing the examination, the graduate is licensed to practice as a Registered Nurse in the state in which the exam was taken and may apply for licensure in other states without repeat examination.

The nursing program is approved by the Idaho State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Inquiries can be made by contacting the above agencies at: Idaho State Board of Nursing, PO Box 83720, Boise, ID 83720-0061 and/or National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014 (212-989-9393).

The nursing program has a selective admission process and specific high school courses or college equivalents are required. Please see the admissions section on page 16 of the catalog for details of admission criteria and procedure. It is highly recommended that potential applicants meet with a nursing department advisor as they begin planning their pre-nursing program. Licensed practical nurses are eligible to apply for advanced placement. LPNs must meet the same admission criteria as other program applicants. Those applicants desiring

advanced placement should meet with the nursing chair of the Advanced Placement Committee for advisement.

Students entering the nursing program in the Fall of 1999 will be required to meet all A.S. degree requirements.

Associate of Science Degree

Prerequisites		
Course	Title	Credit Hours
BIOL 227	Human Anatomy and Physiology	4
BIOL 228	Human Anatomy and Physiology	4
COMM 101	Introduction to Speech Communication	3
ENGL 101	English Composition	3
PSYC 101	Introduction to Psychology	3
First Year		
Fall Semester		
BIOL 250	General Microbiology/Bacteriology	4
NURS 190	Nursing Practice I	8
SOC 101	Introduction to Sociology	3
_____	* Physical Education Requirement	1
Spring Semester		
NURS 195	Nursing Practice II	8
ENGL 102	English Composition	3
_____	* Mathematics Requirement	3
Summer Semester		
NURS 198	** Nursing Practice Clinical Practicum	1
Second Year		
Fall Semester		
NURS 290	Nursing Practice III	8
_____	* Social Science/Humanities Requirement	3
_____	* Humanities Requirement	3
Spring Semester		
NURS 295	Nursing Practice IV	9
_____	* Humanities Requirement	3
_____	* Physical Education Requirement	1
TOTAL including prerequisites		74

NOTE: For Nursing Program only, successful completion of BIOL 227 and BIOL 228 will meet the A.S. degree science core requirements.

* Select electives from courses which meet the A.S. degree requirements on pages 42-43.

** Elective course - Not part of the required curriculum.

To progress in the nursing curriculum a grade of C or better is required in each nursing course and each general education course listed as a prerequisite for the next nursing course. A grade of C- is acceptable for the math elective, humanities and social science electives only.

To achieve a grade of C or better in a nursing course requires a 75% minimum theory testing average and a satisfactory clinical performance evaluation.

Students who wish to continue their education in nursing will need to complete all the core requirements for the Associate of Science degree as outline on pages 40-41 of the catalog to articulate with junior standing. BSN completion programs are available through several colleges in Idaho and Eastern Washington.



Office Information Specialist

Applied Technology Program

This program prepares students to utilize computer technology effectively in the workplace to process information and to organize the day-to-day operations of an office. It emphasizes development of computer software expertise and combines secretarial skills with management training and computer knowledge through basic management education and hands-on software applications courses.

Students enrolled in the Office Information Specialist program develop computer application skills and interpersonal, decision making and analytical skills in order to manage office and business problems and situations. Classes cover word processing, spreadsheet, database, and desktop publishing software, as well as workplace issues such as telephone techniques, interpersonal relationships and technical issues such as manual and electronic records management, organizing bulk mailings, preparing spreadsheets, and producing newsletters and brochures. These classes are designed to train students to become a software applications expert, a skilled office worker, and an integral part of an office team.

Students who successfully complete the Office Information Specialist program will earn an Associate of Applied Science Degree. There is a potential for high-employment growth in the office information field due to increasing use of computers for document preparation, communication, and desktop publishing in government, business, and industry.

NIC also offers Associate of Applied Science Degree programs in Administrative Assistant, Legal Administrative Assistant, and Paralegal. The Paralegal program uses a selective admissions process which is described on page 15.

Associate of Applied Science Degree

Pre-Office Information Specialist Sequence

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

First Semester

Course	Title	Credit Hours
BUSA 121	Introduction to Spreadsheets	1
BUSA 133	Introduction to Windows	1
BUSO 112	Speedwriting Theory and Dictation	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transcription & Document Formatting	1
ENGL 101	English Composition	3

Second Semester

ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting ²	(3)
BUSA 122A	Intermediate Spreadsheets	1
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
ENGL 272	Business Writing	3
_____	Computer Applications Requirement ³	1

Third Semester		
BUSA 185	Business Math	3
BUSO 285	Office Information Specialist Internship I	4
BUSO 295	Office Procedures	3
COMM 101	Introduction to Speech Communication	3
ENGL 272	Business Writing	3
_____	Social Science Requirement ⁴	3
Fourth Semester		
BUSA 101	Introduction to Business	3
BUSA 265	Legal Environment of Business	3
BUSO 286	Office Information Specialist Internship II	4
PSYC 101	Introduction to Psychology	3
_____	Math Requirement ⁵	3-4
TOTAL		61-62

¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.

² Students intending to obtain a four-year degree should take ACCT 201.

³ Computer Applications Requirement options (1 credit required) are: BUSA 107, 119, 122B, 123, or 125.

⁴ Students may choose from the Associate of Science social sciences degree requirements on page 42.

⁵ Students must choose a mathematics course listed as a requirement for the Associate of Science degree on page 43.

Office Receptionist

Applied Technology Program

The Office Receptionist program provides coursework required for a Certificate of Completion that leads to entry-level career opportunities in an office environment. Students may also consider transferring to NIC's Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, or Office Information Specialist program after completion of the Office Receptionist coursework.

Certificate of Completion

First Semester

A TEC 120	Occupational Relations	3
BUSA 118	Introduction to Word Processing (WordPerfect)	1
BUSA 121	Introduction to Spreadsheets	1
BUSA 133	Introduction to Windows	1
BUSO 101A	Basic Keyboarding ¹	1
BUSO 101B	Keyboarding Speed Development ¹	1
COMM 233	Interpersonal Communication	3
or COMM 101	Introduction to Speech ²	(3)
ENGL 099	Fundamentals for Writing	3
or ENGL 101	English Composition ³	(3)

Second Semester

BUSO 115	Records System Management	3
BUSO 173	Word Processing	3



PROGRAM GUIDELINES

BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transcription & Document Formatting ..	1
BUSO 177	Office Receptionist Skills	3
BUSO 186	Office Receptionist Internship	3
	TOTAL	30

¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.

² Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.

³ Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.

Paralegal

Applied Technology Program

This program provides coursework required for an Associate of Applied Science Degree that leads to positions in legal environments. A paralegal, under the supervision of an attorney, applies knowledge of law and legal procedures in rendering direct assistance to attorneys, clients, and courts. They may conduct initial client interviews and follow up on investigation of factual information. Paralegals design, develop and modify procedures, techniques, services and processes; prepare and interpret legal documents; and detail procedures for practicing in certain fields of law. Paralegals research, select, assess, compile, and use information from the law library and other references, and analyze and handle procedures and problems that involve independent decisions.

This program has a selective admissions process which is explained on page 16 of this catalog. Students with legal office experience will be given preference. Applications are due by October 25 of each year.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 185	Business Math ¹	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 ²	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
PSYC 101	Introduction to Psychology	3
	Elective Requirements ³	6
	TOTAL	65

¹ Students intending to obtain a four-year degree should take a math course meeting the requirement for the Associate of Science degree. See page 42.

² Students intending to obtain a four-year degree should take COMM 101.

³ Requirement options (6 credits required) are 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 which is explained on page 16 of this catalog. Approximately 8-12 students are admitted to the pharmacy coursework and practicum each spring semester. Course requirements prior to the technical 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 deadline for submitting completed application packets is October 27 for admission to the program beginning the following spring semester. Contact the Allied Health Division at (208) 769-3279 for further information.

Certificate of Completion

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health	1.0
ALTH 102	Introduction to Allied Health Lab	1.0
BIOL 175	Human Biology.....	4.0
BUSO 109	Medical Terminology/Anatomy	3.0



COMM 233	Interpersonal Communication	3.0
ENGL 101	English Composition	3.0
MATH 102	Computational Skills for Allied Health	3.0
PHAR 110	Pharmacy Law	1.0

Spring Semester

Prerequisite to any PHAR course is admission into the program.

ALTH 105	Infection Prevention	2.0
PHAR 150	Orientation to OTC & Prescription Drugs	4.0
PHAR 170	Pharmacy Technology	2.0
PHAR 180	Pharmacy Practicum I	3.0
PHAR 181	Pharmacy Seminar I	0.5
PHIL 103	Ethics In Health Care	3.0

Summer Session (10 weeks)

ATEC 110	Successful Job Search	1.0
PHAR 185	Pharmacy Practicum II	5.0
PHAR 186	Pharmacy Seminar II	0.5
TOTAL	40.0

Philosophy

Transfer Program

The philosophy program provides excellent preparation for most professions or fields of graduate study, especially business, law, medicine, public administration, and education. 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 Philosophy. Course selection should be tailored to match requirements 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
PHIL 101	Introduction to Philosophy	3
PHIL 103	Ethics	3
PHIL 111	World Religions	3
PHIL 131	Introduction to Religion	3
PHIL 201	Logic and Critical Thinking	3
_____	P.E. Activity/Dance	2
_____	Foreign Language (200 level or higher)	4
_____	* Social Science Electives	9
_____	* Laboratory Science Electives	8
_____	* Mathematics Electives	3-4
_____	* Arts and Humanities Electives	3
_____	General Electives	7-8
TOTAL	64

* Select electives from the list of A.A. degree requirements on pages 40-41.

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 coursework 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
BIOL 227	Anatomy & Physiology	4
BIOL 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	Survey of American Literature	3
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 7)	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
_____	* Mathematics Elective	3
_____	* Arts & Humanities Elective	3
_____	* Social Science Electives (HIST 111, 112 or POLS 101)	3

** PE 108 may be substituted for 1 credit of PE 235.

Exercise Science/Fitness Option

(15 additional credits; no minor needed)

BIOL 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

Coaching Option

(13 additional credits; no minor needed)

BIOL 207	Concepts in Human Nutrition	3
SOC 155	Drug Abuse: Fact, Fiction & the Future	3



PROGRAM GUIDELINES

Coaching Methods (select 2):

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

PTA 106	Kinesiology	4
PTA 108	Fundamentals of Physical Therapy	4
PTA 109	Gross Anatomy	2
Spring Semester		
PTA 107	Observation and Measurement	2
PTA 200	Clinical Pathology	3
PTA 202	Physical Modalities	4
PTA 206	Therapeutic Exercise I	4
PTA 210	Clinical Affiliation I	4
Summer Session		
PTA 211	Clinical Affiliation II	4
Fall Semester		
PTA 207	Therapeutic Exercise II	4
PTA 208	PTA Seminar	2
PTA 212	Clinical Affiliation III	4
TOTAL CREDITS		71

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.). This program has a selective admissions process which is explained on page 16 of this catalog.

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

* 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 Orientation	3

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 size facilitates 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 coursework 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	Intro to Num. Computing with FORTRAN	3
or CS 150	Computer Science I	(4)
CS 240	Digital Computer Fundamentals	4
CHEM 111	Principles of General College Chemistry I	4
CHEM 112	Principles of General College Chemistry II	4
COMM 101	Introduction to Speech Communications	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGR 201	Electric Circuits I	4
ENGR 211	Introduction to Mechanics	3
ENGR 221	Dynamics of Rigid Bodies	3
MATH 170	Analytic Geometry and Calculus I	4
MATH 175	Analytic Geometry and Calculus II	4
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro to Ordinary Differential Equations	3
PHYS 211	Engineering Physics I	5



PHYS 212	Engineering Physics II	5
_____	P.E. Activity/Dance	2
_____	* Social Science Electives	6
_____	* Arts and Humanities Electives	9
	TOTAL	77

* Select electives from the list of A.S. degree requirements on pages 42-43.

POLS 102	State and Local Government	3
POLS 105	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
	TOTAL	65-67

* Select electives from the list of A.S. degree requirements on pages 42-43.

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
HIST 101	History of Civilization	3
or HIST 102	History of Civilization	(3)
MATH 130	Finite Mathematics	4
PHIL 201	Logic and Critical Thinking	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
POLS 105	Introduction to Political Science	3
PSYC 101	Introduction to Psychology	3
_____	P.E. Activity/Dance	2
_____	Foreign Language	16
_____	* Computer Science Elective	2-3
_____	* Arts and Humanities Electives	9
_____	* Laboratory Science Electives	8
	TOTAL	71-72

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

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 coursework 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
	TOTAL	64

* Select electives from the list of A.S. degree requirements on pages 42-43.



Pre-Medical Related Fields

Transfer Program

Several options within the pre-medical field are available for students completing this general program option some of which are: Pre-Dental Hygiene, Pre-Medical/Pre-Dental Studies, Pre-Optometry, 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 coursework 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 277	Organic Chemistry I	(3)
*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	4
PHYS 112	General Physics II	4
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
_____	P.E. Activity/Dance	2
_____	** Arts and Humanities Electives	6-9
	TOTAL	68-71

* See requirements for specific transfer institutions.

** Select electives from the list of A.S. degree requirements on pages 42-43.

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 3.00 GPA in all prerequisite work (i.e., biology, zoology, chemistry, physics, and psychology) and 150 hours (minimum) of work/observation under the direction of a licensed physical therapist is required for entry in physical therapy programs (may vary with transfer institution).

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 Pre-Physical Therapy. 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 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
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	4
PHYS 112	General Physics II	4
PSYC 101	Introduction to Psychology	3
_____	P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	6-9
_____	* Social Science Electives	3-6
	TOTAL	65-71

* Select electives from A.S. degree requirements on pages 42-43.



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 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 coursework 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
BIOL 202	General Zoology	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	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	4
PHYS 112	General Physics II	4
_____	P.E. Activity/Dance	2
_____	* Arts and Humanities Electives	6-9
_____	* Social Science Electives	6-9
_____	General Electives	6
_____	TOTAL	64-65

* Select electives from the list of A.A. degree requirements on pages 40-41.

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 coursework 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	8
_____	* Social Science Electives	6
_____	* Arts and Humanities Electives	6
_____	* Cultural Diversity Elective	3-4
_____	General Electives	12
_____	TOTAL	64-67

* Select electives from the list of A.A. degree requirements on pages 40-41.



PROGRAM GUIDELINES

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 coursework 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 management 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. 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

Course	Title	Credit Hours
ACCT 201	Principles of Accounting	3
ACCT 202	Managerial Accounting	3
BUSA 100	Introduction to Computers	3
BUSA 101	Introduction to Business	3
BUSA 121	Introduction to Spreadsheets	1
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	3
ECON 201	Principles of Economics (Macro)	3
ECON 202	Principles of Economics (Micro)	3
ENGL 101	English Composition	3
ENGL 272	Business Writing	3
MATH 130	Finite Mathematics	4
PSYC 101	Introduction to Psychology	3
	CORE TOTAL	44

Management Option:

BMGT 120	Occupational Relations	3
BMGT 236	Human Resource Management	3
BMGT 256	Problem Solving Through Team Dynamics	3
BMGT 266	Small Business Management	3
	Electives From List Below	5-6

Marketing Option:

BMGT 120	Occupational Relations	3
BMKT 231	Principles of Retailing	3
BMKT 241	Fundamentals of Promotion & Advertising	3
BMKT 261	Princ. of Professional Selling & Sales Mgmt	3

Electives From List Below 5-6

General Business Option:

Electives From List Below 18

Elective List:

BUSA 122A	Intermediate Spreadsheets	1
BUSA 122B	Advanced Spreadsheets	1
BUSA 125	Introduction to Presentation Software	1
BUSA 185	Business Math	3
BMGT 120	Occupational Relations	3
BMGT 236	Human Resource Management	3
BMGT 256	Problem Solving Through Team Dynamics	3
BMGT 266	Small Business Management	3
BMGT 290	Marketing Management Internship	3
BMKT 231	Principles of Retailing	3
BMKT 241	Fundamentals of Promotion & Advertising	3
BMKT 261	Principles of Professional Selling & Sales Mgmt	3
PHIL 103	Ethics	3
PHIL 201	Logic and Critical Thinking	3
	Laboratory Science Requirement	4
	TOTAL	61-62

Social Work

Transfer Program

This program is for students planning to transfer to a bachelor's degree program in Social Work (BSW). Among the career opportunities in Social Work are social services at federal, state and local levels; health care social work in such agencies as nursing homes, hospitals and outpatient care facilities; mental health facilities; children and youth services; aging service casework; rehabilitation counseling; juvenile detention; family services; pre-adoption investigation; drug and alcohol counseling; group home casework 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 coursework normally fulfills the first half of baccalaureate degree requirements in Social Work. Course selection should be tailored to match 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
COMM 101	Introduction to Speech Communication	3
CS 100	Introduction to Computers	3
ENGL 101	English Composition	3

PROGRAM GUIDELINES



ENGL 102	English Composition	3
MATH 130	Finite Mathematics (or higher)	4
PHIL 201	Logic & Critical Thinking	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOWK 240	Introduction to Social Work	3
SOWK 241	Social Work Generalist Practice	3
_____	P.E. Activity/Dance	2
_____	* Cultural Diversity Elective	3-4
_____	* Laboratory Science Electives	8
_____	* Arts and Humanities Electives (Group 1&2)	6
_____	* Social Science Electives (Group 2&3)	6
_____	General Electives	9-10
_____	TOTAL	68-70

* (Intermediate Foreign Language strongly recommended, preferably Spanish)

* Select electives from the A.A. degree requirements on pages 40-41.

Recommended General Electives:

BIOL 175	Human Biology	4
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	4
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
POLS 102	State and Local Government	3
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOWK 240	Introduction to Social Work	3
SOWK 241	Social Work Generalist Practice	3
_____	P.E. Activity/Dance	2
_____	* Foreign Language-Intermediate	4
_____	* Laboratory Science Electives	4
_____	General Electives	19
_____	TOTAL	64

* Intermediate Foreign Language strongly recommended - preferably Spanish

* Select electives from A.S. degree requirements on pages 42-43.

Recommended General Electives:

ANTH 225	Native People in North America	3
PSYC 205	Developmental Psychology	3

PSYC 211	Abnormal Psychology	3
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 coursework 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	Intro 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
_____	TOTAL	65-66

* Select electives from the A.A. degree requirements on pages 40-41.



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	3
THEA 103	Introduction to Stagecraft	3
THEA 104	Stage Craft II	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	3
THEA 272	Intermediate Acting	3
THEA 273	Stage Lighting	3
_____	P.E. Activity/Dance.....	2
_____	* Arts and Humanities Elective	3
_____	* Cultural Diversity Elective	3-4
_____	* Computer Science Elective	2-3
_____	* Mathematics Elective	3-4
_____	* Laboratory Science Electives.....	8
_____	* Social Science Electives	12
	TOTAL	78-81

* Select electives from the A.A. degree requirements on pages 40-41.

Associate of Science 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
THEA 101	Introduction to Theatre	3
THEA 102	Stage Makeup	3
THEA 103	Introduction to Stagecraft	3
THEA 104	Stage Craft II	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	3
THEA 272	Intermediate Acting.....	3
THEA 273	Stage Lighting	3
_____	P.E. Activity/Dance.....	2
_____	* Arts and Humanities Elective	6
_____	* Mathematics Elective	3-4
_____	* Laboratory Science Electives	8
_____	* Social Science Electives	6
	TOTAL	67-68

* Select electives from the A.S. degree requirements on pages 42-43.

Welding Technology

Applied Technology Program

The Welding Technology program is designed to prepare students for entry-level employment as structural, pipe, or production welders. Student can choose between a one-year certificate, a two-year advanced certificate, or an Associate of Applied Science degree.

The program complies with national standards established by the American Welding Society (AWS) and is taught by AWS certified welding instructors. It combines theory and applied shop practice designed to develop welding skills. Students receive instruction on welding processes including OAC (oxy-acetylene cutting), SMAW (shielded metal arc welding), GMAW (gas metal arc welding) and GTAW (gas tungsten arc welding), as well as blueprint reading, layout procedures, metallurgy, and safety.

A general education component of English, math/business/economics, and human relations is integrated into the program. Successful completion of each semester and/or permission of the instructor is required for acceptance into the next semester.

Placement in specific English and math classes is determined by a standardized skills assessment called the COMPASS. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Current industry professionals may enroll in individual

PROGRAM GUIDELINES



to do so through the Bridge Program. (See Bridge Program on page 47).

Note: Current industry professionals may enroll in individual courses on a space-available basis and with the instructor's permission.

Certificate of Completion

First Semester

Course	Title	Credit Hours
MATH 024	Technical Math	3
or MATH 108	Intermediate Algebra ¹	(4)
WELD 100A	Welding Theory	2
WELD 111	Safety	1
WELD 120	Blueprint Reading	3
WELD 160L	Oxy Fuel Gas Welding	5
WELD 165L	Shielded Metal Arc Welding I	5

Second Semester

A TEC 120	Occupational Relations ¹	3
ENGL 099	Fundamentals for Writing ¹	3
or ENGL 101	English Composition ¹	(3)
WELD 100B	Welding Theory	2
WELD 170L	Flux Core Arc Welding	3
WELD 175L	Gas Metal Arc Welding	3
WELD 180L	Shielded Metal Arc Welding II	3
WELD 195L	Carbon Arc Cutting/Plasma Arc Cutting	1
WELD 220	Advanced Blueprint Reading	2
TOTAL		39

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

Advanced Certificate

First Semester

MATH 020	Technical Math ¹	3
or MATH 108	Intermediate Algebra ¹	(4)
WELD 100A	Welding Theory	2
WELD 111	Safety	1
WELD 120	Blueprint Reading	3
WELD 160L	Oxy Fuel Gas Welding	5
WELD 165L	Shielded Metal Arc Welding I	5

Second Semester

A TEC 120	Occupational Relations ¹	3
ENGL 099	Fundamentals for Writing ¹	3
or ENGL 101	English Composition ¹	(3)
WELD 100B	Welding Theory	2
WELD 170L	Flux Core Arc Welding	3
WELD 175L	Gas Metal Arc Welding	3
WELD 180L	Shielded Metal Arc Welding II	3
WELD 195L	Carbon Arc Cutting/Plasma Arc Cutting	1
WELD 220	Advanced Blueprint Reading	2

Third Semester

WELD 114	Mechanical Drawing	2
WELD 190	Gas Tungsten Arc Welding	3

WELD 200	Weld Theory Metallurgy	3
WELD 290L	Gas Tungsten Arc Welding - Pipe Lab	5

Fourth Semester

WELD 100C	Welding Theory	2
WELD 130	Quality Control/NDT Processes	1
WELD 240	Layout Procedures	2
WELD 280L	Shielded Metal Arc Welding	10
TOTAL		67

¹ This is the recommended course for this program, but students may substitute a course from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

Associate of Applied Science Degree

First Semester

MATH 020	Technical Math ¹	3
or MATH 108	Intermediate Algebra ²	(4)
WELD 100A	Welding Theory	2
WELD 111	Safety	1
WELD 120	Blueprint Reading	3
WELD 160L	Oxy Fuel Gas Welding	5
WELD 165L	Shielded Metal Arc Welding I	5

Second Semester

A TEC 120	Occupational Relations ¹	3
ENGL 099	Fundamentals for Writing ¹	3
or ENGL 101	English Composition ²	(3)
WELD 100B	Welding Theory	2
WELD 170L	Flux Core Arc Welding	3
WELD 175L	Gas Metal Arc Welding	3
WELD 180L	Shielded Metal Arc Welding II	3
WELD 195L	Carbon Arc Cutting/Plasma Arc Cutting	1
WELD 220	Advanced Blueprint Reading	2

Third Semester

WELD 114	Mechanical Drawing	2
WELD 190	Gas Tungsten Arc Welding	3
WELD 200	Weld Theory Metallurgy	3
WELD 290L	Gas Tungsten Arc Welding - Pipe Lab	5
—	Communications Requirement	3

Fourth Semester

WELD 100C	Welding Theory	2
WELD 130	Quality Control/NDT Processes	1
WELD 240	Layout Procedures	2
WELD 280L	Shielded Metal Arc Welding	10
TOTAL		70

¹ This is the recommended course for this program, but students may substitute a course in the same category from the approved Associate of Applied Science (A.A.S.) degree list on page 44. Students must have instructor approval before substitutions are made.

² This course is required for the A.A.S. degree.



Prerequisite

When a prerequisite is listed as a requirement in a course description, it normally means the course must have been completed with a grade of C- or above.

Course Information

Courses numbered 000 to 099 are nontransferable and do not apply toward the Associate of Arts and Associate of Science degrees. They may be required within some Associate of Applied Science degrees.

College Wide Course Numbers 203 Workshop

Credits arranged.

NIC courses of a short duration conducted by qualified faculty or other authorities in a particular field. Six credits maximum may be applied toward graduation.

Prerequisite: Permission of the instructor.

204 Special Topic

Credits arranged.

Special Topic courses are semester-length courses dealing with unique subjects or timely topics conducted by qualified faculty or authorities in a particular field.

290 Internship

An off-campus experience directed by an on-site supervisor, but 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 out-of-classroom experience designed to give the student an opportunity to apply principles learned in academic course work 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

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 four weeks of each semester or first two weeks of summer session.

Prerequisite: Sophomore standing, 3.00 GPA and permission of the instructor.

Accounting

ACCT 110 3 Credits

Small Business Accounting
Offered Each Semester

BUSA 110 provides an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting system, special journals, payroll, and systems and procedures for handling accounting problems associated with small businesses. Accounting for both service and merchandising businesses will be included in this course. Students will practice proper accounting procedures manually, on spreadsheet software, and using accounting software.

This course is required for students in all Business and Office Technology programs and the Accounting Assistant program and is helpful to others who want to upgrade business skills for improved employability. Students may not receive duplicate credit for ACCT 110 and 201.

Lecture/Lab: 4 hours per week

Prerequisite: BUSA 121 or equivalent

ACCT 111 3 Credits

Small Business Accounting II
Offered Spring Semester

ACCT 111 is a continuation of ACCT 110 with an introduction to accounting procedures for partnerships and corporations. Emphasis will include asset valuation, inventory valuation, and financial statement analysis for small businesses. This course is required for students in the Accounting Assistant Program and others who want to upgrade business skills for improved employability. Prior completion of ACCT 110 is required.

Lecture/Lab: 4 hours per week

Prerequisite: ACCT 110

ACCT 113 3 Credits

Payroll Accounting
Offered Spring Semester

ACCT 113 provides an in-depth study of payroll procedures. Included is a discussion of employees and independent contractors, how to calculate gross wages for hourly and salaried employees, mandatory and voluntary withholdings, employer taxes, recording payroll, and state and federal record keeping requirements. Current tax rates and current tax forms will be used. Some emphasis will be placed on computerized payroll accounting and completion of a payroll practice set is required.

Lecture/Lab: 4 hours per week

Prerequisite: ACCT 110

ACCT 140 3 Credits

Accounting with Computers
Offered Fall Semester

ACCT 140 is an introduction to accounting and computers using QuickBooks. The course will focus on accounting for service and merchandising business with emphasis on sales and receivables, purchases and payables, general accounting, payroll accounting, and end-of-period procedures. Computerizing a manual accounting system will also be discussed.

Lecture/Lab: 4 hours per week

Prerequisite: ACCT 110

COURSE DESCRIPTIONS



ACCT 201 Principles of Accounting 3 Credits Offered Each Semester

ACCT 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 included in the Business Education and Business Administration curricula and is required in the Small Business Management program. It fulfills the accounting course requirement for all Business and Office Technology programs. Prior completion of other courses is not required.

Lecture/Lab: 4 hours per week

ACCT 202 Managerial Accounting 3 Credits Offered Each Semester

ACCT 202 is a continuation of ACCT 201 with emphasis on accounting theory and procedures relating to corporations. Manufacturing accounting and accounting for managerial decision making, including analysis and interpretations of financial statements and introduction to cost behavior is emphasized.

This course is included in the Business Education and Business Administration curricula and is required in the Small Business Management program.

Lecture/Lab: 4 hours per week
Prerequisite: ACCT 201

ACCT 209 Computer Accounting 1 Credit Offered Each Semester

ACCT 209 applies accounting theory and principles in practical situations involving hands-on computer use. Prior completion of ACCT 201 or permission of the instructor is required.

Independent study: 2 hours per week
Prerequisite: ACCT 201 or permission of instructor

ACCT 244 Credit and Collections 3 Credits Offered Fall Semester

ACCT 244 is an introduction to credit and its role in the economy. The topics to be covered will include understanding consumer and business credit, management and analysis of consumer and business credit, international trade credit, and collection management and control. Focus will be on decision making in granting credit and collection policies and procedures including current laws affecting collections.

Lecture: 3 hours per week
Prerequisite: ACCT 111

ACCT 246 Current Business Taxes 3 Credits Offered Fall Semester

ACCT 246 provides necessary information to bookkeepers and business owners about local, state, and federal taxes that are currently paid by area businesses. The course will examine business licenses, property tax, sales and use tax, income tax on corporations and payroll related taxes. Other federal compliance reports will also be discussed. Current tax rates and current tax

forms will be used. Guest speakers will explain the history, current taxing environment, and benefits related to particular taxes.

Lecture: 3 hours per week
Prerequisite: ACCT 111

ACCT 248 Accounting Seminar 3 Credits Offered Spring Semester

ACCT 248 is the capstone course for the Accounting Assistant Program. This course should be taken during the student's final semester, after completion of all other required accounting courses. Emphasis will be on records management, efficient telephone use, employee/employer relations, dealing with the public, resumes, interview techniques, stress/time management, and working with accounting records of an existing business. Instructor permission is required for this course.

Lecture/Lab: 5 hours per week
Prerequisite: Instructor permission

Allied Health

ALTH 101 Introduction to Allied Health 1 Credit 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.

Lecture: 1 hour per week
Corequisite: ALTH 102

ALTH 102 Introduction to Allied Health Lab 1 Credit 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.

Lab: Approximately 2 hours per week
Corequisite: ALTH 101

ALTH 105 Infection Prevention 2 Credits 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.

Lecture: 2 hours per week



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ALTH 107
1 Credit

Communication Skills
Offered Fall Semester

This on-campus seminar provides allied health students the opportunity to develop communication skills necessary for effective communication skills necessary for effective helping and teamwork relationships. This course is required for practical nursing program completion.

Seminar: 2 hours per week

American Indian Studies

AIST 101 Introduction to American Indian Studies
3 Credits Offered Each Semester

This course provides a general overview of Indian history, culture, philosophy and religious practices, music, art and literature, tribal law, government and sovereignty. The course will focus on both traditional and contemporary cultures with an emphasis on issues in American Indian life. The course will also cover the origins and development of content and method in American Indian studies, focusing on patterns of persistence and change in American Indian communities, especially political, linguistic, social, legal and cultural change in post European contact period. This course satisfies the Cultural Diversity requirement for the A.A. degree and partially satisfies the Social Science requirement for the A.S. degree.

Lecture: 3 hours per week.

Corequisite: Completion or concurrent enrollment in ENGL 101 and ANTH 101 recommended.

Anthropology

ANTH 101 Introduction to Physical Anthropology
3 Credits 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 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. This class satisfies a social science course requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Prerequisite: BIOL 100 or 204 or one year of high school biology is recommended.

ANTH 102 Intro to Social & Cultural Anthropology
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.

Lecture: 3 hours per week

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.

Lecture: 3 hours per week

ANTH 230 Intro 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.

Lecture: 3 hours per week

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.

Instructor Contact: 3 hours per week

Prerequisite: ANTH 101, 102, 230, ENGL 102

Applied Technology

ATEC 103 College Survival Skills for Applied Technology
2 Credits Offered Both Semesters

ATEC 103 is designed to increase student success by helping students obtain the skills necessary to complete their educational objectives. An emphasis in practical study techniques for applied technology is provided. Other topics include goal setting, time management, notetaking, communication/listening skills, motivation and attitude, study techniques, thinking skills, college resources and test taking. The course also addresses

COURSE DESCRIPTIONS



General Education objectives such as lifelong learning and information literacy.

Lecture: 2 hours per week

ATEC 108 Introduction to Technical Careers
3 Credits Offered Both Semesters

ATEC 108 is designed to enhance student success by helping students understand the critical forces reshaping work and the workplace in America. Students will examine major technological development in the last 50 years, as well as emerging trends in the workplace, such as total quality management, customer service, team development, and entrepreneurship. Students will explore 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 educational plan for their career choice.

Lecture: 3 hours per week

ATEC 109 Occupational Relations
1 Credit Offered Either Semester

Instruction in practical application of on-the-job interpersonal relations as it applies to you as an employee, supervisor or consumer.

Lecture: 1 hour per week

ATEC 110 Successful Job Search
1 Credit Offered Either Semester

This course serves as an introduction to the fundamental techniques necessary to gain entry-level employment. Its underlying assumption is that it is better to teach someone how to find his or her own job, than to find one for that person. Techniques include identifying skills, resumes, interviewing, and conducting a successful job search.

Lecture: 1 hour per week

ATEC 118 Library Skills for Applied Technology
1 Credit Offered Both Semesters

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 collection, and how to use periodical indexes, including papers, CD-ROM, and on-line information. Class members will find a discussion group in their chosen career on the Internet, locate and correspond with a professional association in their career, and locate additional information in their career. Students learn to critically assess the information they find during this class.

Lecture: 1 hour per week

ATEC 119 Occupational Relations/Work Ethics
2 Credits Offered Fall Semester

Instruction in practical application of on-the-job interpersonal relations as it applies to employees, supervisors or consumers. 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, cleanliness/neatness in the work area, thoroughness, pride in workmanship and flexibility.

Lecture: 2 hours per week

ATEC 120 (Same as BMGT 120) Occupational Relations
3 Credits ** Offered Either Semester

This course provides instruction in 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 strategies for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing. **Note: ATEC 120 is 2 credits if ATEC 110 has been completed; 1 credit if ATEC 119 has been completed.

Lecture: 3 hours per week

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 discuss their experiences with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a freshman in an Applied Technology program.

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 discuss their experiences with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a freshman in an Applied Technology program.

ATEC 220 Industrial Safety
2 Credits 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.

Lecture: 2 hours per week



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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.

Prerequisite: Enrollment as a sophomore in an Applied Technology program.

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.

Prerequisite: Enrollment as a sophomore in an Applied Technology program.

Art

ART 100 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.

Lecture: 3 hours per week

ART 101 History of Western 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. 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.

Lecture: 3 hours per week

ART 102 History of Western 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.

Lecture: 3 hours per week

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.

Lecture/Lab: 5 hours per week

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.

Lecture/Lab: 5 hours per week

Prerequisite: ART 111

ART 121 2D/Design Foundation 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.

Lecture/Lab: 5 hours per week

ART 122 3D/Design Foundation 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

COURSE DESCRIPTIONS



important for artists and designers in all fields and is a required course in the Commercial Art program and for some transfer programs.

Lecture/Lab: 5 hours per week

ART 217
3 Credits

Life Drawing I
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 undraped and draped 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.

Lecture/Lab: 5 hours per week

Prerequisite: ART 111, 112 or permission of instructor

ART 218
3 Credits

Life Drawing II
Offered Spring Semester

Life Drawing II offers an exploration in the artistic expression of the draped and undraped 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.

Lecture/Lab: 5 hours per week

Prerequisite: ART 217 or permission of instructor

ART 231
3 Credits

Beginning Painting I
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.

Lecture/Lab: 5 hours per week

ART 232
3 Credits

Beginning Painting II
Offered Spring Semester

ART 232 offers additional instruction in the knowledge and understanding of the paint medium with special emphasis on personal development. The course is structured 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.

Lecture/Lab: 5 hours per week

ART 241
3 Credits

Sculpture I
Offered Fall Semester

Sculpture I provides an introduction to ideas and materials designed to facilitate the student's response to three-dimensional forms. Emphasis will be on concepts of modeling, carving, and constructing. This course promotes confidence for the three-dimensional artist through technical fundamentals. It is a recommended elective for the Commercial Art program.

Lecture/Lab: 5 hours per week

ART 242
3 Credits

Sculpture II
Offered Spring Semester

ART 242 is a continuation of Sculpture I. The course explores problems of greater complexity through both technical and personal involvement. The course further develops the necessary skills for three-dimensional work. It is a recommended elective for the Commercial Art program.

Lecture/Lab: 5 hours per week

Prerequisite: ART 241

ART 245
3 Credits

Intermediate Painting I
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 promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. Intended for the intermediate 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.

Lecture/Lab: 5 hours per week

Prerequisite: ART 231, 232

ART 246
3 Credits

Intermediate Painting II
Offered Spring Semester

Intermediate Painting II is a continuation of ART 245. 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.

Lecture/Lab: 5 hours per week

Prerequisite: ART 245

ART 251
3 Credits

Printmaking I
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.

Lecture/Lab: 5 hours per week



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ART 252
3 Credits

Printmaking II
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.

Lecture/Lab: 5 hours per week

ART 253
2 Credits

Letterform Design
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.

Lecture/Lab: 5 hours per week

ART 261
3 Credits

Ceramics I
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.

Lecture/Lab: 5 hours per week

ART 262
3 Credits

Ceramics II
Offered Both Semesters

ART 262 is a continuation of Ceramics I. Structured to develop the creative potential of the student using the 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. The course may be repeated for a total of 12 credits.

Lecture/Lab: 5 hours per week

Prerequisite: ART 261

ART 281
3 Credits

Watercolor I
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.

Lecture/Lab: 5 hours per week

ART 282
3 Credits

Watercolor II
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.

Lecture/Lab: 5 hours per week

Art-Graphic Design

NOTE: Course enrollment requires prior acceptance into the Commercial Art program.

ARTG 131
3 Credits

Computer Graphics I
Offered Fall Semester

ARTG 131 offers an introduction to Macintosh computer system basics for commercial art students. This course will explore industry standard input devices, hardware, software and output devices. In addition, students will gain extensive experience with Pagemaker as an example of a page assembly software program. This is a required course in the Graphic Design curriculum.

Lecture/Lab: 5 hours per week

Prerequisite: Graphic Design major or permission of instructor

ARTG 132
3 Credits

Computer Graphics II
Offered Spring Semester

ARTG 132 continues the graphic art student's introduction to Macintosh computer systems. Students will explore industry standard hardware and software and will gain extensive experience with Illustrator as an example of a vector-based art program and Photoshop as an example of a raster-based art program. Prior completion of ARTG 131 is not required. This is a required course in the Graphic Design curriculum.

Lecture/Lab: 5 hours per week

Prerequisite: Graphic Design major or permission of instructor

ARTG 210
2 Credits

Illustration I
Offered Fall Semester

ARTG 210 offers an introduction to illustration for the commercial artist with emphasis on developing an ability to rapidly visualize and illustrate objects, environment 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 Graphic Design program.

Lecture/Lab: 4 hours per week

Prerequisite: Graphic Design major or permission of instructor

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ARTG 211 2 Credits

Illustration II
Offered Spring Semester

This course is a continuation of ARTG 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 Graphic Design program.

Lecture/Lab: 4 hours per week
Prerequisite: ARTG 210

ARTG 212 2 Credits

Illustration III
Offered Fall Semester

This course offers advanced instruction in the creation of strong and effective visual concepts using both electronic and traditional illustration media. This course provides important skills for potential illustrators, artists, and designers. It is a required course in the Graphic Design program. Prior completion of ARTG 210 and ARTG 211 or permission of the instructor is necessary.

Lecture/Lab: 4 hours per week
Prerequisite: ARTG 210, 211

ARTG 221 3 Credits

Graphic Design I
Offered Spring Semester

This course offers instruction in the principles of design, layout, and problem solving as they apply to print communication. Students explore typography, photography, and illustration used in publications to develop concepts with roughs and comprehensives. Students are introduced to computer graphics and work on assigned projects. This is a required course in the Graphic Design program. Prior completion of other courses is not necessary.

Lecture/Lab: 5 hours per week

ARTG 222 3 Credits

Graphic Design II
Offered Fall Semester

This course is a continuation of ARTG 221. It is designed to give the student more hands-on experiences in developing skills with tools, materials, and professional methods for creating the total graphic concept. The student will learn to incorporate research, illustrations, and graphics necessary to complete the "mechanical," a prerequisite for reproduction. Continued emphasis is placed on computer graphics and on assigned projects. This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving. It is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week
Prerequisite: ARTG 221

ARTG 223 3 Credits

Graphic Design III
Offered Spring Semester

Graphic Design III offers instruction in the use of computer technology for the graphic designer. Students gain hands-on exposure to a variety of computer hardware, including a review of hardware options for creating an electronic design station. This course introduces the student to various computer and software applications (word processing, paint, draw, and page

design programs) to design ads, illustrations, and other print communications. ARTG 223 develops the creative use of computer technology for graphic design applications. It is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week
Prerequisite: ARTG 221, 222

ARTG 254 2 Credits

Pre Press
Offered Fall Semester

ARTG 254 is a course designed to teach the production skills needed by the computer artist. Various printing processes, inks, papers and service bureau skills will be addressed. In addition, information on type and its design relevance will be addressed. This is a required course in the Graphic Design program.

Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122; ARTC 131, 132, 221, 222

ARTG 283 3 Credits

Capstone I
Offered Spring Semester

ARTG 283 offers 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 Graphic Design program. It is restricted to sophomores.

Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122; ARTG 131, 132, 210, 211, 222

ARTG 284 3 Credits

Capstone II
Offered Fall Semester

ARTG 284 is a continuation of Capstone I and is a required course in the graphic design program. This course culminates with a portfolio show and focuses on business and personal marketing skills as well as generated artwork.

Lecture/Lab: 4 hours per week
Prerequisite: ART 121, 122; ARTG 131, 132, 211, 212, 221, 222, 223, and 283

Automotive Technician

Note: Course enrollment requires prior acceptance into the Automotive Technician Program.

AUTO 105 Orientation, Safety, General Shop Practices 1 Credit

Offered Fall Semester

This course will introduce students to on-campus services including the library and College Skills Center. It will provide instruction about the industry, including wages, job opportunities, and the nature of the work. This course will also give instruction about 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.

AUTO 115L 5.5 Credits

Auto Lab
Offered Fall Semester

This course gives 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. Instruction utilizes a



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variety of mock-ups, training aids, components and live work. Students 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**
7.5 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 123 **Brakes/Powertrain**
5 Credits Offered Fall Semester

This course will teach students the principles of hydraulic brakes and friction, as well as the operation and construction of drum and disc brake systems. Students will learn the principles of differential operation, construction and overhaul procedures, including how to read patterns and adjust bearing preloads. Students will also learn the operation, construction and repair of clutch systems, drivelines and constant velocity joints.

AUTO 126 **Steering/Suspension**
3 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 to four-wheel alignment principles using the Hunter D-111 Computerized Alignment machine.

AUTO 130 **Gas Engine Fundamentals**
4.5 Credits Offered Fall Semester

This course will teach the student how to identify, repair or replace components as necessary on gasoline engines. The four-stroke cycle and accompanying valve action will be taught, as well as the construction, operation and servicing of cooling and lubrication systems. The student will learn proper engine disassembly, measuring, machining and assembly procedures.

AUTO 141 **Electrical System Fundamentals**
6.5 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.

AUTO 210 **Advanced Electrical**
2 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 more in-depth instruction into troubleshooting procedures and theories.

AUTO 215L **Advanced Auto Lab**
7.5 Credits Offered Fall Semester

Students will perform troubleshooting on computerized engine controls on live vehicles 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**
7.5 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, training aids, 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 222 **Engine Performance**
5 Credits Offered Fall Semester

This course will teach the basic combustion theory, and general tuneup procedures, as well as the various ignition systems used on today's cars. The use of electronic engine analyzers, and the reading of scope patterns will also be taught. 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 analyzer. Students will learn about "driveability" 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/Certificate program is required or instructor permission.

AUTO 250 **Computer Controls**
2.5 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 Control Systems**
4 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**
4 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.

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AUTO 280 Heating, Ventilation, Air Conditioning
2 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.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (BIOL 100L)

BIOL 101 Forestry Orientation
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.

Lecture: 1 hour per week

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. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 3 hours per week

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. Upon completion of BIOL 175, BIOL 100 and BIOL 204 cannot be taken for credit. 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.

Lecture: 3 hours per week

Corequisite Lab: 3 hours per week (BIOL 175L)

BIOL 202 General Zoology
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 is required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, all biology majors, and interested general studies students. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: Two 2-hour labs per week (BIOL 202L)

Prerequisite: BIOL 100 or 204 preferred, but not required.

BIOL 203 General Botany
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. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: Two 2-hour labs per week (BIOL 203L)

Prerequisite: BIOL 100 or 204 preferred, but not required.

BIOL 204 Introduction to Life Sciences
4 Credits Offered Each Semester

BIOL 204 is an introduction to the fundamental principles which govern living organisms, including molecular biology, cell biology, homeostasis, 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.

Lecture: 4 hours per week

Corequisite Lab: 3 hours per week (BIOL 204L)

Prerequisite: One year high school biology or chemistry recommended.

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,



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agribusiness, biosystems engineering or agricultural education. This course satisfies the laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 3 hours per week (BIOL 205L)

Prerequisite: CHEM 101 or 111.

BIOL 207 **Concepts In Human Nutrition** 3 Credits Offered Each Semester

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and in food selection for individual needs. Topics covered will include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely examined through a self-evaluation of personal diet studies. Concepts in Human Nutrition provides important basic knowledge in making personal dietary decisions.

Lecture: 3 hours per week

BIOL 221 **Forest Ecology (Same as BIOL 231)** 4 Credits Offered Spring Semester

Forest Ecology is an introduction to the relationships among living and non-living components in the environment, including an examination of the processes which influence the distribution of plant and animal communities. This course exposes students to fundamental principles of ecology used in careers in natural resource management. It fulfills a science requirement for the A.S. degree. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology, environmental science and botany disciplines.

Lecture: 3 hours per week

Corequisite Lab: 3 hours per week (BIOL 221L)

Prerequisite: BIOL 204 or permission of instructor

BIOL 227 **Human Anatomy and Physiology I** 4 Credits Offered Fall Semester

Note: Students having completed BIOL 175 must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted.

This course offers a homeostatic 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.

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. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 3 hours per week (BIOL 227L)

Prerequisite: CHEM 101 is strongly recommended.

BIOL 228 **Human Anatomy and Physiology II** 4 Credits Offered Spring Semester

Note: Students having completed BIOL 175 must petition the Division 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.

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. It fulfills a laboratory science requirement for the A.S. degree.

Lecture: 3 hours per week

Corequisite Lab: 3 hours per week (BIOL 228L)

Prerequisite: BIOL 227 or CHEM 101 and permission of instructor

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. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 3 hours per week (BIOL 231L)

Prerequisite: BIOL 100 or 204 or permission of instructor

BIOL 241 **Systemic Botany** 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. Systemic 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 fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 2 hours per week

Corequisite Lab: Two 2-hour labs per week (BIOL 241L)

Prerequisite: BIOL 100 or 204 recommended, but not required

BIOL 250 **General Microbiology/Bacteriology** 4 Credits Offered Each Semester

This course is an introductory survey of microorganisms emphasizing 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

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relating to microorganisms. This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental science, and laboratory research. BIOL 250 satisfies a laboratory science course requirement for the A.S. and A.A. degree.

Lecture: 3 hours per week

Concurrent Lab: 3 hours per week (BIOL 250L)

Prerequisite: BIOL 100 or 204 and CHEM 101 is recommended, but not required

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.

Lecture: 2 hours per week

Prerequisite: BIOL 100 or 204

BIOL 290 Principles of Wildlife Biology 2 Credits Offered Spring Semester 2001

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.

Lecture: 2 hours per week

Prerequisite: BIOL 100 or 204 required; BIOL 202 or 203 is recommended

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. 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.

Instructor Contact: 1 hour per week per credit hour

Prerequisite: 26 college-level credits; 3.0 gpa or above; approval of instructor, division chair and vice president

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 Business Administration, Business Education, Accounting Assistant and Small Business Management degree programs. It meets the computer science requirement for the A.A. degree. This course cannot be taken for credit after completion of CS 100.

Lecture: 3 hours per week

BUSA 101 Introduction to Business 3 Credits Offered Each Semester

BUSA 101 is an introductory overview 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 environments, human resources, management, marketing management, finance, management information tools, and international marketing. Focus is on critical factors essential to understanding the interdependence between 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, Accounting Assistant, 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.

Lecture: 3 hours per week

BUSA 107 Survey of the Macintosh Computer 1 Credit Offered Either 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 keyboard. 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 the Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

BUSA 117 Introduction to DOS 1 Credit Offered Either Semester

BUSA 117 provides an introduction to the major microcomputer operating system, MS-DOS on IBM compatible microcomputers. It includes file management, creating and using directories and subdirectories, batch files, menu development, creating and editing files, and managing hard disk systems. Hands-on computer use is involved. This is an important course for anyone who wants to learn how to use the disk operating system on IBM-type microcomputers. It is a required course in the Administrative Assistant and the Office Information Specialist programs and is a microcomputer



COURSE DESCRIPTIONS

elective course for all other Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

BUSA 118 **Introduction to Word Processing**
1 Credit Offered Each Semester

BUSA 118 provides an introduction to word processing fundamentals using MS Word for Windows software on IBM compatible computers. A hands-on class with business-oriented examples, it includes creating, storing, retrieving, editing and printing documents. This is a valuable course for those who want to learn how to use word processing software. This is a required course in the Office Receptionist and Accounting Assistant programs. It does not fulfill the word processing requirement for the Business and Office Technology programs, however, this course does count as a microcomputer elective for the Business and Office Technology programs. Some keyboarding proficiency is recommended.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

Prerequisite: Some keyboarding proficiency assumed.

BUSA 119 **Intermediate Word Processing**
1 Credit Offered Either Semester

BUSA 119 is an extension of BUSA 118. It utilizes MS Word for Windows software on IBM compatible computers. The course provides additional word processing functions, including cutting and pasting text, merging text, and utilizing columns. This course does not fulfill the word processing requirement for Business and Office Technology programs, but does count as a microcomputer elective for the Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

Prerequisite: BUSA 118

BUSA 120 **Introduction to Desktop Publishing**
3 Credits Offered Either Semester

BUSA 120 provides an introduction to desktop publishing fundamentals with primary emphasis on PageMaker software for IBM compatible microcomputers. This course incorporates both theory and hands-on activities using business-oriented examples. The instruction includes designing and creating page layout, using and or importing word processing text, using various typefaces 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.

Lecture: 4 hours per week

Prerequisite: BUSA 118 or BUSO 173

BUSA 121 **Introduction to Spreadsheets**
1 Credit Offered Each Semester

BUSA 121 is an introduction to spreadsheet fundamentals using MS Excell for Windows on IBM compatible microcomputers. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves

hands-on computer use. This course is required for the Business and Office Technology, Accounting Assistant, and Small Business Management programs. Some computer knowledge and basic math skills are recommended.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

Prerequisite: Some computer knowledge and basic math skills recommended

BUSA 122A **Intermediate Spreadsheets**
2 Credits Offered Either Semester

BUSA 122A provides a continuation of spreadsheet software skills at an intermediate level using MS Excell for Windows 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. This is a valuable course for enhancing spreadsheet software knowledge. The course is required for the Office Information Specialist and Accounting Assistant programs and is a microcomputer elective for the other Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

Prerequisite: BUSA 121

BUSA 122B **Advanced Spreadsheets**
2 Credits Offered Either Semester

BUSA 122B continues development of spreadsheet software skills at an advanced level using MS Excell for Windows 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. 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.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

Prerequisite: BUSA 122A

BUSA 123 **Introduction to Database**
1 Credit Offered Each Semester

BUSA 123 provides an introduction to database fundamentals. It involves hands-on computer experience using either dBASE or MS Access on IBM compatible microcomputers. Database design and theory, file structure, sorting, editing, report generating at the query-level of dBase, and printing 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 and Office Receptionist programs and serves as a microcomputer elective for the other Business and Office Technology programs. Some computer knowledge is recommended.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

Prerequisite: Some computer knowledge is recommended

COURSE DESCRIPTIONS



BUSA 125 Introduction to Presentation Software 1 Credit Offered Either Semester

This course provides an introduction to presentation software fundamentals on IBM compatible computers. MS Powerpoint is used to create, store, retrieve, edit and print presentation software files. Class members will create a presentation. 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.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

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. This is a required course in the Office Receptionist program. This course is a microcomputer elective for the Business and Office Technology programs.

Lecture/Lab: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

BUSA 135 Computer Applications for Technical Programs 2-3 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. Credits granted will depend on the specific technical program involved. For three credits the length of the class will be extended and more material will be included. This is a required course for the H.V.A.C. Certificate and the Drafting Technology A.A.S. degree programs.

Lecture: 3-4 hours per week

BUSA 185 Business Mathematics 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 curriculum and in the Accounting Assistant, Administrative Assistant, Legal Administrative

Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs.

Lecture: 5 hours per week

Prerequisite: MATH 025 or COMPASS score for admission into MATH 108.

BUSA 211 Principles of Management 3 Credits Offered Each Semester

BUSA 211 provides an overview of theories and practices of management. Major topic 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 productivity, and creative problem solving. This course fosters an awareness of the operational skills and administrative activities of managers; it also helps in upgrading management skills. BUSA 211 is a required course in the Administrative Assistant and Small Business Management programs.

Lecture: 3 hours per week

BUSA 221 Principles of Marketing 3 Credits Offered Each Semester

This is an introductory course providing an overview of marketing principles and practices. It includes marketing research, strategic planning, marketing segments and environments, and marketing mixes. Issues relating to product, promotion, pricing, and distribution are discussed. This course promotes an awareness of the operational and administrative activities of marketing managers and helps in upgrading marketing skills. This is a required course for the Small Business Management program.

Lecture: 3 hours per week

BUSA 265 Legal Environment of Business 3 Credits Offered Each Semester

BUSA 265 provides an introduction to the areas of law including contracts and torts, which apply most closely to businesses. This course is a required course in the Business Administration, Business Education, Accounting Assistant, Small Business Management, Paralegal, and Legal Office Assistant programs.

Lecture: 3 hours per week

BUSA 271 (Formerly BUSA 251) Statistical Inference and Decision Analysis 4 Credits Offered Each Semester

BUSA 271 is an introduction to statistical methods used to describe and analyze data. It emphasizes recognizing types of problems and their solutions, and provides students with an understanding of probability, decision theory, confidence intervals, sampling, hypothesis testing, correlation, regression, and nonparametric techniques. This course is a required course in the Business Administration program. Credit is not allowed for both BUSA 271 and BUSA 251 or MATH 253.

Lecture: 4 hours per week

Prerequisite: MATH 130 or 147



Business-Management

BMGT 120 (Same as ATEC 120) Occupational Relations
3 Credits ** Offered Each Semester

This course provides instruction in 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 strategies for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing. **Note: BMGT 120 is 2 credits if ATEC 110 has been completed; 1 credit if ATEC 119 has been completed.

Lecture: 3 hours per week

BMGT 236 Human Resource Management
3 Credits Offered Fall 99 and Fall 2001

This is a course about the management of people. Management styles, theories, and 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, performance appraisal, motivation, team building, compensation, HRM performance, and employee development. This is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

BMGT 256 Problem Solving Through Team Dynamics
3 Credits Offered Spring Semester 01 and Spring 03

This course explores the creation of teams and their utilization to solve problems. Team dynamics and strategies, brainstorming, information gathering, interpersonal communication, interdependence, and synergy are examined. This course is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

BMGT 266 Small Business Management
3 Credits Offered Fall Semester

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 placed on developing a business plan. This course is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.

Lecture: 4 hours per week

Prerequisite: ACCT 201 and BUSA 211

BMGT 290 Marketing/Management Internship
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 midterm week in the semester prior to enrolling in BMGT 290. Approval by a division screening committee is required.

On-the-job activities: 8-9 hours per week

Prerequisite: Approval by division committee

Business-Marketing

BMKT 231 Principles of Retailing
3 Credits Offered Spring 00 and Spring 02

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 and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

BMKT 241 Fundamentals of Promotion & Advertising
3 Credits Offered Fall 99 and Fall 01

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 (copywriting, 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 and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week



BMKT 261 **Principles of Professional Selling and Sales Management**
3 Credits **Offered Fall 00 and Fall 02**

An introductory course in the fundamentals of selling and sales management, the course explores the current 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.

This course is required in the Marketing Option in the Small Business Management program and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

Business and Office Technology

BUSO 101A **Basic Keyboarding**
1 Credit **Offered Each Semester**

BUSO 101A provides introductory development of basic keyboarding skills. It proceeds from basic alphabetic keyboarding through numeric and symbolic keyboarding. Emphasis is placed on developing touch control of the keyboard using proper keyboarding techniques and building speed and accuracy. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs. This is an important course for those who want to learn to type and is especially useful for microcomputer word processing. Prior completion of other courses is not required. This is an eight-week course.

Lecture/Lab: 5 hours per week for 8 weeks

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 Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs. This is an eight-week course.

Lecture/Lab: 5 hours per week for 8 weeks

Prerequisite: BUSO 101A or successful challenge of BUSO 101A

BUSO 109 **Medical Terminology**
3 Credits **Offered Each Semester**

This course is a comprehensive introduction to terminology used in the medical field. Taking a body systems approach, strong emphasis is placed on basic anatomy and physiology; abnormal conditions; diagnostic and surgical procedures; as well as medical roots, prefixes, and suffixes. Skill emphasis is placed on defining medical terms and abbreviations, usage of medical reference materials, and spelling of medical terms. This is a required course in the Medical Administrative Assistant,

Pharmacy Technology, and Physical Therapist Assistant programs and is helpful for any medical or legal paraprofessional. It is an elective course in the Human Services Certificate program.

Lecture: 4 hours per week

BUSO 110 (Previously BUSO 209) Medical Transcription
2 Credits **Offered Each Semester**

This course provides an introduction to transcribing taped medical dictation and covers basic reports used in the medical field, related medical terminology, use of reference material and specialized rules of grammar and punctuation peculiar to dictated medical reports. Emphasis is on the importance of correct usage of medical terms with an introduction to proofreading and editing of medical reports. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant program.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 109, 173, 175 and 176

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. Legal Administrative Assistant and Office Information Specialist programs. It is a valuable aid for students who want to take notes more efficiently.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 101A or concurrent enrollment in BUSO 101A

BUSO 113 **Speedwriting Dictation and Transcription**
3 Credits **Offered Spring Semester**

This course is a continuation of BUSO 112 with emphasis on developing skills in taking and transcribing dictation. It involves daily skill-building practice for speed and accuracy and for producing mailable copy. This course is required for all students in the Legal Administrative Assistant program.

Lecture: 5 hours per week

Prerequisite: BUSO 112 or one year of high school speedwriting

BUSO 115 **Records Systems Management**
3 Credits **Offered Each Semester**

This course offers instruction in various systems of record management. General areas covered include principles of record creation, retention, transfer, and disposal. Topics also include organization and management of stored records, records facilities, personnel and retention programs, and safety and security of information. Technologies of micrographics, optical disk, and bar coding are included. Use of manual, mechanical, and automated means of storing and retrieving information are covered. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, Office Receptionist, and Paralegal programs.

Lecture: 5 hours per week

Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173



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BUSO 156 **Medical Software Applications**
1 Credit Offered Fall Semester

This course prepares students for administrative tasks in health care practices. Using a medical administrative software package designed for Windows, students will learn to input patient information, schedule appointments, and handle billing. In addition, students will produce various lists and reports and learn to handle insurance claims on paper forms and electronically. The concepts learned in this course are general enough to cover most medical administrative software packages. Students who complete this course should be able to use other brands of software with minimum training. This is a required course in the Medical Administrative Assistant program.

Lecture: 2 hours per week
Prerequisite: BUSO 101B

BUSO 173 **Word Processing**
3 Credits Offered Each Semester

This course provides an introduction to word processing fundamentals. 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. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist, and Paralegal programs.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 101B

BUSO 174 **Word Processing Applications**
3 Credits Offered Each Semester

BUSO 174 is a continuation of BUSO 173. It emphasizes advanced word processing and beginning desktop publishing skills. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Office Information Specialist programs.

Lecture/Lab: 5 hours per week
Prerequisite: BUSO 173

BUSO 175 **Grammar Skill Building**
3 Credits 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. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173

BUSO 176 Machine Transcription & Document Formatting
1 Credit Offered Each Semester

This course provides students with an introduction to

document formatting, including formatting letters, memos, reports, agendas, and itineraries. Students prepare business documents by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Office Information Specialist, and Office Receptionist programs.

Lecture: 1 hour per week
Prerequisite: BUSO 173 and 175 or concurrent enrollment in BUSO 173 and 175

BUSO 177 **Office Receptionist Skills**
3 Credits Offered Each Semester

This course provides practical training and reinforcement in general receptionist skills such as setting priorities, making decisions, following instructions, communicating effectively, managing time, using the telephone effectively, and handling office visitors. This is a required course in the Office Receptionist program.

Lecture/Lab: 5 hours per week
Prerequisite: Prior completion of the first semester of the Office Receptionist program

BUSO 186 **Office Receptionist Internship**
2 Credits Offered Each Semester

Office Receptionist 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 Receptionist program coursework. It involves approximately six hours per week of in-office work. It is a required course in the Office Receptionist program and is graded on a satisfactory/unsatisfactory basis.

On-the-job Activities: 6 hours per week
Prerequisites: BUSO 115, 173, 175, 176 and ENGL 099 or 101, permission of instructor

BUSO 194 **Legal Issues in Health Care**
1 Credit Offered Fall Semester

This course provides an overview of the laws and ethical issues relevant to medical careers. Topics include Medical Practice Acts and Boards, risk management, basic elements of contract law, professional liability and medical malpractice, privacy, and confidentiality and privileged communication such as medical records and informed consent, and workplace legalities. This is a required course in the Medical Administrative Assistant program.

Lecture/Lab: 2 hours per week
Prerequisites: BUSO 109

BUSO 205 **Legal Terminology/Transcription I**
3 Credits Offered Fall Semester

This course provides an introduction to the pronunciation 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. Application testing is completed under timed

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conditions. BUSO 205 is a required course in the Legal Administrative Assistant and Paralegal programs.

Lecture/Lab: 5 hours per week
Prerequisites: BUSO 173, 175 and 176

BUSO 206 **Legal Terminology/Transcription II**
3 Credits 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. Application testing is completed under timed conditions. This is a required course in the Legal Administrative Assistant and Paralegal programs.

Lecture/Lab: 5 hours per week
Prerequisites: BUSO 205

BUSO 210 **Advanced Medical Transcription**
2 Credits Offered Each Semester

The Advanced Medical Transcription course is designed to build on the foundation laid in the beginning medical transcription course and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct dictation heard in the work environment of a medical transcriptionist. Emphasis is on proofreading and editing of medical reports, knowledge of abbreviations used in a variety of medical specialties, and speed and accuracy of transcription. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant program.

Lecture/Lab: 4 hours per week
Prerequisite: BUSO 110

BUSO 257 (Previously BUSO 157) **Medical Coding**
3 Credits Offered Spring Semester

This course is designed to help students master the complexity of medical coding. Using the Current Procedural Terminology (CPT) and the International Classification of Diseases - Clinical Modification (ICD-9-CM) coding books, students will transform written descriptions of diseases, injuries, and procedures into numeric designations. This course will provide an overview of all aspects of coding, including billing, reimbursement, and audit and appeals. Exercises will cover all the medical specialties, including dermatology, cardiology, primary care, and orthopedics and will address the common coding problems encountered in the real world. Skill emphasis is placed on knowledge of coding theories and practical coding applications. This is a required course in the Medical Administrative Assistant program.

Lecture: 4 hours per week
Prerequisite: Sophomore standing or permission of the instructor and BUSO 109

BUSO 285 **Office Information Specialist Internship I**
4 Credits Offered Each Semester

Office Information Specialist Internship I provides supervised training in administrative skills through on-the-job experience in an office environment. 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.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSA 121, 123, 133; BUSO 112, 115, 173, 175 and 176; ENGL 101, permission of instructor

Corequisites: BUSA 110 or 201 and 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.

In-Office Work: 11 hours per week

Prerequisites: BUSA 285 and permission of instructor

BUSO 287 **Medical Administrative Assistant Internship I**
4 Credits Offered Each Semester

Medical Secretary Internship I provides supervised training in administrative skills through on-the-job experience in a medical-related office. This course provides a practical application of administrative medical office 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 Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSO 109, 115, 173, 175, 209; ENGL 101, permission of instructor

Corequisites: BUSA 110 or 201 and 185; BUSO 174, 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 Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisite: BUSO 287 and permission of instructor

BUSO 289 **Administrative Assistant Internship I**
4 Credits Offered Each Semester

Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a business office. This course provides practical application of administrative office 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.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSO 115, 173, 175; ENGL 101, permission of instructor

Corequisites: BUSA 110 or 201 and 185; BUSO 174, 295; ENGL 272



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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.

In-Office Work: 11 hours per week

Prerequisite: BUSO 289 and permission of instructor

BUSO 291 Legal Administrative Assistant Internship I 4 Credits Offered Each Semester

Legal Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a legal-related office. This course provides a practical application of administrative office 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 Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSO 112, 115, 173, 175, 176; ENGL 101, permission of instructor

Corequisites: BUSA 110 or 201 and 185; BUSO 174, 205, 295; ENGL 272

BUSO 292 Legal Administrative Assistant Internship II 4 Credits Offered Each Semester

BUSO 292 is a continuation of BUSO 291. It is a required course in the Legal Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisite: BUSO 291 and permission of the instructor

BUSO 295 Office Procedures 3 Credits Offered Each Semester

BUSO 295 is a capstone course designed to give students a practical insight in the nature of current office procedures. Topics include interpersonal skills in written and oral communication, supervision and public contact; job search, mail processing; professional appearance; reference material; reprographics; scheduling; telephone techniques; and time and stress management. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Office Information Specialist programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 173, 175, and 176

Corequisite: BUSO 186 or 285 or 287 or 289 or 291

Carpentry

Note: Course enrollment requires prior acceptance into the Carpentry Program.

CARP 151 Carpentry Theory I 4 Credits Offered Summer Session

A look at the carpentry trade and its applications as a career are covered. All aspects of construction safety, hand and power tools, and most types of building materials are discussed. In

preparation for building a house as a yearlong class project, much emphasis is placed on construction-related math, blueprint reading, building codes, site preparation and foundation layout.

Prerequisite: Prior admittance to the program.

CARP 151L Carpentry Laboratory I 2.5 Credits Offered Summer Session

Students will spend time in a shop/lab setting working on projects that require the use of a variety of layout skills as well as hand and power tools (portable and stationary). In order to be successful in the field, students must learn to be proficient in the operation of such tools and fully understand the safety aspects. Students will also spend time on the job site laying out the project house that will be constructed during the Fall and Spring semesters.

Prerequisite: Completion of CARP 151, 151L and permission of the instructor.

CARP 152 Carpentry Theory II 10 Credits Offered Fall Semester

Students will spend time in the classroom and on-site learning techniques and methods of carpentry and building construction. The classroom curriculum will closely correspond with progress on the house project. Topics to be included are foundations, floor, wall and roof framing. Emphasis will also be placed on teamwork, work ethics/habits and job site safety.

Prerequisite: Prior completion of CARP 151, 151L and permission of the instructor.

CARP 152L Carpentry Laboratory II 12 Credits Offered Fall Semester

The primary focus is on the house project. Emphasis will be on practicing and refining previously learned skills as house construction progresses. The project allows students to experience a "real life" job situation. Special attention will be paid to safety, accuracy, as well as speed and production. Most work will be performed in small groups with all students having the opportunity to lead and follow within their groups.

Prerequisite: Prior completion of CARP 151, 151L, permission of the instructor and concurrent enrollment in CARP 152.

CARP 153 Carpentry Theory III 10 Credits Offered Spring Semester

Topics covered will coincide with the project house. Such areas as stair layout, roofing, drywall and interior/exterior finish will be the primary focus. As time permits, new materials and techniques, commercial construction applications and related construction areas may be examined. Safety aspects will be continuously covered.

Prerequisite: Prior completion of CARP 151, 151L, 152 and 152L and permission of the instructor.

CARP 153L Carpentry Laboratory III 12 Credits Offered Spring Semester

As the project house nears completion, students will focus on sharpening and refining those skills taught in previous courses



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programs in chemistry, medicine, dentistry, pharmacy, engineering, and related fields.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 277L)
Prerequisite: CHEM 112 or 114

CHEM 287 **Organic Chemistry II**
4 Credits Offered Spring Semester

This is a continuation of CHEM 277 with an introduction to biological molecules.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 287L)
Prerequisite: CHEM 277 or permission of instructor

Child Development

CHD 110 **Child Health and Safety**
3 Credits Offered Each Semester

This course introduces the student to essentials in creating a safe and healthy environment for young children from birth through the early elementary school years. Students will explore both the indoor and outdoor environment and learn how to promote health and nutrition in the classroom, prevent illnesses and reduce injuries, and create mentally healthy environments.

Lecture: 3 hours per week
Prerequisite: CHD 134 or concurrent enrollment in CHD 134

CHD 115 **Early Childhood Curriculum**
3 Credits Offered Each Semester

Students will examine the critical role of curriculum in meeting the physical, social, emotional and cognitive needs of young children from birth to age 8. Strategies for creating a child-centered approach to curriculum will be practiced including the use of space, materials, relationships and routines. Students will gain experience in observing, assessing and documenting children's ideas and works.

Lecture: 3 hours per week
Prerequisite: CHD 134

CHD 134 **Infancy through Middle Childhood**
3 Credits Offered Each 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.

Lecture: 3 hours per week

CHD 150 **Family-School Relations**
1 Credit Offered Spring Semester and Summer Session

This course provides students with practices to establish healthy, communicative relationships with parents and caregivers. Students will gain insight into dynamics of the modern family and learn strategies for creating a classroom

environment that invites, supports and embraces families as a partner in their child's school experiences.

Lecture: 1 hour per week
Prerequisite: CHD 134

CHD 155 **Program Management**
1 Credit Offered Spring Semester and Summer Session

Students will study the essentials for managing an effective early childhood classroom. Topics of study include becoming a cooperative coworker, organization strategies, recordkeeping, and communication.

Lecture: 1 hour per week
Prerequisite: CHD 110, 115, 134, 150, 254

CHD 160 **Professionalism**
1 Credit Offered Spring Semester and Summer Session

This is the culminating course for the CDA candidate. Issues associated with ongoing professionalism in early childhood will be studied including locating and utilizing community resources and professional affiliations and organizations, advocacy strategies, understanding child abuse reporting laws and exploring opportunities for continued education. Final preparation for CDA application will be reviewed.

Lecture: 1 hour per week
Prerequisite: CHD 110, 115, 134, 150, 155, 254

CHD 243 **Early Childhood Education**
3 Credits Offered Fall Semester

This course introduces students 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.

Lecture: 3 hours per week
Prerequisite or Corequisite: CHD 134

CHD 254 **Child Guidance Theory**
3 Credits 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.

Lecture: 3 hours per week

CHD 298A **Child Development Practicum**
3 Credits Offered Each Semester

This course offers a supervised experience working with preschoolers 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

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program. It is a required course for the Child Development program.

Supervised Work Experience: 6 hours per week
Prerequisite: CHD 134

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.

Off Campus Work Experience: 6 hours per week
Prerequisite: CHD 298A

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.

Off Campus Work Experience: 6 hours per week
Prerequisite: CHD 298B

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.

Lecture: 3 hours per week

College Skills Courses

CSC 010 Reading and Spelling Fundamentals
3 Credits Offered Each Semester

A self-paced course, CSC 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. Enrollment is based on COMPASS test results.

CSC 013 Reading Comprehension & Vocabulary Development
3 Credits Offered Each Semester

CSC 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. Enrollment is based on COMPASS test results.

CSC 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.

CSC 100 College Success Strategies
2 Credits Offered Each 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 improving self esteem, clarifying personal values, setting goals, and using successful study techniques. Students are also taught about working with advisors, creating and maintaining supportive relationships, caring for one's health, managing stress, planning a career, and the importance of budgeting time.

Lecture: 2 hours per week

CSC 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 in other classes in content areas such as the sciences, social sciences and humanities.

Lecture: 2 hours per week

CSC 105 College Study Skills
2 Credits Offered Each Semester

This course provides instruction in practical study techniques essential for academic success. This course emphasizes managing time, taking notes, reading textbooks efficiently, and preparing for and taking exams.

Lecture: 2 hours per week

NOTE: Other skill-building courses that are part of the CSC program are Library Skills (LIBS 120) and Basic Math (MATH 015).



Collision Repair Technology

Note: Course enrollment requires prior acceptance into the Collision Repair Technology Program.

ACRR 151 **Collision Repair Technology Theory I**
5 Credits Offered Fall Semester

Collision Repair 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.

ACRR 151L **Collision Repair Technology Lab I**
10 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.

ACRR 152 **Collision Repair Technology Theory II**
5 Credits Offered Spring Semester

Collision Repair 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.

ACRR 152L **Collision Repair 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.

ACRR 153 **Collision Repair Technology Theory III**
1 Credit Offered Summer Session

ACRR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

ACRR 153L **Collision Repair Technology Lab III**
3 Credits Offered Summer Session

This course provides hands-on shop experience in wreck rebuilding and meeting production shop time schedules. Quality work is promoted.

Communications

COMM 101 **Introduction to Speech Communication**
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.

Lecture: 3 hours per week

Prerequisites: Strong college-level reading and writing skills 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.

Lecture: 3 hours per week

COMM 111 **Interview Techniques**
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.

Lecture: 3 hours per week for 14 weeks

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.

Lecture: 3 hours per week for 5 weeks

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.

Lecture: 2 hours per week

Prerequisites: Strong college-level reading and writing skills recommended

COMM 200 **Seminars: 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 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.

Lecture: 2 hours per week

COMM 208 **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.

Lecture: 3 hours per week

Prerequisites: COMM 101 or permission of instructor; strong college-level reading and writing skills recommended

COMM 220 Introduction to Intercultural Communication
3 Credits **Offered Each Semester**

This course 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.

Lecture: 3 hours per week

Prerequisites: COMM 101

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.

Lecture: 3 hours per week

COMM 238 **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.

Lecture: 3 hours per week

Computer Information Technology

NOTE: Course enrollment requires prior acceptance into the Computer Applications in Business Program.

CITE 110 (Previously CABS 150) **Intro to PC Operating Systems**
3 Credits **Offered Fall Semester**

This is an introductory level class in personal computer operating systems and graphic user interfaces. The course discusses basic concepts of how operating systems work and how applications interact with operating systems. Emphasis will be placed on system functions and commands so that the student will be able to effectively create and manage files, run programs, and use system devices. MS Windows, MS-DOS and UNIX are utilized to illustrate these concepts. This is a required course in the Computer Information Technology certificate program.

Lecture/Lab: 4 hours per week

CITE 112 (Previously CABS 120) Intro to PC Hardware
4 Credits **Offered Fall Semester**

This course will teach the student to set up microcomputer hardware and expansion cards. The course includes hands-on experience in component installation and upgrading. Troubleshooting techniques will be emphasized including practice in debugging system problems. Peripheral devices will be discussed from a compatibility and capability standpoint. Each student will install operating systems, application programs, and diagnostic utilities. This is a required course in the Computer Information Technology certificate program.

Lecture/Lab: 5 hours per week

CITE 130 **Introduction to Internet Technologies**
3 Credits **Offered Spring Semester**

This course is an introduction to basic concepts of the Internet and its function in today's society. This class includes a lab components so that students will have access to the Internet on a regular basis and be allowed to apply procedures learned during lecture. This is a required course in the Computer Information Technology certificate program.

Lecture/Lab: 4 hours per week

Prerequisites: BUSA 100, CITE 110 and 112

CITE 150 (Previously CABS 160) Intro to Networking
3 Credits **Offered Spring Semester**

This course is designed to provide students with the background necessary to understand local area networking



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information including industry language, data communications protocols, an overview of microcomputers and network user basics. Topics covered will include operating systems, network operating systems, network card configuration and installation needed for network connectivity. Hands-on exercises and scenario-based reviews are included with coverage of critical networking issues and concepts. This is a required course in the Computer Information Technology certificate program. Students wishing to take the MCSE or CNE exam will be charged a \$100 fee.

Lecture/Lab: 4 hours per week
Prerequisites: BUSA 100, CITE 110 and 112

CITE 170 (Previously CABS 170) Systems Analysis and Design Methods
3 Credits Offered Spring Semester

This course provides an overview of the field of systems analysis, basic systems design tools and the procedures for conducting a systems analysis. The course will cover the life cycle of systems development, project management tools and techniques, process of interface with users, documentation, database interface, and productivity tools. Included is an overview of object-oriented design and CASE. Students will be expected to use a graphical-based high-level tool that supports the system development life cycle. This is a required course in the Computer Information Technology certificate program.

Lecture: 3 hours per week
Prerequisites: BUSA 100, CITE 110 and 112

CITE 210 (Previously CABS 251) Advanced PC Operating Systems
3 Credits Offered Fall Semester

This in-depth course will study the latest generation of operating systems for microcomputers. General operating system commands and utilities will be introduced as well as advanced concepts. Advanced concepts will include system configuration files, formatting and partitioning the hard disk, and directory structures. MS Windows (registry files and policy editor), MS-DOS (optimization and integration techniques), and UNIX (setting up and maintaining file systems and users) are utilized to illustrate these concepts. This is a required course in the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: CITE 110 and acceptance into the PC Support Technician option

CITE 212 (Previously CABS 130) Advanced PC Hardware
4 Credits Offered Fall Semester

CITE 212 offers an advanced look at personal computer hardware covering various interface architectures and communication protocols. Concepts in logic, troubleshooting and component replacement procedures are taught to prepare students for entry-level computer repair employment. Installation and preventive maintenance procedures for input and output devices, such as scanners, CD-Rs, Zip drives, Jaz drives, printers, fax/modems, sound/video cards, and camera

equipment/Internet accessibility. A multimeter and logic probe will be used to measure voltage, current, and resistance. Students wishing to take the A+ Certification exam will be charged a \$256 fee for taking both parts of the exam. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week
Prerequisites: CITE 112

CITE 214 Advanced PC Software
3 Credits Offered Fall Semester

This course provides an extensive investigation into the integration of suite products. Individual business application programs that are combined into a complete business system will be explored in detail, providing the student with an understanding of the reason, concepts and use of integrated software as used in business. The use of Object Linking and Embedding (OLE) and Dynamic Data Exchange (DDE) for product suites will be discussed. A study of Visual Basic for Applications impact on product suite applications is reviewed to complete a comprehensive study of the integration applications concept. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: CITE 110 and acceptance into the PC Support Technician option

CITE 216 PC Service and Support
3 Credits Offered Fall Semester

This course focuses on the installation of PC hardware and the prevention, diagnosis, and resolution of hardware and software related system problems. It is designed to provide students with the knowledge and skills needed to install and configure personal computers and operating systems and provide quality customer service. These skills include installation, configuration, customization, optimization, network integration, administration, troubleshooting, messaging, and other support issues. This course provides an overview of the knowledge, skills, and abilities necessary for employment in the PC support industry. This course emphasizes problem-solving and communication skills in addition to technical knowledge. Using creative hands-on exercises and case projects, students apply their knowledge and develop their ideas and skills, both individually and in teams, to help prepare them for today's team-oriented work environment. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: Acceptance into the PC Support Technician option

CITE 220 PC Support Project Lab
4 Credits Offered Spring Semester

Students will be given a series of supervised projects that will allow them to demonstrate their PC repair skills. Projects will progressively increase in difficulty to simulate real-work



situations. Tasks will include PC peripherals, Internet connections and troubleshooting PC related problems, and disaster recovery. The study of PC related concepts from current literature and periodicals to keep up with the changes in this fast-paced field is included. The course will familiarize the student with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the PC Support Technician option

CITE 224 PC Software Installation and Configuration
4 Credits Offered Spring Semester

This course offers an in-depth study of software use, performance and capabilities in relation to hardware, software design and the operating system. Several industry standard application software packages will be used to demonstrate enhanced memory and disk management. Critical issues including operating system add-ons and virus protection will be discussed. Typical utility packages will be examined and demonstrated, involving RAM resident programs, diagnostic utilities, desktop organizers, print spoolers, public domain tools, and backup methods. Advanced techniques for word processing, spreadsheets, database, and presentation software suites will be used as examples of product suites. This is a required course in the PC Support Technician option of the Computer Information Technology A.A.S. degree program. Prior acceptance in the PC Support Technician option is required.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the PC Support Technician option

CITE 232 HTML/Java
4 Credits Offered Fall Semester

Current standard Hypertext Markup Language will be presented to establish concepts, principles and techniques of web page structure. Fundamentals of web programming with Java will introduce animated presentations and interactivity. Projects will include object-oriented concepts, programming syntax and constructs, applet construction, and interactive web communication. The goal is to give the student experience in languages that support the Internet. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program. Prior completion of CITE 130 and acceptance in the Internet Support Technician option are required.

Lecture/Lab: 5 hours per week

Prerequisites: CITE 130 and acceptance into the Internet Support Technician option

CITE 234 Introduction to Web Page Design
3 Credits Offered Fall Semester

This hands-on course is designed to cover the basic concepts of documents designed for the World Wide Web and provide

experience for organizing, linking, and implementing web sites. Topics covered include text formatting, color control, images and image mapping, use of digital cameras and graphics scanner, hyperlinks, tables and frames. This course covers the essential elements needed for fundamental web page production. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisites: Acceptance into the PC Support Technician option

Corequisites: CITE 232 and 236

CITE 236 Web Based Applications
3 Credits Offered Fall Semester

This course presents popular Internet application software including web page editors, converters, utilities, browsers and search engines. Students will continually investigate the latest trends in the Internet industry, plus utilize and evaluate software applications. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisites: Acceptance into the Internet Support Technician option

Corequisites: CITE 232 and 234

CITE 242 Visual Basic
3 Credits Offered Spring Semester

This course focuses on the fundamental principles of programming, presenting the unique visual and object-oriented features of Visual Basic for Windows as a tool for learning to program in Basic. The course will allow students to become proficient in Visual Basic and the principles of good program design. Students will write and demonstrate simple structured programs with well-developed user interfaces. Programming assignments will include procedural techniques and event-driven processing. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisites: CITE 110 and acceptance into the Internet Support Technician option

CITE 244 Advanced Web Page Design
3 Credits Offered Spring Semester

This course covers advanced design elements of web page production. Topics include order forms and comment boxes, music and sound effects, and advanced animation. Several web pages are constructed in this course, culminating the student's own personal design style. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program. Prior completion of CITE 234 and acceptance in the Internet Support Technician option are required.

Lecture/Lab: 4 hours per week

Prerequisites: CITE 234 and acceptance into the Internet Support Technician option



COURSE DESCRIPTIONS

CITE 250 (Previously CABS 262) Advanced Networking 3 Credits Offered Fall Semester

This course is designed to introduce students to the advanced administration principles of local area networking. The course covers procedures in network administration utilizing industry leading network operating system software. Topics include operation system overview, managing a file system, log in security, file system security, creating log in scripts, managing a server, advanced network printing and installing network applications. Emphasis is on the management and administration of user hardware and software resources. Hands-on application of network administration principles on an operational network is provided. Students wishing to take the MCSE exam will be charged a \$100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisites: CITE 150 and acceptance into the Network Support Technician option

CITE 252 Networking Design 3 Credits Offered Fall Semester

This course is a hands-on demonstration of skills in user need analysis, including the planning, selection, installation, tuning and maintenance phases given a scenario in which to work. Planning, analysis, design, and installation of a network will be discussed and students will design networks for a variety of situations. Problems common to networks will be integrated into this course. Students will provide both written and oral presentations at all levels of their analysis and design. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisites: Acceptance into the Network Support Technician option

Corequisites: CITE 254 and 256

CITE 254 Internetworking 4 Credits Offered Fall Semester

This course introduces students to the latest technology into internetworking various platforms, topologies and protocols of computer networks into local and wide-area networks. The concepts involved in the design, implementation, and utilization of systems transmitting information between a computing system and remotely locate sending and receiving devices are studied. Standard telecommunication transport and signaling standards are introduced. Integrated Services Digital Network (ISDN) and broadband access alternatives are discussed. Wireless standards for cellular and satellite systems are considered and emerging personal communication services are introduced. Topics include Internet and Intranet connectivity on a variety of platforms (routers, bridges, and gateways to hosts); including an exploration of network protocols with the emphasis on Transmission Control Protocol/Internet Protocol (TCP/IP). Hands-on application of the hardware and software relevant to wide area connectivity will be provided whenever possible. Students wishing to take the MCSE exam will be

charged a \$100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the Network Support Technician option

Corequisites: CITE 252 and 256

CITE 256 LAN Management 3 Credits Offered Fall Semester

This course provides students with the knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain network system. Topics covered include server configuration, managing the server, server protocol support, optimizing the server and troubleshooting. Instruction on the fundamental skills needed to manage a network effectively with network utilities, drive mapping, security, menu utilities, printing, log-in scripts, menus and system backups is covered. Advanced network commands and utilities will be demonstrated to further supplement the skills required by a network administrator. Directory structures, security, printing, and network administration will be covered. Students wishing to take the MCSE exam will be charged a \$100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisites: Acceptance into the Network Support Technician option

Corequisites: CITE 252 and 254

CITE 260 Network Support Project Lab 4 Credits Offered Spring Semester

Students will be given a series of supervised projects that will allow them to demonstrate their network engineering skills. The projects will progressively increase in difficulty to simulate real-work situations. Tasks will include cross platform networking, Internet management and troubleshooting peer-to-peer networks, and disaster recovery. Study of network related concepts from current literature and periodicals to keep up with the changes in this fast paced field is included. The course will familiarize students with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. Students wishing to take the MCSE exam will be charged a \$100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the Network Support Technician option

CITE 262 LAN Service and Support 4 Credits Offered Spring Semester

This course is designed to introduce students to common local area network hardware and software preventive maintenance and troubleshooting procedures on a variety of



networking protocols and topologies. The course focuses on installing, maintaining and troubleshooting networks and covers installation of network hardware, network software, application software, and upgrading procedures for network environments. Sixty percent of class time will be spent in troubleshooting techniques and procedures. Hardware and software to aid with problem identification and resolution will be discussed and demonstrated where possible. Students wishing to take the MCSE exam will be charged a \$100 fee. This is a required course in the Network Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the Network Support Technician option

CITE 272
4 Credits

Customer Support
Offered Spring Semester

This course is designed to show how customer support can provide guidance and assistance in both consulting and troubleshooting roles. Training techniques based on current hardware and software products are provided. Understanding the importance of developing a better understanding of a customer's business environment and troubleshooting and resolving PC problems are stressed. This is a required course in the User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the User Support Technician option

CITE 280
4 Credits

User Support Project Lab
Offered Spring Semester

Students will be given a series of supervised projects that will allow them to demonstrate their user support skills. Projects will progressively increase in difficulty to simulate real-work situations. Tasks will include problem solving, communications skills, technical topics, troubleshooting techniques, and information resource management. Study of user support related concepts from current literature and periodicals to keep up with the changes in this fast paced field is included. The course will familiarize the student with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. This is a required course in the User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: Acceptance into the User Support Technician option

Corequisites: CITE 254 and 256

CITE 295 (Previously CABS 295)
4 Credits

CITE Internship
Offered Each Semester and Summer

The Computer Information Technology Internship involves a working partnership in which sophomore students of the CITE program join with area employers in a structured "real-life" relationship. The basic purpose is to provide CITE students insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level PC

repair, Internet, networking, or user support staff. During this supervised experience, students will be evaluated on their performance of course competencies. This is a required course in the Computer Information Technology A.A.S. degree option. Sophomore standing in the CITE program and permission of the instructor are required.

Lecture/Lab: 11 hours per week

Prerequisites: Sophomore standing in the CITE program and permission of the instructor

Computer Science

CS 100 Introduction to Computers & Computer Science
3 Credits Offered Each Semester

CS 100 is intended as an introduction to computers and computer science for non-computer science majors. Prior experience with computers, such as using a graphical user interface and a word processor is recommended. Students with no prior experience will be expected to attend out of class labs to learn the basic use of a computer. Topics include an historical perspective, evolving hardware and software, using the Internet, creating web pages, social implications, and using a modern programming language. Problem solving and algorithm development are important themes of the class. The course involves substantial use of microcomputers outside of class and the possible use of minicomputers and alternative operating systems. This course cannot be taken for credit after successful completion of BUSA 100.

Lecture: 3 hours per week

Prerequisites: MATH 025 or equivalent

CS 102
1 Credit

Computer Science Orientation
Offered Either Semester

CS 102 is intended to help computer science majors broaden their perspective of computer science with current, new, and future trends in the field and employment environments and opportunities. Topics include neural networks, artificial intelligence, robotics, graphical user interface tools, Java, Hypertext Markup Language, Common Gateway Interface, Visual C++, Visual BASIC, Perl, networking. Regional experts in various computer science fields will discuss their work, employment opportunities, perspectives, responsibilities and educational requirements. Students will learn use of Computer Science Department computer resources on campus. Local or regional field trip may be required.

Lecture: 1 hour per week for 15 weeks

Prerequisites: High school algebra

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.

Lecture: 3 hours per week

Prerequisites: MATH 108



COURSE DESCRIPTIONS

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.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (CS 150L)

Prerequisites: Two years of high school algebra or MATH 130 or 147. CS 100 is recommended for students without computer experience.

CS 160 **Computer Science II**
3 Credits Offered Either Semester On Demand

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.

Lecture: 3 hours per week

Prerequisites: CS 150 and 150L

Corequisite: College level math such as MATH 160 or 170

CS 211 **Languages of Computer Science: C++**
3 Credits Offered Either Semester On Demand

This course provides an introduction to object oriented programming using the language C++. Features of the UNIX operating system, programming for the Windows environment, and the Standard Template Library may be discussed. This course is suitable for students aspiring to major in computer science, but will also serve science and engineering majors as well as members of the community desiring to add object oriented programming to their repertoire of programming skills.

Lecture: 3 hours per week

Prerequisites: Prior programming experience in a structured object oriented language; this requirement may be met with a course in Pascal, C, or other high level language.

CS 212 **Languages of Computer Science: HTML**
3 Credits Offered Either Semester

This course is designed to teach programming and computational thinking skills to create rich, interactive documents for the World Wide Web. Focus is on using computational tools to create and work with interactive information resources. Students will learn to create documents that contain text, video, audio, and image data to request and process input from users. Image, video, and audio representation will be covered. Techniques of indexing, searching, browsing data, societal impact of the Internet, security, cryptography, copyright and freedom of speech will be covered.

Lecture: 3 hours per week

Prerequisites: Experience using the World Wide Web and the Internet in general.

CS 213 **Languages of Computer Science: JAVA**
3 Credits Offered Either Semester

This course provides an introduction to the programming language JAVA. The course will include the features of JAVA such as objects, classes, wrappers, constructors, inheritance, method overloading, threads, error handling with exceptions, applets, java.awt (the Abstract Windows Toolkit) and possibly other Java packages.

Lecture: 3 hours per week

Prerequisite: High level language programming class such as C++ or permission of the instructor

CS 240 **Digital Computer Fundamentals**
4 Credits Offered Either Semester On Demand

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.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (CS 240L)

Prerequisites: MATH 147 or permission of instructor

CS 250 **Data Structures**
3 Credits Offered Either Semester On 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.

Lecture: 3 hours per week

Prerequisites: CS 160, MATH 187

CS 270 **Computer Organization and Assembly Language**
3 Credits Offered Either Semester On Demand

Students will study computer organization, assembly language, the use of assemblers, addressing methods, and structured assembly programming methods.

Lecture: 3 hours per week

Prerequisites: CS 150, 240

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.

COURSE DESCRIPTIONS



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 setups 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.

Prerequisite: CULA 151, 152, 153 and 154.

CULA 157 **Grill Cook Skills** 3.5 Credits Offered Each Semester

Grill Cook students will practice mise en place, making hot sandwiches, deep frying, pan frying, and grilling. The use of leftovers in food preparation is included.

Prerequisite: CULA 151, 152, 153 and 154.

CULA 158 **Bakery Skills** 3.5 Credits Offered Each Semester

This course involves the theory and application of baking basics including vocabulary, weights and measures, and applied mathematical skills. Emphasis is placed on hands-on baking production.

Prerequisite: CULA 151, 152, 153 and 154.

CULA 159 **Grill Cook and Production Manager** 3.5 Credits Offered Each Semester

Students are presented with additional management responsibilities in assisting with setup, answering questions, checking storage, and cleanup. This is a capstone course. Upon completion of this course, the student should understand the entire scope of running a kitchen.

Prerequisite: CULA 151, 152, 153 and 154.

CULA 160 **Culinary Arts Seminar** 1 Credit 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 **Aerobic Dance/Fitness** 1 Credit Offered Each Semester

This course combines cardiovascular conditioning, toning, flexibility exercises and a fat burning intensity level. DANC 105 is offered in two levels: Nice and Easy, a low impact with moderate intensity for the beginner; and Intermediate, a muscle strengthening and higher level of intensity. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

DANC 113 **Jazz Dance: Beginning I** 1 Credit 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. degrees. May be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

DANC 114 **Jazz Dance II** 1 Credit Offered Spring Semester

This 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 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.

Lecture/Activity: 2 hours per week

Prerequisite: Dance 113 or some knowledge of jazz dance is recommended



COURSE DESCRIPTIONS

DANC 115
1 Credit

Modern Dance: Beginning I
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. May be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

DANC 117
1 Credit

Ballet: Beginning I
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.

Lecture/Activity: 2 hours per week

DANC 118
1 Credit

Ballet: Beginning II
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.

Lecture/Activity: 2 hours per week
Prerequisite: Dance 117 or equivalent

Diesel Technology

Note: Course enrollment requires prior acceptance into the Diesel Technology Program.

DSLTL 105 Orientation/Safety/General Shop Practices
2 Credits Offered Fall Semester

This course will introduce students to on-campus services including the library and College Skills Center. It will include 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 provided on 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.

DSLTL 108
2 Credits

Diesel Welding Theory
Offered Fall Semester

This course is designed to provide the student with welding skills required by the diesel mechanic industry.

DSLTL 109
2 Credits

Diesel Welding Lab
Offered Spring Semester

This course is designed to provide students with welding skills required by the diesel mechanic industry. Prior completion of DSLTL 108 is required.

DSLTL 117L
3 Credits

Diesel Lab
Offered Summer Session

This course provides students with additional exposure to lab experiences related to a special interest area selected by the student in DSLTL 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 Diesel A.A.S. program is required, or instructor permission.

DSLTL 118L
3 Credits

Diesel Engine Lab
Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in the DSLTL 120 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 119L
2 Credits

Electrical Systems Lab
Offered Fall Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL 122 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 120
5 Credits

Diesel Engines
Offered Fall Semester

This course will include instruction on the basics of how to identify, repair, rebuild, and/or replace diesel engines. Students will learn two-stroke and four-stroke combustion engine theory as well as engine performance criteria. Instruction will include the operation and basic principles of various engine components and their respective systems on a diesel engine.

DSLTL 122
4 Credits

Electrical Systems
Offered Fall Semester

This course will include instruction on the theory, operation, construction, and repair of heavy-duty electrical systems. Students will gain an understanding of starting systems, charging systems, batteries, wiring schematics and lighting, along with the associated testing and repair procedures for each system.

DSLTL 128L
3 Credits

Powertrain Lab
Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL 130 theory

COURSE DESCRIPTIONS



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class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSL 129L **Brake Systems Lab**
2 Credits Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSL 132 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSL 130 **Powertrains**
5 Credits Offered Spring Semester

This course will teach students the operation, construction, service and repair of heavy-duty clutch systems, manual transmissions, drivelines, universal joints, single and two-speed differentials as well as axles and bearings.

DSL 132 **Brake Systems**
4 Credits Offered Spring Semester

This course will teach students the operation, construction, service and repair of heavy truck and equipment air systems, foundation air brake systems, foundation hydraulic brake systems, as well as wheels and seals.

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 218L **Advanced Tune-Up Lab**
3 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in DSL 221 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and limited live customer work.

DSL 219L **Computerized Engine Lab**
3 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in DSL theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSL 220 **Advanced Tune-Up**
4 Credits Offered Fall Semester

This course will teach students how to troubleshoot, adjust, repair, or replace components associated with tune up procedures for diesel engines. Exhaust emissions and other environmental issues pertaining to diesel engines will also be discussed. Students will also learn the operation, construction, and repair techniques associated with diesel fuel systems and induction systems. The course will provide students with the opportunity to become

aware of the principles of theory of control devices, governors, and other controls related to diesel engines.

DSL 222 **Computerized Engines**
4 Credits Offered Fall Semester

This course will teach students how to test, troubleshoot, adjust, repair, or replace components associated with computerized engines. Students will also learn the operation, construction, and theory of computerized engine controls.

DSL 228L **Undercarriages/Suspension Lab**
3 Credits Offered Spring Semester

This course will give students hands-on exposure in a shop setting on those subjects covered in the DSL 230 theory class. The instruction will utilize a variety of mock-ups, training aids, components and limited live customer work.

DSL 229L **Hydraulics Lab**
3 Credits Offered Spring Semester

This course will give students hands-on exposure in a shop setting on those subjects covered in the DSL 232 theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSL 230 **Undercarriage/Suspension**
4 Credits Offered Spring Semester

This course will teach students the operation, construction and repair of heavy equipment undercarriages as well as the components, construction, and repair of various truck and heavy equipment suspension systems used in the industry. Students will gain an understanding of the operation, construction, components and repair of steering systems.

DSL 232 **Hydraulic Systems**
4 Credits Offered Spring Semester

This course will teach students the theory of operation, construction, adjustment, maintenance and repair of heavy equipment hydraulic systems. Students will also learn how to design hydraulic systems and implement changes to existing hydraulic systems.

DSL 280 **Heating, Ventilation, Air Conditioning**
1 Credit Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to evacuating, recycling, and recharging air conditioning systems. The course will cover R-12 and R-134a refrigerant handling.



COURSE DESCRIPTIONS

Drafting Technology

Note: Course enrollment requires prior acceptance into the Drafting Technology Program.

DRFT 101 **Drafting Theory and Laboratory I**
2 Credits Offered Fall Semester

The basic theory of drafting is presented in this course using the traditional techniques of "board drafting." Emphasis will be placed on the use of drafting instruments, lettering, geometric constructions, orthographic projections, pictorial drawings and basic dimensioning.

DRFT 101L **Drafting Theory Lab**
2 Credits Offered Fall Semester

This lab course focuses on material taught in DRFT 101. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 101

DRFT 103 **Technical Freehand Sketching**
2 Credits Offered Fall Semester

The objective of this course is to introduce skills necessary to convey a thought or idea on paper. The student will develop the ability to visualize and sketch orthographically and pictorially.

DRFT 103L **Technical Freehand Sketching Lab**
1 Credit Offered Fall Semester

This lab course focuses on material taught in DRFT 103. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 103

DRFT 109 **Intro to AutoCAD and Drafting Principles**
3 Credits Offered Fall Semester

This course is designed for the beginning AutoCAD user and provides an introduction to computer assisted drafting (CAD) using Windows 95 as the operating system and AutoCAD as the basic drafting platform. A major focus will be to develop the skills necessary to develop working line drawings and be able to produce as hard copies using model space and paper space congruently.

DRFT 109L **AutoCAD and Drafting Principles Lab**
3.5 Credits Offered Fall Semester

This lab course focuses on material taught in DRFT 109. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 109

DRFT 110 **AutoCAD and Industrial Drafting**
5 Credits Offered Spring Semester

This course builds on the expertise gained from DRFT 109. The course will be divided in four major drafting disciplines including mechanical drafting, architectural drafting, civil/geographical information systems and electrical/electronic drafting. The student will develop a thorough understanding of the User Coordinate System thereby gaining the ability to draw

and visualize in 3-D. Parametric design and solid modeling will also be introduced. Using AutoCAD as a tool, the student will begin the process of designing a residential structure. Emphasis will be placed on design and the use and misuse of space.

DRFT 110L **AutoCAD and Industrial Drafting Lab**
3.5 Credits Offered Spring Semester

This lab course focuses on material taught in DRFT 110. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 110

DRFT 130 **Plan and Blueprint Reading**
2 Credits Offered Spring Semester

The focus of this course is to provide the student with information and skills that allows them to read and interpret information from both mechanical working drawings and architectural blueprints relating to both residential and commercial designs.

DRFT 135 **Applied Physics**
2 Credits Offered Spring Semester

The course provides a mathematical review of precision measurements, vectors, and graphic problems. It also covers working problems in force and motion, work and energy, rate, resistance, and power.

DRFT 135L **Applied Physics Lab**
1 Credit Offered Spring Semester

This lab course focuses on material taught in DRFT 135. Concepts will be reinforced through hands-on activities that focus on those skills.

Prerequisites: Concurrent enrollment in DRFT 135

DRFT 174 **Descriptive Geometry**
2 Credits Offered Spring Semester

The objective of this course is to develop the knowledge and skills necessary to solve problems using descriptive geometry as a tool. The student will be able to develop line projection, true size and shape of lines or planes, and piercing points of lines and planes in space. They will also be able to develop graphical solutions of force vectors. AutoCAD will be used as the instructional platform.

DRFT 174L **Descriptive Geometry Lab**
1 Credit Offered Spring Semester

This lab course focuses on material taught in DRFT 174. Concepts will be reinforced through hands-on activities that focus on practical application of theories presented in the theory class.

Prerequisites: Concurrent enrollment in DRFT 174

DRFT 203 **Building Codes**
2 Credits Offered Fall Semester

This course deals with the issues of land use zoning, building codes, and electrical/plumbing codes as they relate to a draftsman/designer of typical wood framed residential structures. Also included in this study is a unit of Uniform



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. This includes the tools of supply and demand, the measurement of inflation and employment, and discussion of the definition, role and importance of national income and money and the banking system. The course also analyzes the role of government and the effects of international trade on the U.S. economy. Economic vocabulary and analysis of economic situations are emphasized. ECON 201 is a required course in the Business Administration, Business Education, Accounting Assistant and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
Prerequisites: 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 and income 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.

Lecture: 3 hours per week
Prerequisites: MATH 108 or two years of high school algebra is strongly recommended; ECON 201 provides familiarity with vocabulary and methodology, but is not required.

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.

Corequisite: EDUC 275

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.

Lecture: 2 hours per week
Field Experience: 30 hours per semester
Prerequisite: Sophomore standing or permission of instructor
Recommended: College-level reading, oral and written English language, and computer skills.

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.

Lecture: 3 hours per week
Field Experience: 30 hours per semester
Corequisites: EDUC 190

Electronics Technology

Note: Course enrollment requires prior acceptance into the Electronics Technology Program.

ELT 110 Direct Current I
5 Credits Offered Fall Semester

This course begins the study of electrical/electronics fundamentals with coverage of current, voltage, resistance, Ohms Law, Kirchoffs Law, series, parallel and series/parallel circuits and Network Theorems. These basics prepare the student for understanding and troubleshooting circuits with passive components and provide a foundation for further studies. Component recognition and identification and initial familiarity with schematics is presented.

ELT 110L Direct Current I Lab
3 Credits Offered Fall Semester

This lab course parallels the material presented in ELT 110 with hands-on experiments to reinforce the understanding of concepts and theory. Industry standard laboratory procedures, practices and safety are presented in an applications oriented environment. Proper use of electronics test equipment to analyze and troubleshoot electronic circuits is introduced.

Corequisite: Concurrent enrollment in ELT 110

ELT 120 Direct Current II
5 Credits Offered Fall Semester

This course features continues the study of DC with the coverage of capacitance, magnetism, inductance, transient

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response and an introduction to AC and reactance. Manufacturer's component data sheets are introduced as a resource for more specific component information. The understanding of reading schematics is enhanced with the analysis of more complex circuits.

ELT 120L **Direct Current Lab II**
3 Credits Offered Fall Semester

The hands-on approach to laboratory experiences is continued with the introduction of the oscilloscope and signal generator to stimulate and analyze electronic circuitry as presented in ELT 120. The use of the oscilloscope as a major diagnostic tool is emphasized.

Corequisite: Concurrent enrollment in ELT 120

ELT 130 **Alternating Current**
5 Credits Offered Spring Semester

This course takes the student through a study of AC voltage, current and power. It includes reactance, transformers, series reactive circuits (RL, RC, and RCL circuits), parallel reactive circuits, resonance, filters and advanced AC analysis.

ELT 130L **Alternating Current Lab I**
3 Credits Offered Spring Semester

This lab focuses on the material presented in ELEC 130 which forms the basis for the experimentation used to enhance the learning experience. Further experience is gained in using the oscilloscope and laboratory instruments when AC reactive circuits are analyzed.

Corequisite: Concurrent enrollment in ELT 130

ELT 140 **Solid State I**
5 Credits Offered Spring Semester

A study of solid state electronics is presented covering general semiconductor theory, diode function and circuits including basic AC to DC power supplies, special purpose diodes such as the Zener, Schottky, and varactor, NPN and PNP bipolar transistor fundamentals and biasing circuits. This course prepares the student for more advanced solid state electronics studies.

ELT 140L **Solid State Lab I**
3 Credits Offered Spring Semester

This lab exposes the student to building diode and transistor circuits based on schematic drawing. Troubleshooting and analysis of circuits in the laboratory environment using industry standard equipment and procedures is stressed.

Corequisite: Concurrent enrollment in ELT 140

ELT 250 **Solid State II Theory**
5 Credits Offered Fall Semester

This course will continue the exploration of solid state analog electronics that began in ELT 140. Discrete transistor circuits will be expanded to include AC operation as well as DC biasing configurations. Topics covered will include voltage amplifiers, power amps, emitter followers, Field-effect transistors, amplifier frequency effects and thyristor devices.

ELT 250L **Solid State II Lab**
3 Credits Offered Fall Semester

This lab course will provide students with practical applications of circuits encountered in ELT 250. Industry standard test equipment will be used to design, build, test and troubleshoot discrete analog transistor and thyristor circuits.

ELT 260 **Solid State III Theory**
5 Credits Offered Fall Semester

This course will provide the student with a thorough coverage of operational amplifiers and linear integrated circuits. Additional topics include oscillators (both discrete and IC), regulated power supply circuits (both discrete and IC) and an introduction to communications circuits.

ELT 260L **Solid State III Lab**
3 Credits Offered Spring Semester

This lab course will provide practical applications of circuits studied in ELT 260. Industry standard test equipment will be used to design, build, test and troubleshoot op-amp circuits and other Linear IC circuits.

Corequisite: Concurrent enrollment in ELT 260

ELT 270 **Digital I Theory**
5 Credits Offered Spring Semester

This course will begin the study of digital electronics. The topics will include number systems, codes, logic gates, Boolean Algebra, combination logic circuits, flip-flops and related devices, digital arithmetic, counters, registers and integrated-circuit logic families.

ELT 270L **Digital I Lab**
3 Credits Offered Spring Semester

This lab course will provide hands-on experience designing, building, troubleshooting and analyzing digital circuits. In addition to using a variety of test equipment, the student will be introduced to logic analysis as a tool for design, testing and troubleshooting of logic circuits.

Corequisite: Concurrent enrollment in ELT 270

ELT 280 **Digital II Theory**
5 Credits Offered Spring Semester

This course continues the exploration of digital electronics that began in ELT 270 and includes MSI circuits, A-D/D-A conversions, memory devices and microprocessors. An emphasis is placed on applications using a microprocessor trainer and an introduction to assembly language programming.

ELT 280L **Digital II Lab**
3 Credits Offered Spring Semester

This course provides an applications based lab to accompany ELT 280. An emphasis is placed on "practical" applications of microprocessors and interfacing. Students will use their knowledge of analog and digital electronics to build and test "real world" circuits.

Corequisite: Concurrent enrollment in ELT 280

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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.

Lecture: 3 hours per week

Prerequisite: Enrollment 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.

Lecture: 1 hour per week

Prerequisite: Enrollment in certificate technical program

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 applies toward a certificate of completion and specified A.A.S. degree requirements.

Lecture: 3 hours per week

Prerequisite: Enrollment based on placement test results

ENGL 099A, 099B, 099C 1 Credit each (3 credits)

Fundamentals for Writing 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.

Lecture: 3 hours per week

Prerequisite: Enrollment based on placement test results

ENGL 101 3 Credits

English Composition Offered Each Semester

English 101 provides students the opportunity to deal with any writing challenges which may be encountered 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.

Lecture: 3 hours per week

Prerequisite: Appropriate placement test score and satisfactory entry essay (written during first class session)

ENGL 102 3 Credits

English Composition 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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 175 3 Credits

Introduction to Literature Offered Each Semester

This is a survey of 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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 202 3 Credits

Technical Writing 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.

Lecture: 3 hours per week

Prerequisite: ENGL 101 is recommended



COURSE DESCRIPTIONS

ENGL 203A
1 Credit

Trestle Creek Review
Offered Spring Semester

This workshop offers students interested in poetry and short fiction an introduction to the world of small-press publishing, in which most writers get their start. Students read manuscripts submitted from all over North America and beyond and collaboratively determine the content of this year's edition of *Trestle Creek Review*, an annual literary magazine published in May and mailed to contributors, subscribers, and regional libraries and bookstores. Students become conversant with contemporary literature written by "real" people, gain skills in literary criticism, learn how to submit their own work, and receive acknowledgment on the title page as members of the editorial staff.

Prerequisite: None

ENGL 204A
(Same as HIST 204A)
3 Credits

**Researching and Writing
a Personal Family History**
Offered on Demand

English 204A introduces students to research and writing skills to enable them to record their family's history. Students will learn to use oral history interviews, private and public genealogical and historical records, family folklore and the computer tools that are revolutionizing family history research. Students will work with writing techniques that can transform dull data into a lively family saga. The course follows an informal workshop format, including several research field trips to regional archives.

This course is an excellent opportunity to develop research and writing skills and pursuing a project of great personal value. It is recommended for history and English majors as a way to put theory into practice. It is designed for genealogy beginners with good command of basic English writing skills and some computer experience with Windows.

Lecture: 3 hours per week

Prerequisite: ENGL 101 is recommended

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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 205
3 Credits

Interdisciplinary Writing
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 the student's field of study and encourages students to practice and learn to apply the steps in the writing process: prewriting, arrangement, revision, and editing.

Lecture: 3 hours per week

Prerequisite: ENGL 101, 102

ENGL 216
3 Credits

Mythology
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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 257
3 Credits

Literature of Western Civilization
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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 258
3 Credits

Literature of Western Civilization
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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

COURSE DESCRIPTIONS



ENGL 267
3 Credits

Survey of English Literature
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.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 268
3 Credits

Survey of English Literature
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.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 272
3 Credits

Business Writing
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.

Lecture: 3 hours per week
Prerequisite: ENGL 101 is recommended

ENGL 277
3 Credits

Survey of American Literature
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.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 278
3 Credits

Survey of American Literature
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.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 285
3 Credits

American Indian Literature
Offered Spring Semester

English 285 explores traditional American Indian world views and belief systems as reflected in myths and legends, as well as contemporary poetry, short stories, and novels by Native Americans. The difference between American Indian and Eurocentric world views and the implications of these differences will be considered, as illustrated in literature. The course will also explore political, sociological, and psychological effects on American Indians of U.S. governmental policies and actions taken in regard to various tribes.

Lecture: 3 hours per week
Prerequisite: ENGL 101, completion of ENGL 175 is recommended

ENGL 291
3 Credits

Creative Writing I
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.

Lecture: 3 hours per week
Prerequisite: ENGL 175

ENGL 292
3 Credits

Creative Writing II
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.

Lecture: 3 hours per week
Prerequisite: ENGL 175

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.

Lecture: 1 hour per week per credit
Prerequisite: Student whose native language is not English



COURSE DESCRIPTIONS

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. 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.

Lecture: 4 hours per week per credit

Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

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.

Lecture: 3 hours per week

Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

Environmental Science

ENSI 119 Introduction to Environmental Science 4 Credits 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./AA degree. Some Saturday field trips may be required.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (ENSI 119L)

Prerequisite: MATH 025 or equivalent

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.

CA 101 Elementary Coeur d'Alene Language I 5 Credits Offered Fall Semester

CA 101 is an introduction to an American Indian language designed for students with no previous foreign language study. The course will include specialized methods of working with an unwritten language and emphasize pronunciation, beginning grammar, vocabulary-building, and an introduction to Coeur d'Alene Tribal culture. Successful completion of CA 101 and 102 allows entry into the intermediate level course that satisfies the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 5 hours per week (includes lab)

CA 102 Elementary Coeur d'Alene Language II 5 Credits Offered Spring Semester

CA 102 is the second semester of an introduction to the native language of the Coeur d'Alene Tribe. It completes the outline of the major grammatical systems of the language. The skills acquired in CA 101 and CA 102 will prepare students for the intermediate level course that satisfies the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 5 hours per week (includes lab)

Prerequisite: CA 101 or permission of instructor

CA 201 Intermediate Coeur d'Alene Language 4 Credits Offered Fall Semester

CA 201 provides training in conversational proficiency in an American Indian language. It features detailed discussion of grammar knowledge gained in CA 101 and CA 102 and insights into Coeur d'Alene culture revealed in the traditional oral literature. This course satisfied four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 4 hours per week

Prerequisite: CA 102 or permission of instructor

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.

COURSE DESCRIPTIONS



The course may be repeated for a total of three credits.

Interactive Conversation Class: 2-4 hours per week, depending on credits

FLAN 207 **Contemporary World Cultures**
3 Credits 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.

Lecture: 3 hours per week

FREN 101 **Elementary French I**
5 Credits Offered Fall Semester

Elementary French I is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. 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.

Lecture: 5 hours per week + lab TBA

FREN 102 **Elementary French II**
5 Credits Offered Spring Semester

This course is the second semester of Elementary French and continues 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.

Lecture: 5 hours per week + lab TBA
Prerequisite: FREN 101

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.

Lectures: Times based on student/instructor agreement

FREN 104 **Conversation Course: Open Door to French, Level I**
2 Credits 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.

Time requirement: TBA

FREN 105 **Conversation Course: Open Door to French, Level II**
2 Credits Offered Each Semester

FREN 105 is a continuation of FREN 104. This course is designed to meet the linguistic needs of the community.

Time requirement: TBA

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.

Lecture: 4 hours per week + lab TBA
Prerequisite: FREN 102 or equivalent or permission of instructor

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.

Lecture: 4 hours per week + lab TBA
Prerequisite: FREN 201

GERM 101 **Elementary German I**
5 Credits Offered Fall Semester

This course is designed for students with no previous language study. It 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.

Lecture: 5 hours per week + lab TBA

GERM 102 **Elementary German II**
5 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.

Lecture: 5 hours per week + lab TBA
Prerequisite: GERM 101

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

COURSE DESCRIPTIONS



degree or one of the arts and humanities requirements for the A.S. degree. Laboratory work is included.

Lecture: 4 hours per week - lab TBA

Prerequisite: SPAN 102 or appropriate language placement test score

SPAN 202
4 Credits

Intermediate Spanish II
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.

Lecture: 3 hours per week

Prerequisite or Corequisite: SPAN 201 or permission of instructor

SPAN 208
3 Credits

Intermediate Spanish Conversation
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.

Lecture: 3 hours per week

Prerequisite or Corequisite: SPAN 202 or permission of instructor

Geography

GEOG 100
4 Credits

Physical Geography
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.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (GEOG 100L)

Geology

GEOL 101
4 Credits

Physical Geology
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.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (GEOL 101L)

GEOL 102
4 Credits

Historical Geology
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. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (GEOL 101L)

Prerequisite: Prior or concurrent enrollment in GEOL 101 is recommended

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. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (GEOL 123L)

Prerequisite: Prior or concurrent enrollment in GEOL 101 is recommended

GEOL 255
4 Credits

Systematic Mineralogy
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.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (GEOL 255L)

Prerequisite: GEOL 101, 101L



Heating, Ventilation, Refrigeration, & Air Conditioning

Note: Course enrollment requires prior acceptance into the Heating, Ventilation, Refrigeration & Air Conditioning Program. 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
3 Credits

HVAC/R Principles
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
5 Credits

HVAC Lab I
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 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 **History of Civilization to 1500**
3 Credits 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.

Lecture: 3 hours per week

Prerequisite or Corequisite: ENGL 101 recommended, good reading skills

HIST 102 **History of Civilization Since 1500**
3 Credits 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 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.

Lecture: 3 hours per week

Prerequisite or Corequisite: ENGL 101 recommended, good reading skills

HIST 103 **The 20th Century World**
3 Credits Offered Each Semester

This course is a survey of the history of the 20th century, beginning in 1871 with the formation of the modern German state and continuing to the present. Emphasis will be placed on the causes and effects of the two World Wars, the dynamics of the Cold War, the rise of technology and the role of the nation-state. Students are expected to read and write at college level and will be required to participate in class discussions.

Lecture: 3 hours per week

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 transferrable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite or Corequisite: Good writing and communication skills

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 transferrable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite or Corequisite: Good writing and communication skills

HIST 204A **Researching and Writing a Personal Family History**
(Same as ENGL 204A) 3 Credits
Offered on Demand

HIST 204A introduces students to research and writing skills to enable them to record their family's history. Students will learn to use oral history interviews, private and public genealogical and historical records, family folklore and the computer tools that are revolutionizing family history research. Students will work with writing techniques that can transform dull data into a lively family saga. The course follows an informal workshop format, including several research field trips to regional archives.

This course is an excellent opportunity to develop research and writing skills and pursuing a project of great personal value. It is recommended for history and English majors as a way to put theory into practice. It is designed for genealogy beginners with good command of basic English writing skills and some computer experience with Windows.

Lecture: 3 hours per week

HIST 204B **Oral History Research**
3 Credits Offered on Demand

Oral History Research uses audio or videotape to record the firsthand 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.



HSS 111
3 Credits

HSS Field Experience I
Offered Spring Semester

HSS 111 provides students the opportunity to develop skill in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.

Corequisite: HSS 110 and permission of the instructor

HSS 121
6 Credits

HSS Field Experience II
Offered Spring Semester

This eight-week field experience totaling 290 hours provides the student the opportunity to further develop skills in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.

Prerequisite: HSS 111 and permission of the instructor

HSS 220
3 Credits

Crisis Intervention
Offered Fall Semester

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.

HSS 221
4 Credits

HSS Field Experience & Seminar III
Offered Each Semester

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.

Prerequisite or Corequisite: HSS 220

HSS 230
3 Credits

Case Management and Human Services
Offered Spring Semester

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
4 Credits

HSS Field Experience & Seminar IV
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.

Prerequisite: HSS 220

Corequisite: HSS 230

Journalism

COMJ 100
1-2 Credits

Sentinel (NIC Newspaper) Staff
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, 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 10 credits.

Lab/Newspaper Coordinating: Varies according to issue

Prerequisite or Corequisite: COMJ 121 or permission of instructor

COMJ 121
3 Credits

News Writing
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.

Lecture: 4 hours per week

Prerequisite: Typing ability or permission of instructor

Prerequisite or Corequisite: ENGL 101

COMJ 140
3 Credits

Mass Media in a Free Society
Offered Spring Semester

This course 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.

Lecture: 3 hours per week

COMJ 222
3 Credits

Reporting
Offered Spring Semester

Reporting provides practical experience working with different types of new sources. Students gather and write articles about on-and off-campus events. Assignments include writing multisource 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.

Lecture/Lab: 3.5 hours per week

Prerequisite: COMJ 121



COURSE DESCRIPTIONS

COMJ 254
2 Credits

Editing
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 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.

Lecture/Lab: 3 hours per week
Prerequisite: COMJ 121

COMJ 298
2 Credits

Journalism Practicum
Offered Each Semester

Journalism Practicum provides on-the-job training and experience through a four-hour weekly internship in a media-related workplace. 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.

Time: Varies according to project
Prerequisite: COMJ 121 or permission of instructor

Law Enforcement

NOTE: LAWE 103, 240 and 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.

LAWE 103
3 Credits

Introduction to Criminal Justice
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. This is a required course in the Law Enforcement program.

LAWE 219
3 Credits

Self Defense
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. This is a required course in the Law Enforcement program.

LAWE 220
2 Credits

Basic Police Law
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. This is a required course in the Law Enforcement program.

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. This is a required course in the Law Enforcement Program.

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. This is a required course in the Law Enforcement program.

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 and hostage situations; and domestic disputes. This is a required course in the Law Enforcement program.

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. This is a required course in the Law Enforcement program.

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, interviewing, notification and interrogation. This is a required course in the Law Enforcement program.

COURSE DESCRIPTIONS



LAWE 228 1 Credit

Enforcement Skills Offered Each Semester

This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials. This is a required course in the Law Enforcement program.

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. This is a required course in the Law Enforcement program.

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 freshmen courses in the Administration of Justice program and permission of the instructor are required. This is a required course in the Administration of Justice program.

Prerequisite: Previous completion of all freshman courses in the Administration of Justice program and permission of the instructor

LAWE 241 3 Credits

Administration of Justice Offered Spring Semester

A continuation of LAWE 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. This is a required course in the Administration of Justice program.

Prerequisite: LAWE 240

LAWE 290 3 Credits

Law Enforcement Theory Offered Each Semester

LAWE 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. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219-228

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 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. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219-228

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.

Lecture: 1 hour per week

Machine Technology

Note: Course enrollment requires prior acceptance into the Machine Technology Program.

MACH 151 4 Credits

Machining Technology Theory I Offered Fall Semester

This basic course consists of learning terminology, measuring systems, use of measuring tools, hand tools, cutting tools, mechanical measurement using common machine shop instruments and operating and set up of conventional lathes and mills. Students will use shop math for problem solving. Machining Technology Theory is necessary for the safe, efficient operation of industrial machinery.

MACH 151L 9 Credits

Machining Technology Laboratory I 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.



COURSE DESCRIPTIONS

MACH 152L **Machining Technology Laboratory II**
8 Credits Offered Spring Semester

This lab is a continuation of MACH 151L. Students continue to progressively attempt more difficult project. The main project for the class is the manufacture of a model Stirling Engine utilizing an assortment of materials and machining strategies. The nature of tolerance build-up in assemblies and effective time management are emphasized.

MACH 160 **Manufacturing Processes**
4 Credits Offered Spring Semester

This course covers manufacturing strategies from interchangeability of common parts to third wave production techniques and "design for assembly." The instructor will supplement the text with additional information on common scheduling, inventory, and shop floor controls. Major topics include sections on metallic materials, plastics, adhesives, ceramics, and engineered materials. The machining of high temperature alloys, metals and plastics is covered. Basic metallurgy and heat treating are also covered.

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**
2 Credits Offered Spring Semester

This is a continuation of MACH 171 with an emphasis on more complex prints and geometric dimensioning and tolerancing.

MACH 185 **Statistical Process Control
and Mechanical Measurements**
1 Credit Offered Spring Semester

This class is 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 using these on real manufactured parts for data gathering. The lab 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 introduces students to the use of computers in the machining and manufacturing industry. Students will be exposed to various hardware and software such as computers and programs used for CAD/CAM and CNC machining. Robotics, CIM technology, and recordkeeping on computers will also be covered.

MACH 253L **Advanced Machining Laboratory I**
8 Credits Offered Fall Semester

This course is a hands-on learning experience using tools and techniques discussed in the first year machining program and MACH 253. Students will gain experience on such machines as CNC lathes, CNC mills, precision grinders, as well as practice on advanced techniques on other manual machines.
Prerequisite: MACH 154L

MACH 254L **Advanced Machining Laboratory II**
8 Credits Offered Spring Semester

This course offers hands-on experience under work-like conditions and in-depth CNC and manual projects that build on skills acquired in MACH 253L. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist.
Prerequisite: MACH 253L

MACH 273 **Intermediate Blueprint Reading**
3 Credits Offered Fall Semester

Students will learn to interpret advanced drawings and blueprints as well as making sketches with dimensions and additional information necessary to complete projects. Study of all types of section views, complex drawings and unusual methods of drawing parts to better show features will also be completed. In addition, students will receive hands-on experience sketching and interpreting sketches.
Prerequisite: MACH 172

MACH 274 **Geometric Dimensioning & Tolerancing**
3 Credits Offered Spring Semester

This course introduces students to the concepts used in the machine trades known as Geometric Dimensioning and Tolerancing. It builds on prior knowledge of blueprints and machined parts and applies that to "geometric toleranced" drawings. Students will learn the terminology and definitions of Geometric Dimensioning and Tolerancing and learn how to apply Geometric Dimensioning and Tolerancing concepts.

MACH 283 **Computer Numerical Control Theory I**
5 Credits Offered Fall Semester

This course introduces students to the standard practices and methods used in CNC machining for the CNC lathe and CNC milling machine. Students will be familiarized with the different types of controls and machines. Students will also learn basic programming, setup and part production.
Corequisite: Concurrent enrollment in MACH 253L.

MACH 284 **Adv. Machining Processes & Techniques**
5 Credits Offered Spring Semester

This course is a continuation of MACH 283. Students will learn more complex methods and setups as well as be exposed to other types of CNC machines. They will also learn precision grinding and finishing skills, tool and cutter grinding, fixturing and production planning.
Prerequisite: Successful completion of MACH 283



COURSE DESCRIPTIONS

MATH 025
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.

Lecture: 3 hours per week

Prerequisite: MATH 015 or equivalent

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. 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.

Lecture: 3 hours per week

Prerequisite: MATH 025; enrollment limited to Practical Nursing and Pharmacy Technician students

MATH 108
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. This course does not fulfill the math requirement for the A.A. or A.S. degrees.

Note: MATH 108 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 4 hours per week

Prerequisite: MATH 025

MATH 123
3 Credits

Contemporary Mathematics
Offered Each Semester

MATH 123 explores the application of mathematics to a wide range of contemporary problems. Topics currently include descriptive statistics, inferential statistics, consumer mathematics, linear programming, network problems, voting systems, apportionment methods, tilings, symmetry, conic sections, scaling and population growth. Additional topics of probability, game theory, geometric recursion, fractals, logic and problem solving, and right-triangle trigonometry may be discussed as time permits.

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.

Lecture: 3 hours per week

Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test

MATH 130
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.

Note: MATH 130 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 4 hours per week

Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test

MATH 145
3 Credits

Advanced Technical Mathematics I
Offered Fall Semester

This course is designed to continue the development of 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). MATH 145 satisfies the math requirements for an A.A., A.S., and A.A.S. degrees.

Note: MATH 145 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 3 hours per week

Prerequisite: MATH 108 or equivalent or appropriate score on the placement test

MATH 146
3 Credits

Advanced Technical Mathematics II
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. 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.

Note: MATH 146 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 3 hours per week

Prerequisite: MATH 145 or equivalent

COURSE DESCRIPTIONS



MATH 147 5 Credits

Pre-Calculus
Offered Each Semester

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 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. NOTE: MATH 147 carries no credit if taken after successful completion of MATH 145 and 146. It carries 2 credits if taken after successful completion of MATH 145.

Lecture: 5 hours per week

Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test

Prerequisite or Corequisite: MATH 148

MATH 148 1 Credit

Graphing Calculator TI-85
Offered Each Semester

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 counts as an elective towards the A.A. or A.S. degree.

Lecture: 1 hour per week

Prerequisite: MATH 108 or two years of high school algebra

Corequisite: MATH 123, 130, 147 or higher is recommended

MATH 157 **Mathematics for Elementary Teachers I** 3 Credits Offered Fall Semester

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 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.

Lecture: 3 hours per week

Prerequisite: MATH 108 or equivalent

MATH 160 4 Credits

Survey of Calculus
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. NOTE: MATH 160 carries no credit if taken after MATH 170.

Lecture: 4 hours per week

Prerequisite: MATH 108

MATH 170 4 Credits

Analytic Geometry and Calculus I
Offered Each Semester

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.

NOTE: MATH 170 carries two (2) credits if taken after MATH 160.

Lecture: 4 hours per week

Prerequisite: MATH 147 or two years of high school algebra, one year plane geometry, one-half year each of trigonometry and analytic geometry, and an appropriate score on the placement test

MATH 175 4 Credits

Analytic Geometry and Calculus II
Offered Each Semester

This course is a continuation of MATH 170 emphasizing techniques of integration, applications of integration, polar coordinates, parametric equations, sequences and series. It is required for most transfer degrees in mathematics and science.

Lecture: 4 hours per week

Prerequisite: MATH 170

MATH 187 4 Credits

Discrete Mathematics
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.

Lecture: 4 hours per week

Prerequisite: MATH 147 or two years of high school algebra; knowledge of programming language such as PASCAL is highly recommended

MATH 253 3 Credits

Principles of Applied Statistics
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.

Lecture: 3 hours per week

Prerequisite: MATH 130 or 147 and two years of high school algebra

MATH 257 3 Credits

Math for Elementary School Teachers II
Offered Spring Semester

This course is a continuation of MATH 157, with a topical emphasis on statistics, probability, and geometry. It



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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. 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.

Lecture: 3 hours per week
Prerequisite: MATH 157

MATH 275 **Analytic Geometry and Calculus III**
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 multivariable physical phenomena in the physical science, chemistry, and engineering areas.

Lecture: 4 hours per week
Prerequisite: MATH 175

MATH 335 **Linear Algebra**
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.

Lecture: 3 hours per week
Prerequisite: MATH 170

MATH 370 **Intro. to Ordinary Differential Equations**
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.

Lecture: 3 hours per week
Prerequisite: MATH 275

Music

MUS 101 **Survey of Music**
3 Credits Offered Each Semester

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.

Lecture: 3 hours per week

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.

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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

1 Credit

Introduction to Voice
Offered Either Semester

This introductory level course is designed to provide group instruction in the basic techniques of vocal 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

1 Credit

North Idaho Jazz Ensemble
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

2 Credits

Individual Instruction
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.

Lecture/Lab: One half-hour session per week

MUS 115

1 Credit

Pit Orchestra
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

1 Credit

Musical Theatre
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

0 Credit

Music Convocation
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

2 Credits

Fundamentals of Music

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.

Lecture: 3 hours per week

MUS 124

2 or 4 Credits

Individual Instruction

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. A jury examination is required. Special fees apply. May be repeated for credit. The number of credits must be approved by the instructor.

Lecture/Lab: One half-hour lesson per week for 2 credits; one one-hour lesson per week for 4 credits.

Prerequisite: Jury examination; audition and permission of 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.

Lecture: 3 hours per week

MUS 130

1 Credit

Introduction to Piano

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

3 Credits

Introduction to Music Literature

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.

Lecture: 3 hours per week



COURSE DESCRIPTIONS

MUS 141
3 Credits

Harmony and Theory I
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.

Lecture: 5 hours per week

Corequisite: MUS 141L

Prerequisite: Music reading skills and permission of instructor

MUS 141L
1 Credit

Harmony and Theory I Laboratory
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.

Lecture: 2 hours per week

Corequisite: MUS 141L

Prerequisite: Music reading skills and permission of instructor

MUS 142
3 Credits

Harmony and Theory II
Offered Spring Semester

This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. It fulfills a theory requirement for music majors.

Lecture: 5 hours per week

Corequisite: MUS 142L

Prerequisite: MUS 141

MUS 142L
1 Credit

Harmony and Theory II Laboratory
Offered Spring Semester

This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week

Corequisite: MUS 142

Prerequisite: MUS 141L

MUS 215
1 Credit

Computer Music Notation
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
1 Credit

Advanced Computer Music Notation
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
3 Credits

Harmony and Theory III
Offered Fall Semester

This course is a continuation of MUS 142, emphasizing writing and analysis of music up through the Romantic era of

music. It fulfills a theory requirement for music majors.

Lecture: 5 hours per week

Corequisite: MUS 241L

Prerequisite: MUS 142

MUS 241L
1 Credit

Harmony and Theory III Laboratory
Offered Fall Semester

This course is a continuation of MUS 142L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week

Corequisite: MUS 241

Prerequisite: MUS 142L

MUS 242
3 Credits

Harmony and Theory IV
Offered Spring Semester

This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. It fulfills a theory requirement for music majors.

Lecture: 5 hours per week

Corequisite: MUS 242L

Prerequisite: MUS 241

MUS 242L
3 Credits

Harmony and Theory IV Laboratory
Offered Spring Semester

This laboratory is a continuation of MUS 241L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week

Corequisite: MUS 242

Prerequisite: MUS 241L

MUS 251
3 Credits

Introduction to Music History
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.

Lecture: 3 hours per week

Corequisite: MUS 141 or permission of instructor

Nursing: Practical Nursing (PN)

Note: Course enrollment requires prior acceptance into the Practical Nursing Program.

PN 104
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 audiovisual 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.



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NURS 195 8 Credits

Nursing Practice II Offered Spring Semester

Nursing 195 focuses on the medical-surgical management of pathological processes common through the lifespan, effects on person/family, and implications for nursing care. The course emphasizes application of nursing process, caring relationships, and other therapeutic nursing interventions to assist the person in adaptation.

Learning experiences in health care settings provide students with opportunities to develop skills in implementation of the nursing process, application of communication abilities, caring behaviors, and utilization of therapeutic nursing interventions.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: NURS 190, BIOL250, SOC 101

NURS 198 1 Credit

Nursing Practice Clinical Practicum Summer Session (Two week block)

This course, is an elective for students enrolled in the Associate Degree Nursing program. NURS 198 provides students with opportunities to apply the theory and skills from preceding nursing courses in clinical nursing practice. Patient care experience in an acute care health setting will allow students to further develop skills in critical thinking and application of the nursing process, effective communication with patients, family and other health care providers, and implementing therapeutic nursing interventions.

Lab: 3 hours per week

Prerequisite: NURS 190 and 195

NURS 290 8 Credits

Nursing Practice III Offered Fall Semester

Nursing 290 focuses on providing nursing care for persons/families experience pregnancy, childbirth, or acute chronic illness. Emphasis is placed on utilizing knowledge of the altered physiology/pathology, treatment modalities, critical thinking, and therapeutic nursing interventions to optimize health.

Learning experiences in health care settings provide students with opportunities to further develop nursing competencies while collaborating with others in caring for multiple clients.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: NURS 195, ENGL 102, Math elective

NURS 295 9 Credits

Nursing Practice IV Offered Spring Semester

Nursing 295 focuses on providing nursing care for persons/families with acute, chronic, and crisis related health conditions which require psychiatric, emergency, critical, or terminal care. The course emphasizes the development of critical thinking and competencies required in providing care for groups of patients in a variety of health care settings.

Learning experiences take place in mental health facilities, home health agencies, and acute care settings. The experience provides students with opportunities to develop competencies

in providing care, collaborating with other health care providers, clinical decision making, and professional role development.

Lecture: 4 hours per week

Lab: 15 hours per week

Prerequisite: NURS 290

Paralegal

PLEG 101 2 Credits

Introduction to Law and Legal Practice Offered Fall Semester

This course is an introduction to American and Idaho legal institutions and processes. It examines the sources of law, the relationship between the federal and state court systems, legal reasoning, ethical standards and the role of the Paralegal. This is a required course in the Paralegal Program.

Lecture: 2 hours per week

PLEG 103 2 Credits

Criminal Procedures 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. This is a required course in the Paralegal program.

Lecture: 2 hours per week

PLEG 104 2 Credits

Civil Litigation 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.

Lecture: 2 hours each week

PLEG 125 3 Credits

Contracts Offered Either 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.

Lecture: 3 hours each week

Prerequisites: PLEG 101 and 103

PLEG 135 3 Credits

Torts Offered Either 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.

Lecture: 3 hours each week

Prerequisites: PLEG 101 and 103

PLEG 201 1 Credit

Legal Ethics Offered Either Semester

This course is a survey of ethics as applied to the legal profession. The Code of Professional Responsibility and the

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Code of Judicial Ethics are used to examine the boundaries of authorized practice, confidentiality, and delegation of authority. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Prerequisites: PLEG 101 and 104

PLEG 205 **Law Office Management**
1 Credit Offered Either 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.

Lecture: 1 hour each week
Prerequisite: Sophomore standing in the Paralegal Program or permission of the instructor.

PLEG 210 **Legal Research I**
3 Credits Offered Either 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. This class is a required course in the Paralegal Program.

Lecture: 1 hour each week
Labs: 4 hours per week
Prerequisites: PLEG 101, 104

PLEG 211 **Legal Research II**
3 Credits Offered Either Semester

This is a continuation of PLEG 210 with emphasis on further development of use of *Westlaw* researching techniques. Discussion topics include administrative and executive agency research, legislative research, nonlegal reference materials, and looseleaf services. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Lab: 4 hours per week
Prerequisite: PLEG 210

PLEG 220 **Legal Writing I**
3 Credits Offered Either Semester

This is an introduction in the drafting and preparation of legal documents and instruments. This is a required course in the Paralegal Program.

Lecture: 2 hours per week
Lab: 2 hours per week
Prerequisite: ENGL 101
Prerequisite or Corequisite: PLEG 210

PLEG 221 **Legal Writing II**
3 Credits Offered Either Semester

This course is a continuation of PLEG 220. This is a required course in the Paralegal Program.

Lecture: 1 hour each week
Lab: 4 hours per week
Prerequisite or Corequisite: PLEG 211

PLEG 230 **Evidence**
3 Credits Offered Either Semester

This course includes 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.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 240 **Real Estate and Property Law**
3 Credits Offered On Demand

This course explores the law of real property including common types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Discussion topics include 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.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 245 **Estate and Probate Practices & Procedures**
3 Credits Offered On Demand

This course is an introduction to 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.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 250 **Family Law**
3 Credits Offered On Demand

This course is a study of Idaho laws and procedures. Discussion topics include 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.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 255 **Administrative Law**
3 credits Offered On Demand

This course is a review of federal and state administrative laws. Discussion topics include 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.

Lecture: 3 hours each week
Prerequisite: Paralegal students only

PLEG 260 **Criminal Law**
3 Credits Offered On Demand

This course is an exploration of the criminal justice system including the application of Idaho laws. Discussion topics include a study of the definition of a crime; institution of criminal action; defenses to criminal accusation; the court process; negotiated and formal pleadings; constitutional



Philosophy

PHIL 101
3 Credits

Introduction to Philosophy
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.

Lecture: 3 hours each week

Prerequisite or Corequisite: ENGL 101 strongly recommended

PHIL 103
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.

Lecture: 3 hours each week

Prerequisite or Corequisite: ENGL 101 strongly 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.

Lecture: 3 hours each week

Prerequisite or Corequisite: ENGL 101 strongly recommended

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.

Lecture: 3 hours each week

PHIL 201
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.

Lecture: 3 hours each week

Prerequisite or Corequisite: ENGL 101 and or COMM 101 strongly recommended

PHIL 202
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.

Lecture: 3 hours each week

Photography

COMP 201
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 the course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are also responsible for all photographic film and paper.

Lecture: 3 hours each week



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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, printing and presenting the fine print. 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.

Lecture: 3 hours each week

Prerequisite: COMP 281 or permission of instructor

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.

Lecture: 3 hours each week

Prerequisite: COMP 281 or background in basic photography or permission of instructor/division chair

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.

Lecture: 3 hours each week

Prerequisite: COMP 281 or permission of instructor

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.

Lab/Activity: 2 hours each week

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.

Lab/Activity: 2 hours each week

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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.

Lab/Activity: 2 hours each week

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 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.

Lab/Activity: 2 hours each week

PE 204
3 Credits

Clinical Athletic Training
Offered Fall Semester

PE 204 offers a traditional work experience for students interested in the field of athletic training. Students will provide care for varsity athletes while being under the direct supervision of a Certified Athletic Trainer. Students will gain knowledge of the daily duties in a traditional athletic training setting - prevention, recognition and rehabilitation of athletic injuries, event set-up, coverage and tear-down, medical terminology, and record keeping.

Lab: 10 hours per week in athletic training room

Prerequisites: PE 248, 288 and instructor permission

PE 205
1 Credit

Tone and Trim
Offered Each Semester

Tone and Trim is a muscle strengthening, non-aerobic exercise class. Participants will learn a variety of safe and effective exercises to firm and tone the body and to improve balance, posture, coordination, flexibility, strength and mental well being. Students at all fitness levels, from beginners to advanced, will benefit from the class.

Lab/Activity: 2 hours each week

PE 206
1 Credit

Step Aerobics
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.

Lab/Activity: 2 hours each week

PE 207
1 Credit

Water Aerobics
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 muscles without injury.

Lab/Activity: 2 hours each week

PE 208
1 Credit

Beginning Swimming
Offered Fall Semester

In this course, students are taught fundamental swimming and water safety skills for the nonswimmer 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.

Lab/Activity: 2 hours each week

PE 209
1 Credit

Intermediate Swimming
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.

Lab/Activity: 2 hours each week

Prerequisite: Beginning swimming ability

PE 210
1 Credit

Swim Conditioning
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.

Lab/Activity: 2 hours each week

Prerequisite: PE 209 or intermediate swimming skills

PE 235
1 Credit

Individual and Team Sports
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

Lab/Activity: 2 hours each week

Professional/Academic Courses

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
3 Credits

Foundations of Physical Education
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



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development and management. It is beneficial for students considering a career in physical education or recreation services.

Lecture: 3 hours each week

PE 220
2 Credits

Sports and Society
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.

Lecture: 2 hours each week

PE 221
2 Credits

Fitness Activities and Concepts
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.

Lab/Lecture: 3 hours each week

PE 222 (Same as NURS 204B)
3 Credits

Wellness Lifestyles
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.

Lecture: 3 hours each week

PE 241
2 Credits

Coaching Methods
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 education with a coaching option who will need coaching endorsement for coaching sports at the interscholastic level.

Lecture: 2 hours each week

PE 243
2 Credits

Play and Game Theory
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.

Lecture: 2 hours each week

PE 248
3 Credits

Care and Prevention of Athletic Injuries
Offered Each Semester

This course offers instruction and practice in the care, prevention and evaluation of injuries common to athletics. It is designed for PE majors, coaches, and individuals considering a career in athletic training or physical therapy.

Lecture: 3 hours each week

PE 259
2 Credits

Lifeguard Training
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.

PE 266
2 Credits

Water Safety Instructor
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.

PE 277
1 Credit

Lifeguard Instructor
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
3 Credits

First Aid
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.

Lecture: 3 hours each week

Physical Therapist Assistant

NOTE: Course enrollment requires prior acceptance in to the Physical Therapist Assistant Program.

PTA 105
3 Credits

Professional Orientation
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.

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PTA 106
4 Credits

Kinesiology
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
2 Credits

Observation and Measurement
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
4 Credits

Fundamentals of Physical Therapy
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.

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 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
2 Credits

PTA Seminar
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 I
Offered Spring 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



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into the physical therapist assistant program and have successfully complete 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 complete 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.

Physics

PHYS 101
4 Credits

Fundamentals of Physical Science
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 fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (PHYS 101L)

Prerequisite: MATH 015; concurrent enrollment in MATH 025 recommended

PHYS 103
4 Credits

Elementary Astronomy
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. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (PHYS 103L)

PHYS 111
4 Credits

General Physics I
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. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (PHYS 111L)

Prerequisite: High school algebra II or MATH 147 or permission of instructor

PHYS 112
4 Credits

General Physics II
Offered Spring Semester

General Physics II is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (PHYS 112L)

Prerequisite: PHYS 111 or 211 or permission of instructor

PHYS 211
5 Credits

Engineering Physics I
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. It fulfills a laboratory science requirement for the A.S. degree.

Lecture: 4 hours per week

Corequisite Lab: 2 hours per week (PHYS 211L)

Corequisite: MATH 170

Prerequisite: High school physics recommended or permission of the instructor

PHYS 212
5 Credits

Engineering Physics II
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. It fulfills a laboratory science requirement for the A.S. degree.

Lecture: 4 hours per week

Corequisite Lab: 2 hours per week (PHYS 212L)

Prerequisite: MATH 170, PHYS 211

Political Science

POLS 101
3 Credits

American National Government
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.

Lecture: 3 hours per week

POLS 102
3 Credits

State and Local Government
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.

Lecture: 3 hours per week

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 102 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.

Lecture: 3 hours per week

Corequisite: ENGL 102 recommended

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.

Lecture: 3 hours per week

Prerequisite: POLS 105 recommended

POLS 296 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.

Prerequisite: Permission of instructor

Psychology

PSYC 101 Introduction to Psychology
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. 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.

Lecture: 3 hours per week

Prerequisite: Strong reading and writing skills recommended

PSYC 208 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.

Lecture: 3 hours per week

Prerequisite: PSYC 101; strong reading and writing skills 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-III-R. This course will not fulfill a requirement for the A.A. or A.S. degree and may not be transferable.

Lecture: 3 hours per week

PSYC 218 Intro to Research in the Behavioral Sciences
4 Credits Offered Alternate Spring Semesters

Psychology 218 is primarily designed for behavioral and social science 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.

Lecture: 3 hours per week

Lab: 2 hours per week (PSYC 218L)

Prerequisite: PSYC 101; strong reading and writing skills recommended

PSYC 223 Stress Management
3 Credits Offered Each Semester

This course explores the concepts of stress from a holistic



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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.

Lecture: 3 hours per week

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.

Lecture: TBA

Prerequisite: 3.0 gpa and Phi Theta Kappa membership

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.

Lecture: 3 hours per week

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.

Lecture: 3 hours per week

Prerequisite or Corequisite: SOWK 240 recommended

Sociology

SOC 101 **Introduction to Sociology**
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.

Lecture: 3 hours per week

SOC 102 **Social Problems**
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.

Lecture: 3 hours per week

SOC 103 **Human Diversity**
3 Credits Offered Spring Semester

This course is designed to increase the awareness and appreciation of diversity within the contemporary U.S. population. It will examine historical and contemporary experiences from perspectives of both women and men of diverse races, ethnicities, social class, religions, sexual orientation, ages and abilities. Students will explore their particular inherited and constructed traditions, identify communities and significant life experiences while learning from the varied experiences and perspectives of those who are different. Students will become more aware of the nature of personal, institutional, and societal inequalities and the processes leading to a more equitable society. Students will be encouraged to develop a critical consciousness and to explore ways of empowering to help eliminate ideologies of unequal treatment. This course will develop an extended and collaborative dialogue about past, present, and future U.S. democratic aspirations and foster a respect for people's life experiences while teaching skills needed to function in today's diverse and increasingly interconnected global society.

This course fulfills a social science requirement for the A.A. and A.S. degrees or the cultural diversity requirement for the A.A. degree. Prior completion of another course is not required. College level reading and writing are recommended.

Lecture: 3 hours per week

SOC 251 **Race and Ethnic Relations**
3 Credits Offered Each Semester Beginning Spring 2000

This course explores the influence of race and ethnic membership in structuring social interaction and behavior amongst people in the United States. Although the primary focus is in the ethnic experience in the U.S., comparative models will also be explored to provide a framework for the American situation. A major element of the course will be an



investigation of the five major ethnic groups: Native Americans, Hispanics (Latinos), African-Americans, Asian-Americans, and white Americans, with a special emphasis on the condition of Native Americans. Principal topics will include historical aspects of race and ethnicity, theoretical viewpoints, causes of ethnic conflict, racism and prejudice, psychopathology and ethnicity, focal topics (e.g. affirmative action, "reverse" discrimination, bilingual education, immigration issues) and future trends and directions.

This course will be helpful for individuals seeking to work in professions or environments where they will be in contact with members of diverse ethnic and racial groups.

Lecture: 3 hours per week

Prerequisite: PSYC 101 is recommended

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.

Lecture: 3 hours per week

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.

Lecture: 3 hours per week

SOC 283 Death and Dying
3 Credits 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.

Lecture: 3 hours per week

Theatre

THEA 101 Introduction to the Theatre
3 Credits 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 nonperformance 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.

Lecture: 3 hours per week

THEA 102 Stage Makeup
3 Credits Offered Each Semester

THEA 102 offers instruction in the basic principles and techniques of theatre makeup. Students will explore, through the eye of the makeup artist, concepts of facial structure, aging, style and modeling with paint and observe demonstrations of basic techniques. Weekly labs offer the opportunity to translate knowledge into design and practical application of theatrical makeup. This course will benefit students seeking careers or further education in the theatre arts as well as community members who participate in the theatre. Students must purchase a theatrical makeup kit which is approximately \$40.

Lecture/Lab: 4.5 hours per week

THEA 103 Introduction to Stagecraft
3 Credits 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 104 Stagecraft II
3 Credits Offered Spring Semester

Theatre 104 offers the continuing theater student an important step toward a major in Theater Arts. It is practical, hands-on experience in construction of major set components (from the preliminary illustration phase through onstage production). This class emphasizes application of techniques, skills, and attitude established in THEA 103. The class is also valuable for non-theatre majors who need to develop physical skills in building and construction with an emphasis on a creative approach to problem solving and various media use.

Lecture: 3 hours per week

Prerequisite: THEA 103

THEA 105 Basics of Performance I
2 Credits 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



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shows may have to be purchased at a total cost of under \$12. Prior completion of other courses is not required.

THEA 106 **Basics of Performance II**
2 Credits 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.

Prerequisite: THEA 105

THEA 163 **Basics of Scene Design and Graphics**
2 Credits 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. Previous participation in theatre productions is recommended.

Prerequisite: THEA 103, 263 recommended

THEA 190 **Theatre Practice**
1 Credit 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.

THEA 263 **Technical Production**
2 Credits 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.

Prerequisite: THEA 103 or permission of instructor

THEA 271 **Play Analysis**
3 Credits 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.

Prerequisite: THEA 101 and strong writing skills recommended

THEA 272 **Intermediate Acting**
3 Credits 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.

Prerequisite: THEA 105, 106 or permission of instructor

THEA 273 **Stage Lighting**
3 Credits 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.

Prerequisite: 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 100A **Welding Theory**
2 Credits Offered Fall Semester

This course will introduce students to the problems associated with heating and cooling metals and the properties of a variety of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes of metals used in welding. Characteristics of the traditional welding, and bonding agents used in welding, will be provided to give students a background on metal identification, metallurgical behaviors and the determination of weldability of ferrous and nonferrous metals. This is part one of a three-part class totalling 6 credits.

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WELD 100B 2 Credits

Welding Theory
Offered Spring Semester

This course is a continuation of WELD 100A. This is part two of a three-part class totalling 6 credits.

WELD 100C 2 Credits

Welding Theory
Offered Spring Semester

This course is a continuation of WELD 100A. This is part three of a three-part class totalling 6 credits.

WELD 110 1 Credit

Distortion Control
Offered Summer Session

This course will train students in the correct method of distortion control in welded fabrications. The course will give basic guidance to help the student overcome and understand some of the difficulties inherent when working with heated metals.

WELD 111 1 Credit

Safety Applications and Practices
Offered Fall Semester

This course will provide students with required safety practices, operation, and maintenance of welding tools and equipment including OSHA practices and laboratory procedures.

WELD 114 2 Credits

Mechanical Drawing
Offered Fall Semester

This course will introduce students to the concepts and techniques of mechanical drawing. It will cover basic line drawings, use of mechanical drawing equipment, isometric and orthographic projections, and geometric drawings. Students will prepare geometrical drawings and draw layouts.

WELD 120 3 Credits

Blueprint Reading
Offered Fall Semester

This course covers basic blueprint reading techniques including drawing and layout work with emphasis on welding terminology and symbols. Students will learn methods of dimensioning drawings and will use AWS adopted standards for welding symbols.

WELD 130 1 Credit

Quality Control/NDT Processes
Offered Spring Semester

This course will emphasize ASME and AWS welding test procedures on SMAW, GMAW and GTAW. Testing will be done in all positions and will include reading blueprints, using welding symbols, mathematics, and equipment setup. All procedures will follow those established in the National Standards for specific classes of certification.

WELD 160L 5 Credits

Oxyfuel Gas Principles and Practices
Offered Fall Semester

This is a basic course for welding that provides theory and techniques for all aspects of welding, but concentrates on oxyacetylene fuel applications. Instruction and practice is given in welding ferrous and nonferrous metals, light-gauge metal, brazing, hardsurfacing and pipe using the four positions. It includes instruction and practice in both welding and cutting

WELD 165L 5 Credits

Shielded Metal Arc Welding
Offered Fall Semester

This course provides instruction and practice on the basic skills needed to weld with mild steel electrodes. Students will weld using common joints found in related industries. Arc welding theory, equipment setup, polarities, and the metallurgy associated with SMAW is offered. Students will weld on plate, stainless steel, cast, aluminum, and other common materials using open root techniques in all four positions.

WELD 170L 3 Credits

Flux Cored Arc Welding
Offered Spring Semester

Students will be expected to gain competency in FCAW applications on stainless steel and pipe. AWS and ASME standards will apply for welds on tee, lap, corner and lap joints.

WELD 175L 3 Credits

Gas Metal Arc Welding
Offered Spring Semester

This course will introduce students to the methods and theory of wire feed welding. Instruction and practice on use of metallic inert gas welding with solid, stainless steel and aluminum wire will be the major components of the course.

WELD 180L 3 Credits

Shielded Metal Arc Welding
Offered Spring Semester

Students will become proficient in advanced welding techniques of open root welding on plate, cast, aluminum, stainless steel and other common metals and material. AWS certification testing conditions will prevail on completion of this course.

WELD 190 3 Credits

Gas Tungsten Arc Welding
Offered Fall Semester

Students will learn basic GTAW methods and theory on this gauge mild steel, stainless steel and aluminum in all positions using both direct and alternating current. Equipment setup and adjustment will be emphasized to match with welding applications. This is part one of a two-part class totalling 6 credits.

WELD 195L 1 Credit

Carbon Arc Cutting/Plasma Arc Cutting
Offered Spring Semester

This course includes instruction in the techniques of cutting using manual and machine processes and equipment. Students will practice using manual and machine methods on ferrous and nonferrous metals for both carbon and plasma arc cutting assignments.

WELD 199L 6 Credits

Advanced Pipe Welding Theory
Offered Summer Session

The purpose of this class is to provide actual work experience for the student. The work experience will take place in an industry setting on a formal cooperative contract or in a laboratory setting with work provided by industry and performed under college supervision.





WELD 200
3 Credits

Weld Theory Metallurgy
Offered Fall Semester

This is a continuation of WELD 100 and includes further discussion on the problems associated with heating and cooling metals and the properties of a variety of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes of the metals used in welding. Characteristics of the traditional welding, and bonding agents used in welding, will be provided to give students a background on metal identification, metallurgical behaviors and the determination of weldability of ferrous and nonferrous metals.

WELD 220
2 Credits

Advanced Blueprint Reading
Offered Spring Semester

Students will interpret drawings and develop materials lists, sketch or draw components for layout, and calculate material costs from blueprints. Specific applications for steel, pipe, or other welding projects will be directed to meet student and community needs. AWS adopted standards for welding symbols will be the primary reference for blueprint interpretation.

WELD 240
2 Credits

Layout Procedures
Offered Spring Semester

This course will enable students to perform layout of structural steel using fabricating practices. Students will be able to determine elevations of structures and how to construct using calculating equipment including transits, scientific calculators, and various squaring and leveling tools. The student will also be able to calculate the layout of pipe including figuring offsets, runs and travel distances.

WELD 280L
10 Credits

Shielded Metal Arc Welding
Offered Spring Semester

This course will cover the advanced applications of SMAW and will include small diameter thin wall pipe and tubing in all positions. Additional instruction will cover high pressure pipe welding using E6010 on root pass and E7018 fill and cover passes. Qualification in various pipe fitter levels may be offered.

WELD 290L Gas Tungsten Arc Welding (GTAW) Pipe
5 Credits

Offered Fall Semester

This course will cover the advanced applications of GTAW and will include small diameter thin wall pipe and tubing in all positions. Additional instruction will cover high pressure pipe welding using GTAW on root pass and E7018 fill and cover passes. AWS certification in various pipe fitting levels may be offered.



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Idaho State Vocational Specialist Certificate
- Debbie Edwards: Applied Technology**
B.A., Whitworth College,
Spokane, WA -- Business/Communications
M.S., Eastern Washington University,
Cheney, WA -- Technical Education/Human Resource
Training and Development
- Randy Edwards: Program Director, Physical Therapist Asst.**
B.S., Loma Linda University
Riverside, CA -- Fine Arts
B.S., Loma Linda University
Loma Linda, CA -- Physical Therapy
M.S., University of Nevada Las Vegas
Las Vegas, NV -- Kinesiology
- Jeanne Emerson: English**
B.S., University of Idaho,
Moscow, ID -- Education
M.Ed., University of Idaho,
Moscow, ID -- Education
- Dan Erlacher: English**
A.A.S., Illinois Central College,
East Peoria, IL -- General Education
B.S., San Diego State University,
San Diego, CA -- Business Administration Marketing
M.A., San Francisco State University,
San Francisco, CA -- English Literature
- Peggy Federici: Education and Sociology**
B.S., Bowling Green State University,
Bowling Green, OH -- Education
M.A., California State University,
Sonoma, CA -- English/Education
Ph.D., University of Idaho,
Moscow -- Education/Sociology
- Margaret Fedje: Counselor**
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
- Thomas Flint: Philosophy**
B.A., Colorado State University,
Fort Collins, CO -- Philosophy
M.A., Colorado State University,
Fort Collins, CO -- Philosophy
- David Foster: Biology**
B.S., University of Idaho,
Moscow, ID -- Wildlife/Range Management
M.Ed., University of Idaho,
Moscow, ID -- Biology Education
- Donald Friis: Business**
B.S., University of Northern Colorado,
Greeley, CO -- Business
M.S., Montana State University,
Bozeman, MT -- Business
M.S., University of Montana,
Missoula, MT -- Education
- Victor Gilica: Machine Technology**
B.A., Eastern Washington University
Cheney, WA -- Liberal Studies
- Richard Gaertner: Automotive Technology**
B.S., Bradley University,
Peoria, IL
M.A. Voc.Ed., University of Idaho,
Moscow, ID
Idaho State Vocational Specialist Certificate
- Janet Gossett: Mathematics**
B.S., University of California,
Los Angeles, CA -- Physics
M.A.T., University of Idaho,
Moscow, ID -- Mathematics
- Kathleen Gulka: Practical Nursing**
Nursing Diploma, St. Paul's Hospital School
Saskatoon, Sask. -- Nursing
B.S.N., University of Saskatoon
Saskatoon, Sask. -- Nursing
M.Ed., University of Saskatoon
Saskatoon, Sask. -- Adult & Continuing Education
- James Haner: Computer Applications in Business**
B.A., University of LaVerne
LaVerne, CA -- Mathematics
M.S., American University
Washington, DC -- MIS/CIS
M.B.A., Claremont Graduate School
Claremont, CA -- Business Management
Idaho Advanced Occupational Specialist Certificate
University of Idaho,
Moscow, ID
- Judy Halverson: Nursing**
A.S.N., Southern College,
Collegedale, TN
B.S.N., University of Phoenix,
Phoenix, AZ
M.S.N., Whitworth College,
Spokane, WA
- Michael Harrod: Biology**
B.S., Washington State University,
Pullman, WA -- Agronomy
M.S., Eastern Washington University,
Cheney, WA -- Biology



Beverly Hatrock: Nursing
 B.S., University of North Carolina,
 Chapel Hill, NC -- Nursing
 M.S., University of North Carolina,
 Chapel Hill, NC -- Nursing

Babette Hess: Nursing
 B.S.N., Incarnate Word College,
 San Antonio, TX -- Nursing
 M.N., Washington State University,
 Pullman, WA -- Nursing Education

Michelle Holt: English
 B.A., Montana State University,
 Bozeman, MT -- English
 M.A., University of Montana,
 Missoula, MT -- English

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 B.A., Southern Oregon College,
 Ashland, OR -- English
 M.S., Southern Oregon College,
 Ashland, OR -- Humanities

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 College Park, M.D.
 M.L.I.S., University of Oklahoma,
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 Brooklyn Center, MN
 B.A., Augsburg College,
 Minneapolis, MN --
 M.Ed., University of Idaho,
 Moscow, ID --

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 B.A., College of Idaho,
 Caldwell, ID -- English
 M.A., University of Idaho,
 Moscow, ID -- English
 D.A., Idaho State University,
 Pocatello, ID -- English

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 B.A., Montana State University,
 Bozeman, MT -- Music Education
 M.A., Eastern Washington University,
 Cheney, WA -- Music Education
 M.M., Eastern Washington University,
 Cheney, WA -- Conducting

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 Provo, UT -- Library Services

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 Long Beach, CA -- Physical Therapy
 M.S., University of Idaho
 Moscow, ID -- Zoology

Chad Klinger: English
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 Gettysburg, PA -- English
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 New York, NY -- English/Literature

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 Honolulu, HI -- Speech - Communications
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 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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 A.A.S., Harper College
 Palatine, IL -- Criminal Justice
 B.S., Bowling Green State University,
 Bowling Green, OH -- Business Administration
 M.B.A., Loyola University,
 Chicago, IL -- Marketing
 M.A., Webster University,
 St. Louis, MO -- Administration of Justice

Joyce Lider: Spanish
 B.A., Humboldt State University,
 Arcata, CA -- Spanish
 M.A., University of Nevada-Reno,
 Reno, NV -- Spanish Language & Literature

Carol Lindsay: Child Development
 B.A., College of Idaho,
 Caldwell, ID -- Education
 M.A., Boise State University,
 Boise, ID -- Early Childhood Education

Patrick Lippert: Philosophy
 B.A., University of Washington,
 Seattle, WA -- English Literature
 M.A., St. Louis University,
 St. Louis, MO -- Philosophy
 M.A., Jesuit School of Theology,
 Berkeley, CA -- Divinity
 Ph.L., St. Louis University,
 St. Louis, MO -- Philosophy

Lisa Lynes: Art
 B.A., University of California,
 Davis, CA -- Art
 M.A., Eastern Washington University,
 Cheney, WA -- Art/Instruction

David Mann: Mathematics/Computer Science
 B.A., University of Idaho,
 Moscow, ID -- Psychology
 M.S., University of Idaho,
 Moscow, ID -- Computer Science



- Dale Marcy: Chemistry and Environmental Science**
B.S., University of Idaho,
Moscow, ID -- Secondary Education, Chemistry
M.S., University of Idaho,
Moscow, ID -- Chemistry
- Gerard Mathes: Music**
B.Mus., University of Idaho,
Moscow, ID -- Music Education
M.Mus., University of Idaho,
Moscow, ID -- Composition
- Joanne Mathews: Business**
B.S., Ohio State University,
Columbus, OH -- Education
M.S., University of Idaho,
Moscow, ID -- Business Education
- Daralyn Mattei: English**
B.A., University of Arizona,
Tucson, AZ -- English
M.A.T., Whitworth College,
Spokane, WA -- Teaching
- 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
- 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
Ed.S. University of Idaho,
Moscow, ID -- Vocational Education
- 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**
A.A., North Idaho College
Coeur d'Alene, ID
B.A., Eastern Washington University,
Cheney, WA -- Business Education
M.Ed., 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
- Dr. 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



- 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**
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 Nacogdoches, TX -- Geology
 M.S., Kansas State University,
 Manhattan, KS -- Geology
- David Gray Remington: Librarian**
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 M.L.S., Rutgers University,
 New Brunswick, NJ -- Library Science
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 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**
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 Missoula, MT -- Journalism
 M.A., University of Washington,
 Seattle, WA -- Communications
- Donna Runge: Counselor**
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 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**
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 B.A.Ed., Eastern Washington University
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 Certified Medical Transcriptionist
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- Marcia 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
- 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
- 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

Dr. 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



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 40-44 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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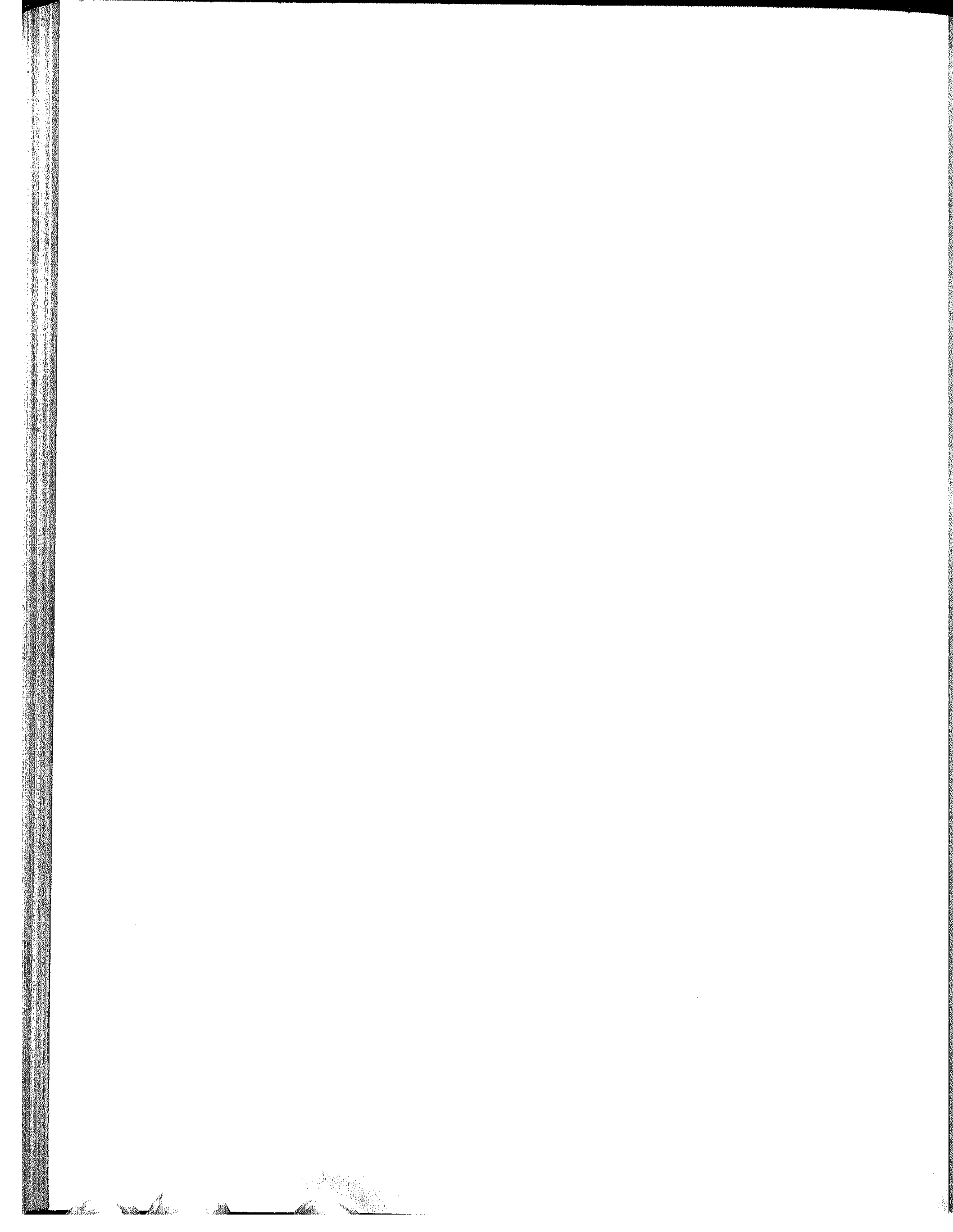
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APPLICATION FOR UNDERGRADUATE ADMISSION to Idaho's Public Colleges & Universities

For office use only	

Mail the completed application form in a publication bag along with the appropriate non-refundable application fees to each Idaho public institution to which you are applying.

- Applying to:
- Boise State University**
1910 University Dr MS 1320, Boise, ID 83725
Fee: \$20 Phone: 1-800-834-7817
 - Idaho State University**
Campus Box 8074, Pocatello, ID 83209
Phone: (208) 736-7475
Fee: \$20 (Fall beg. Fall 2000)
 - University of Idaho**
Admissions Office, Moscow, ID 83844-1111
Fee: \$30 Phone: 1-888-884-1246
 - College of Southern Idaho**
PO Box 1218, Twin Falls, ID 83301
Fee: None Phone: (208) 731-9554
 - Lewis-Clark State College**
1000 8th Ave, Lewiston, ID 83501
Fee: \$20 Phone: 1-800-933-LCSC
 - Eastern Idaho Technical College**
Student Services, 1600 S 25th E, Idaho Falls, ID 83404
Fee: \$10 Phone: 1-800-662-0261
 - North Idaho College**
1000 W Garden Ave, Coeur d'Alene, ID 83814
Fee: \$10 Phone: (208) 769-1311

Start Date: Fall Year _____ Spring Year _____ Summer Year _____ Summer/Fall (beginning summer & continuing into fall) Year _____

APPLICANT INFORMATION

Name: _____ Name You Prefer: _____
(Last, first, middle)

Other Names Appearing on Records: _____ E-mail Address: _____

U.S. Social Security Number: _____ Date of Birth (mo/day/year): _____/_____/_____
(Last, first, middle)

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

GENERAL INFORMATION

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
 Race/Ethnicity: (optional) African American/Black American Indian/Native American/Alaska Native Asian American
 Caucasian/White Hispanic/Latino/Latina Native Hawaiian or Other Pacific Islander
 Other _____

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/GED Some College
 Associate's Degree Bachelor's Degree Other Degree: _____

Emergency Contact: _____
(For all to complete. If under 18, list parents or guardians here.)
name relationship
number & street/PO box city county state zip area code phone

ENROLLMENT INFORMATION

Intended Degree Type: Certificate Associate Bachelor Second Bachelor Not Seeking Degree or Certificate
 Intended Program: Academic Program Applied Technical Program

Intended Major(s) (Refer to each institution's publication for a list of available majors): _____ Undecided

Enrollment Status: New Transfer Returning (readmission) High School Student Seeking Dual Enrollment
first second (optional)

Do you plan to apply for federal financial aid? Yes No

Campus Location: If planning to take courses primarily at outreach locations, list these locations: _____

Complete Reverse Side

NAME: _____

ACADEMIC INFORMATION

Have you taken the: ACT: Date _____ ASSET: Date _____ Compass: Date _____
 SAT: Date _____ CPT: Date _____

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.

High School _____ City _____ State _____

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? YES (MONTH/YEAR ___/___) NO

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.

Are/were you a Tech Prep Student? Yes No If yes, in which program area did you enroll? _____

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/# Credits Earned

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 county: _____

- 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. What is the address: _____ From ___/___/___ to ___/___/___
- 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 (12) months before the opening day of the school term at this institution.
 - I have purchased a house or other residence which is my permanent domicile.
 - I have been employed full time in Idaho for the past 12 months.
- 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-Paule 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. By signing this application, I certify that I am in compliance with the Federal Military Selective Service Act, 50 U.S.C. sec. 453, or that I am exempt from the same. Men between the ages of 18 and 25 must be registered with Selective Service to be eligible for enrollment at a state college, to receive state and federal financial aid, and to be employed in a state or federal job. You may register on-line at <http://www.sss.gov>

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.





NORTH IDAHO COLLEGE
1000 West Garden Avenue • Coeur d'Alene, Idaho 83814-2199

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