

**NIC 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.*

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# College Calendar

■ Holidays  
 □ Advising/Curriculum Days

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
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## August 2007

- 2 Summer Session GPAs available on NICOOnline.
- 3 **Payment due by 2:30 p.m. for students who registered on or before Aug. 3 for Fall Semester. If registering after Aug. 3, payment is due by 5 p.m. Aug. 27.**
- 13 Textbooks available for Fall Semester.
- 16 Carpentry and Landscape Technology summer blocks end.
- 20-24 Financial Aid charges begin at the Mica Peak Exchange Bookstore.
- 21 Faculty return to campus.
- 22 Priority registration ends for Fall Semester (except for late-start classes).
- 23-30 Late registration for Fall Semester through 5 p.m. Aug. 30 (additional fees apply).
- 27 **Fall Semester begins.**
- 27 **Payment due by 5 p.m. for students who registered after Aug. 3 for Fall Semester.**
- 27-28 Summer Session Textbook Buy Back at the Mica Peak Exchange Bookstore.
- 27-29 Financial Aid Bookstore charges continue through noon Aug. 29 at the Mica Peak Exchange Bookstore.
- 27-30 Fall Semester course add/drops through 5 p.m. Aug. 30.
- 29 NIC Student Welcome Event.

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## September 2007

- 3 **Labor Day** - campus closed.
- 6 Financial Aid checks disbursed at 8 a.m. in the Lake Coeur d'Alene Room of the Student Union Building.
- 7 **Last day for 100 percent refund for Fall Semester.**

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28	29	30	31			

## October 2007

- 5 Campus Visitation Program "First Friday."
- 8 Incomplete grades due for Spring Semester and Summer Session.
- 15-19 Midterm week.
- 23 Midterm grades due from faculty.
- 30 **Advising Day.** Classes that meet at 4 p.m. or later are in session.

S	M	T	W	T	F	S
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## November 2007

- 2 Campus Visitation Program "First Friday."
- 5 NICOOnline registration begins for continuing students for Spring Semester.
- 12 Last day to withdraw from regular-length Fall Semester courses or college.
- 21-23 **Thanksgiving Holiday** - campus closed.
- 26 Registration begins for new students for Spring Semester by appointment in Advising Services.

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## December 2007

- 7 Campus Visitation Program "First Friday."
- 14 **Curriculum Day.** Classes that meet at 4 p.m. or later are in session.
- 17-20 Fall Semester Textbook Buy Back at Mica Peak Exchange Bookstore.
- 17-20 Final exams week.
- 20 Fall Semester ends.
- 25-31 **Holiday Break** - campus closed.
- 26 Fall Semester grades due from faculty.

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## January 2008

- 1 **Holiday Break continues** - campus closed.
- 3 **Payment due by 5 p.m. for students who registered on or before Jan. 3 for Spring Semester. If registering after Jan. 3 payment is due by 5 p.m. Jan. 14.**
- 4 Fall Semester GPAs available on NICOOnline.
- 7 Textbooks available for Spring Semester.
- 7-11 Financial Aid Bookstore charges begin at the Mica Peak Exchange Bookstore.
- 8 Faculty return to campus.
- 9 Priority registration ends (except for late-start classes).
- 10-17 Late registration for Spring Semester through 5 p.m. Jan. 17 (additional fees apply).
- 14 **Spring Semester begins.**
- 14 **Payment due by 5 p.m. for students who registered after Jan. 3 for Spring Semester.**
- 14-16 Financial Aid Bookstore charges continue through noon Jan. 16 at the Mica Peak Exchange Bookstore.
- 14-17 Spring Semester course add/drops through 5 p.m. Jan. 17.
- 21 **Martin Luther King, Jr. Holiday** - campus closed.
- 24 Financial Aid checks disbursed at 8 a.m. in Lake Coeur d'Alene Room of the Student Union Building.
- 25 Last day for 100 percent refund for Spring Semester.

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## February 2008

- 1 Campus Visitation Program "First Friday."
- 18 **Presidents' Day Holiday** - campus closed.
- 25 Incomplete grades due for Fall Semester 2007.

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## March 2008

- 3 Summer Session Financial Aid Applications available from Financial Aid Office.
- 7 Campus Visitation Program "First Friday."
- 3-7 Midterm week.
- 11 Midterm grades due from faculty.
- 31 **Spring Break begins** - no classes scheduled.

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## April 2008

- 1 Deadline to apply for Summer Session 2008 graduation.
- 1-4 **Spring Break continues** - no classes scheduled.
- 4 Campus Visitation Program "First Friday."
- 7 Last day to withdraw from regular-length Spring Semester courses or college.
- 10 **Advising Day.** Classes that meet at 4 p.m. or later are in session.
- 14 **NICOOnline registration begins for continuing students for Summer Session & Fall Semester by appointment.**
- 21 **NICOOnline registration begins for former students for Summer Session & Fall Semester by appointment.**

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## May 2008

- 1 Deadline to apply for Fall Semester 2008 graduation.
- 2 Campus Visitation Program "First Friday."
- 5 **Registration begins for new students for Summer Session.**
- 5 **Registration begins for non-degree seeking students for Summer Session & Fall Semester.**
- 9 **Curriculum Day.** Classes that meet at 4 p.m. or later are in session.
- 12-15 Final exams.
- 12-16 Fall Semester Textbook Buy Back at Mica Peak Exchange Bookstore.
- 15 Spring Semester ends.
- 15 **Payment due by 5 p.m. for students who registered on or before May 15 for Summer Session. If registering after May 15, payment is due by 5 p.m. June 2.**
- 16 **Commencement** at 10 a.m. Christianson Gymnasium.
- 19 4-week and 8-week technical program blocks begin.
- 20 Spring Semester grades due from faculty.
- 26 **Memorial Day Holiday** - campus closed.
- 28 Summer Session textbooks available.

## STUDENT'S RIGHT TO KNOW

As a student, there are many different types of information that you have a "Right to Know."

### STUDENT RECORDS (CONFIDENTIALITY)

The Family Educational Rights Privacy Act of 1974 (FERPA) requires that North Idaho College adopt guidelines concerning the right of a student to inspect his or her educational record. The information on these pages is designed to assist students in knowing the guidelines and protecting their confidentiality.

#### Release of Personally Identifiable Records

The college does not permit access to or the release of educational records, or personally identifiable information other than "directory information" listed below without the written consent of the student, to any other party other than the following:

- Administrative/support staff and college faculty when information is required for a legitimate educational interest within the performance of their responsibilities to the college, with the understanding that its use will be strictly limited to those responsibilities.
- Federal and state officials requiring access to educational records in connection with the audit and evaluation of a federally- or state-supported educational program or in connection with the enforcement of the federal or state legal requirements which will not permit the personal identification of students and their parents to other than those officials. Such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of legal requirements.
- Agencies or individuals requesting information in connection with the student's application for, or receipt of, financial aid.
- Organizations conducting studies for, or on behalf of, the college for purposes of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction. Such studies shall be conducted in such a manner that will not permit the personal identification of students by persons other than representatives of such organizations, and such information shall be destroyed when no longer needed for the purposes for which it was provided.
- Accrediting organizations in order to carry out their accrediting functions.
- Any person or entity designated by judicial order or lawfully issued subpoena, upon condition that the college makes a reasonable effort to notify the student of all such orders or subpoenas in advance of the compliance therewith.
- Information from educational records may be released

to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other person(s).

#### Directory Information

The term "directory information" at North Idaho College is defined as including:

1. Student's name
2. Student's address
3. Student's phone number
4. E-mail address
5. Dates of attendance
6. Freshman/sophomore classification
7. Previous institutions attended
8. Major field of study
9. Awards/honors (including Dean's List)
10. Degree(s) conferred (including dates)
11. Past and present participation in officially recognized sports and activities
12. Weight and height of members of athletic teams.

Students may request through the Registrar's Office that the college not release directory information.

The Registrar's Office will assist students who want to inspect their records. Records covered by FERPA will be made available within 45 days and the college may charge reasonable fees for preparing copies for students. This includes records that are kept in the following offices:

1. Admissions
2. Registrar
3. Financial Aid
4. Veteran's Services
5. Student Activities
6. Intercollegiate Athletics
7. Vice President for Student Services

The college reserves the right to have a college representative present during the review of the student's record and the representative may offer interpretation of the data within the record.

Some records may be withheld by the college. For example, academic transcripts are routinely withheld if the student has a financial obligation to the college. Medical records may be released to the student's physician rather than to the student. Students may not inspect financial information submitted by their parents, confidential letters associated with admissions, and records to which they have waived their inspection rights. In the event a record contains information about other persons, the college will release only the portion of the record that pertains to the student.

Finally, the college will not release records that are not owned by the college.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974 (FERPA) HEARING PROCESS**

Upon examination of records, a student who believes that his or her record is inaccurate or misleading can request a formal hearing. Requests for a hearing should be directed in writing to the Registrar's Office. When a date, time, and place for the hearing has been established, a student may present evidence at the hearing and be represented by an attorney, at the student's expense. The hearing panel will include the Vice President for Student Services or other appointed designee and the student's advisor/instructor. The hearing process does not replace other processes for student grievances. The decision of the hearing panel will be based solely on the evidence presented at the hearing. A written summary of the hearing will be prepared and distributed to all parties. The summary will include the reasons behind any decisions made by the hearing panel. The student's records may be amended in accordance with the ruling of the hearing panel.

A student may add comments to his or her record if the student is not satisfied with the ruling of the hearing panel. Such comments will be released whenever the records in question are disclosed. Students who believe the hearing panel results are in error may contact the United States Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

## **DRUG-FREE SCHOOLS AND CAMPUSES ACT**

NIC is committed to maintaining an environment of teaching and learning that is free of illicit drugs and alcohol. The college prohibits illegal possession, consumption, manufacture, and distribution of alcohol and drugs by students in college-owned, -leased, or -operated facilities and on campus grounds. Individuals who violate college policies, city ordinances, state, or federal laws may be subject to disciplinary action and/or criminal prosecution. Student sanctions, as detailed in the Student Code of Conduct, may include warning, censure, fines, disqualification, suspension, expulsion, restitution, as well as required attendance at educational programs. More information is available at [www.nic.edu](http://www.nic.edu).

## **CAMPUS SECURITY POLICY AND CAMPUS CRIMES STATISTICS ACT**

Higher education institutions are required to publish and provide campus security information to students and staff. For complete information on NIC's campus safety policies, programs, and campus crime statistics stop by the Campus Safety Office in the River Building, #15, at 905 River Avenue, Coeur d'Alene, ID 83814. Phone 208.769.3310. NIC's crime statistics are published on page 43 of the catalog.

## **DISRUPTIVE, HOSTILE, AND VIOLENT BEHAVIOR POLICY**

NIC's policy against disruptive, hostile, or violent behavior applies to all NIC employees, students, and visitors to campus. The prohibition against disruptive, hostile, or violent behavior applies to conduct which occurs in classrooms, in instructional environments, on NIC controlled sites, or during NIC sponsored activities. Disruptive, hostile, or violent behavior includes, but is not limited to, behavior that is intended to and/or has the effect of threatening, intimidating, and/or harassing NIC employees, students, and/or visitors, or otherwise detracting attention from instructional or other college activities.

## **FINANCIAL AID REFUND/WITHDRAW POLICY**

Federal law requires that when you withdraw during a payment period or period of enrollment, the amount of federal financial aid that you have "earned" up to that point is determined by a specific formula. If you received (or NIC received on your behalf) less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

NIC offers assistance to all students who have a documented disability. Services include, but are not limited to classroom accommodations, readers, scribes, extended time and/or alternate testing and learning formats, large print text, Brailled text and materials, tactile materials, note-takers, taped texts and materials, interpreters, assistive technology, information and referral service, as well as support through the process of enrollment, registration, and advising. For more information, contact NIC's Center for Educational Access, at 769.5947.

## **STUDENT CODE OF CONDUCT**

This document is a codification of disciplinary regulations enacted to govern the conduct of students on campus, or at authorized NIC activities on or off campus. Acts in violation of federal, state, or municipal statutes come under violation of this code. The Code of Conduct contains descriptions of prohibited behaviors such as academic dishonesty, physical abuse, sexual abuse, hazing and harassment, campus disorders, physical safety, misuse of weapons and firearms, and drug and alcohol use. The code also includes the process by which determination of guilt or innocence is made and how penalties are assessed. A copy of the code is available in the Vice President for Student Services Office, online, or in the Student Handbook.

## COLLEGE TERMINOLOGY

*North Idaho College acknowledges Pueblo Community College, Oklahoma State University, and Mr. Bill Etheredge for their contributions to this glossary of college terminology.*

**Ability to Benefit:** Students who have not graduated from an accredited high school and have not successfully completed a GED can be accepted as matriculating (degree-seeking) students by meeting or exceeding the minimum required scores on all three sections (math, writing, and reading) of the COMPASS placement exam. Students who do not meet the Ability to Benefit testing requirements have several options: 1) retake the entire COMPASS test (once) and meet score requirements; 2) complete the GED; 3) attend as a non-matriculating (non-degree) student. Only matriculating (degree-seeking) students may apply for Financial Aid.

**Academic Advisor:** An academic advisor is a full-time faculty member or advising staff person who is trained to assist students with educational planning and to promote a successful college experience.

**Academic Load:** An academic load is the number of credit hours taken in one semester.

**Academic Probation:** All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Students who do not meet the minimum GPA will be placed on academic probation. Refer to the Academic Probation, Suspension, and Disqualification Policy on page 31 for specifics.

**Academic Suspension:** Students who do not meet the GPA requirements when on probation will be placed on suspension. Suspension requires a student to sit out the semester following suspension. In extraordinary cases, students can petition the Admissions and Academic Standards Committee to grant exemption from suspension. Refer to the Academic Probation, Suspension, and Disqualification Policy on page 31 for specifics.

**Address:** *Permanent* - The student's home address. Residency is determined by this address. *Mailing* - The address used by a student while he/she is attending NIC if different from permanent address. *Temporary* - The address used for a short time if the local and permanent addresses are not being used.

**Alumni:** People who have graduated from the institution. A male is called an alumnus, while a female is called an alumna.

**ACT and SAT:** These are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English, and reading. Colleges may require the results of either the ACT or SAT before granting admission. NIC does not require ACT or SAT scores, but these scores may be used to satisfy assessment requirements.

**Associate Degree:** The associate degree is granted upon completion of a program. Associate of arts and associate of science degrees are awarded to students who successfully complete programs designed for transfer to a baccalaureate-granting institution. The associate degree requires completion of a minimum of 64 semester credits of 100 level or above courses with a cumulative GPA of 2.0 (a "C" average).

**Associate of Applied Science Degree:** This degree is awarded to students who successfully complete a program designed to lead directly into employment in a specific career. The associate of applied science degree requires completion of a minimum of 60 semester credit hours with a cumulative GPA of 2.0.

**Audit:** A student who does not want to receive credit or a grade in a course may audit the course. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The application process and 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 drop/add 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 Summer Session.

**Bachelor's Degree** (or Baccalaureate Degree): This is the undergraduate degree offered by four-year colleges and universities. The bachelor of arts degree requires that a portion of the student's studies be dedicated to the arts - literature, language, music, etc. The bachelor of science degree requires that a portion of the studies be in the sciences - chemistry, biology, math, etc. The minimum credit hour requirement for a bachelor's degree is 120 hours.

**Bookstore:** All colleges have bookstores. Bookstores generally stock the books and materials required in all the courses offered at the institution. Bookstores also provide basic items and clothing items.

**Business Office:** The office responsible for all financial transactions of the institution. It may also be called the Bursar's Office or the Cashier's Office on some campuses.

**Catalog:** College catalogs provide all types of information parents and students need to know about a school. It typically includes the institution's history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates offered, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. They are considered the student's contract with the institution.

**Certificate Programs:** Certificate programs are designed to provide specific job skills.

**The College Level Examination Program (CLEP):** This program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an institution's CLEP test policies can be found in the institution's catalog.

**COMPASS:** An English, reading, and math assessment that determines the most appropriate entry for student enrollment.

**Concurrent Enrollment:** A student who is enrolled at NIC and University of Idaho or Lewis Clark State College in Coeur d'Alene. Students who are receiving financial aid from either UI or LCSC must provide a copy of their financial aid award letter to the NIC Business Office to defer payment on NIC's tuition and fees. Students must also submit a Concurrent Enrollment form to the NIC Registrar's Office for verification of course enrollment.

**Core courses:** These are general education courses within various disciplines that require a C- or better to satisfy the distribution requirements for an associate degree.

**Corequisite course:** A corequisite is a course that must be taken concurrently with another course or courses unless the corequisite has been previously completed with a minimum of a C-.

**Counselor:** A counselor is a professional who is trained to assist students in overcoming personal barriers to success.

**Credit Hours:** Courses taken in college are measured in terms of credit hours. Typical college courses are 3 credit hours. One credit is approximately one hour of instruction a week for a semester.

**Curriculum:** A curriculum is composed of those classes outlined by an institution for completion of a program of study leading to a degree or certificate.

**Degree Requirements:** An institution's requirements for completion of a program of study. Requirements may include a minimum number of hours, required GPA, and prerequisite and elective courses within the specified major and/or minor areas of study.

**Degrees:** Degrees are rewards for the successful completion of a program.

**Department:** A department is the basic organizational unit in a higher education institution and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

**Distance Education:** Distance Education courses are taught at off-campus locations, by Internet, or interactive video.

**District/Non-District Tuition:** See page 24.

**Division:** A division represents a number of different units of a college or university: (1) an administrative division of an institution usually consisting of more than one department; (2) an academic division of an institution based on the year-level of students; and (3) a service division of an institution that is composed of a number of service departments, such as the Student Services Division.

**Drop and Add:** Students are generally permitted to drop courses from their class schedules and/or add other courses. Courses that are dropped do not appear on a student's transcript and the student generally does not have to pay for the course. Colleges allow varying lengths of time for students to add and drop courses. The college catalog or class schedule should note the correct procedures. Some institutions charge a fee for adding and dropping. NIC does not charge a fee.

**Dual Credit:** Dual credit 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 transfer to many regionally accredited colleges and universities across the nation.

**Elective:** An elective is a course that is not specifically required and may be selected by the student based on personal preference.

**Extra-Curricular Activities :** These are non-classroom activities that can contribute to a well-rounded education. They can include such activities as athletics, clubs, student government, recreational and social organizations, and events.

**Faculty:** The faculty are the individuals who teach classes.

**Fees:** Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses and they may be assessed for student events, programs and publications.

**Final Exams (Finals):** These end-of-the-semester exams are either given during the last week of courses each semester or during a specific week called "Finals Week." The type of final administered in a course is left to the discretion of the instructor. Final exams given during Finals Week are given on specified dates that may be different than the regular course time and are usually two hours in length. Finals schedules are usually listed in each semester's printed Class Schedule.

**Financial Aid (FAFSA):** Aid for paying college expenses is made available from grants, scholarships, loans, and part-time employment from federal, state, institutional, and private sources. Fi-

ancial aid from these programs may be combined in an "award package" to meet or defray from the cost of college. The types and amounts of aid awarded are based on financial need, available funds, student classification, academic performance, and sometimes the timeliness of application.

**Free Application for Federal Student Aid (FAFSA):** This is a qualifying form used for all federal and government guaranteed commercial lenders' programs – as well as many state, regional, and private student aid programs. By filling out the online or paper FAFSA, applicants start the process of qualifying for financial aid.

**Full-Time Enrollment/Part-Time Enrollment:** A full-time student is enrolled in 12 or more credit hours a semester (full-time status for a summer term may be less). A three-quarter-time student is enrolled in 9-11 credit hours per semester. A part-time student is enrolled in 6-8 credit hours a semester.

**Honor Roll:** Students are placed on honor rolls for GPA's above certain specified levels. Criteria for President's, Dean's, or other honor rolls vary at different institutions. In most cases, students must be enrolled full-time to be eligible.

**Humanities Courses:** Humanities courses cover subjects such as literature, philosophy, foreign languages, and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

**Hybrid Course:** These courses provide multiple learning environments for interactions among students and instructors. They include required hybrid and face-to-face components. The face-to-face components are reduced, but not eliminated. Note: The hybrid component is technology-based and often consists of web-based instruction requiring the students to have computer skills.

**Interactive Video Conference (IVC):** These courses are delivered to off-campus sites by technology that allows interaction between students and faculty through two-way audio and video.

**Internet Course:** Internet courses are delivered through a website.

**Junior/Community College:** A Junior/Community College is often called a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year college, and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

**Lecture/Laboratory/Discussion Courses:** In lecture courses, students attend class on a regular basis and the instructor lectures on course material. Laboratory courses require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion courses, sometimes called seminar courses, offer students the opportunity to talk about material being taught, ask questions, and discuss material with their classmates. Discussion courses are often taught by master's or doctoral students, and are becoming more common on college campuses.

**Letter Grades/Grade Point Averages (GPA):** Most colleges use both letter grades and GPA's in determining students' grades. Most colleges figure GPA's using the following method: A's are worth 4 points; B's are worth 3 points; C's are worth 2 points; D's are worth 1 point; and F's are worth 0 points. To figure a GPA, multiply the number of credit hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of attempted credit hours.

**Major/Minor:** A major is a student's chosen field of study that usually requires the successful completion of a specified num-

ber of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

**Matriculated/Non-Matriculated (Degree Seeking/Non-Degree Seeking):** 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/or college transcripts. Matriculated students are eligible to apply for financial aid. Non-matriculated students are not working toward a degree from North Idaho College and are not eligible for financial aid or participation in varsity athletics.

**Mid-Term Exams:** During the middle of each semester, instructors may give mid-term exams that test students on the material covered during the first half of the semester. Some courses have only two tests, a mid-term and a final.

**Non-Credit Courses:** Some courses have zero credit hours and do not meet the requirements for a certificate or a degree at a given institution. Non-credit courses may serve one of several purposes: to explore new fields of study, increase proficiency in a particular skill area or profession, develop potential, or enrich life experiences.

**Open-Door Institution:** Open-door institutions are usually public junior/community colleges. The term “open-door” refers to an admission policy that states that anyone who meets certain age requirements can be admitted. Open-door admissions policies do not mean that students can take any courses that they choose. Students must meet course prerequisites in order to enroll in specific courses.

**Orientation, Advising, and Registration Session (OARS):** This session, which includes orientation and advising, is the process by which new degree-seeking students register for courses.

**Prerequisites Courses:** A prerequisite is a condition that must be met before a student can enroll in a course. This may include, but is not limited to, completion of other courses with a C- or better, acceptance in other programs, sophomore standing, instructor permission, and prescribed test scores. For example, Accounting I is a prerequisite for Accounting II.

**Private/Public Institutions:** Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donations, or from religious or other organizations and student tuition.

**Resident/Non-Resident Status:** The amount of tuition a student pays to a public (state supported) college is determined by the student’s state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A non-resident will pay a higher tuition rate. Residency requirements vary from state to state, but are determined by the student’s place of residence or his/her parents’ place of residence if the student is younger than a certain age. Tuition rates for private colleges are not based on residency.

**Schedule of Classes:** Colleges publish and distribute a Class Schedule booklet that includes the courses offered. With the help of academic advisors or faculty advisors, students make up their own individual class schedules for each semester they are enrolled. Courses are designated in the Class Schedule by course department, course number, time and days the course meets, the room number and building name, and the instructor’s name.

**Service Learning:** Service Learning combines academic studies with community service by linking the theory and content of a

course with the practical application of the course’s 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). Career exploration may be an added benefit to this type of class.

**Student Identification Card (I.D.):** A student ID card is usually required in college. A student ID card generally includes a photograph of the student, a student number, the student’s name, the name of the college, and the semester enrolled. The ID requires validation each semester. Student ID cards provide access to numerous areas on campus and to a variety of events at a discount. Students must present their ID cards to check out library books, use the computer labs, check out gym equipment, or rent equipment in the Student Union entertainment center, and Outdoor Pursuits.

**Syllabus:** A course syllabus is a summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructor’s office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and due dates for assignments; the grading policy for the course; and specific classroom rules. It is usually given to each student during the first class session.

**Transcript:** The transcript is a student’s permanent academic record. It may show courses attempted, grades received, academic status, and honors received. Colleges do not release transcripts if a student owes any money to the college. Transcripts are maintained and sent from the Registrars Office.

**Transfer of Credits:** Some students attend more than one institution during their college careers and will wish for accumulated credit hours from the former institution to transfer to the new one. To transfer credits, a student must have an official transcript sent to the new institution, which will determine which courses will apply toward graduation requirements.

**Tuition:** Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees, or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper, or graduate division), and whether the institution is publicly or privately financed.

**Tutors:** A tutor is a person, generally another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student. Tutors usually help students better understand course material and make better grades. At NIC, students may receive two free hours of tutoring per class, per week.

**Undergraduate:** An undergraduate is a student who is pursuing either a certificate or an associate or baccalaureate degree.

**University:** A university is composed of undergraduate, graduate, and professional colleges and offers degrees in each.

**Withdrawal:** Students may withdraw from courses during a semester, but there are established procedures for doing so. The college catalog and/or Class Schedule generally specifies the procedures. Classes from which a student withdraws are listed on the student’s transcript and the student is responsible for paying the tuition and fees for the class.



**NORTH IDAHO COLLEGE**

Founded in 1933, North Idaho College is a comprehensive community college located on the spectacular shores of Lake Coeur d'Alene and the Spokane River. Quality instruction, small classes, and a caring, talented faculty and staff are the driving forces behind NIC's success.

NIC offers associate degrees in more than 35 transferable academic majors and certificates or associate of applied science degrees in 33 professional-technical programs. Credit courses are offered during Fall and Spring Semesters and during an eight-week Summer Session. Courses are offered days, evenings, on the NIC campus, at the Post Falls Workforce Training Center, and at outreach sites throughout the five northern counties.

Approximately 4,630 students are enrolled in credit courses with classes averaging approximately 20 students. NIC also operates centers in Ponderay, Kellogg, and Bonners Ferry. The college's Workforce Training Center, located near the Idaho-Washington border in Post Falls, offers non-credit classes and workforce training programs to approximately 10,500 students each year.

NIC's main campus is located in Coeur d'Alene, a destination resort town, which lies in the four-season beauty of North Idaho's famous recreation area. An abundance of outdoor activities are available including mountain biking, boating, fishing, hunting, backpacking, hiking, camping, swimming, snowboarding, and skiing. The campus lies in the city limits of Coeur d'Alene, with a growing population of 39,000 residents with approximately 130,000 residents in Kootenai County. Cultural and social activities are abundant in the lakeside city that is near Spokane, Washington, a metropolitan area of 436,000.

**ACCREDITATION**

North Idaho College is accredited by the Northwest Association of Schools and Colleges. The Nursing program is accredited by the National League for Nursing Accrediting Commission.

**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 passed the Junior College Act in January 1939, which permitted the establishment of 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.

**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 employees.

The commitment to an open-door admissions policy is defined as providing all eligible students with access to appropriate educational offerings 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.

**WEBSITE**

Individuals are encouraged to visit the college website to get current information about events, admissions, and news. The address for the North Idaho College website is:

**[www.nic.edu](http://www.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 to encourage community participation and involvement. Special courses, programs, and workshops are offered to meet the varied interests of individuals and community groups.

A Senior Citizen's Gold Card allows individuals 60 years of age and older to attend NIC-sponsored athletic and arts events free of charge. Gold Cards are available through the NIC College Relations Office or the Admissions Office.

**NIC FOUNDATION**

The North Idaho College Foundation was founded in 1977 to encourage private support for the academic mission of North Idaho College. The NIC Foundation is an independent, non-profit charitable organization governed by a volunteer board of directors comprised of civic-minded community leaders.

The NIC Foundation works closely with the NIC trustees, the president, and staff to secure support for various needs of the college. The foundation solicits, accepts, and manages both cash and non-cash gifts on behalf of NIC and invests and administers those funds to provide a source of financial support for the college.

With the support of the community, the NIC Foundation is helping to change lives. Annually, the foundation pro-

vides more than \$350,000 in student scholarships and approximately \$50,000 in support of faculty and staff grants to enhance instruction and support services. Since the 1990's, the NIC Foundation has been able to provide several million dollars to help with campus building projects, including the Meyer Health and Sciences Building which opened in the fall of 2005.

The Foundation raises funds through its annual and planned giving programs, scholarship drive, and community events. The Foundation's Really Big Raffle offers a grand prize of a \$300,000 custom home built by the NIC Carpentry program and more than \$35,000 worth of additional prizes each year.

To make a tax-deductible gift, request additional information, or inquire about charitable giving, contact the NIC Foundation at 1000 West Garden Avenue, Coeur d'Alene, ID 83814; 208.769.5978; [www.nic.edu/foundation](http://www.nic.edu/foundation).

**NIC ALUMNI ASSOCIATION**

The North Idaho College Alumni Association encourages a lifelong interest in the college by its alumni and friends. The Alumni Association provides opportunities for alumni to serve NIC and its students. The association has found that many individuals cherish their experiences and memories of NIC classmates, instructors, and friends and that these remain with them throughout their lifetimes. Membership in the association unites individuals in an organization of thousands of alumni who have chosen to express their active support for North Idaho College.

Membership is free, but requires completion of 12 credits of NIC courses. You need not be a graduate to become a member. Members are invited to special events and reunions. Benefits include Molstead Library privileges, personalized ID cards, and discounts at the NIC bookstore and home athletic contests. To join, visit the website at [www.nic.edu/alumni](http://www.nic.edu/alumni) or call 208.769.7806.

The Alumni Office is located in the Sherman Administration Building. Stop by to visit us if you come to campus.

**NIC BOOSTER CLUB**

The North Idaho College Booster Club is a non-profit organization, committed to providing financial support to all recognized intercollegiate athletic programs at NIC through various fund-raising and endowment activities for student athlete grant-in-aid and team benefits. Organized in the 1960s, the Booster Club supports all NIC recognized intercollegiate athletics as a lifelong learning experience that will enhance the value of sportsmanship and provide a positive experience for student athletes, students, and fans. The club also recognizes the commitment our athletes make to the young people of our community through our Cardinal Kids outreach program and the wrestling team's Shirley Parker Reading Program.

The Booster Club holds fund-raising events throughout the year including an annual auction, awards banquet, 3-

on-3 basketball tournament, the Idaho State High School All Star Basketball Game, and golf tournament. It also sponsors a booth each year at the North Idaho Fair and operates a concession stand in Christianson Gym. For more information or to become a member, contact the Booster Club Coordinator at 208.769-3348. Meetings are held weekly.

**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 Office of Conferencing and Campus Events at 208.769.3361 or in the Student Union main office on the first floor of Edminster Student Union.

**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 changes will be provided when possible.

**AFFIRMATIVE ACTION/  
EQUAL OPPORTUNITY**

North Idaho College is committed to its policy of nondiscrimination on the basis of race, color, religion, national origin, sex, age, disability, or status as a Vietnam-era veteran. This policy applies to all programs, services and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other pertinent state and federal laws and regulations.

# North Idaho College 2007-2008

# Admissions



## GETTING STARTED

### ADMISSIONS

North Idaho College's open door admissions policy reflects a commitment of access to higher education for all individuals who can benefit from college coursework. NIC admits all applicants who have earned a high school diploma from an accredited high school or who have earned a General Education Diploma (GED). Applicants who have not graduated from high school or who have not earned a GED must demonstrate the ability to benefit from college coursework before being admitted as a degree-seeking student. Please read the non-high school graduate section below. Individuals under the age of 16 may contact the Admissions Office for special admissions consideration. Admission to NIC does not guarantee admission to limited or selective enrollment programs.

### GENERAL ADMISSIONS

Students who are pursuing a degree or certificate, or who are applying for financial aid, must submit an admissions application. The application steps are:

- Complete an application for admission and submit a \$25 one-time application fee.
- First time students should submit a final high school transcript or GED scores to the Admissions Office.
- Transfer students should submit an official copy of all previous college transcripts to the Admissions Office. Transcripts must be received in the Admissions Office in an officially sealed envelope.
- Meet the assessment requirement by submitting ACT or SAT test scores or by taking the COMPASS placement test. Test scores are valid for two years.

### FORMER STUDENTS

Students who have previously attended NIC do not need to reapply for admission, but need to reactivate their files by completing a Student Record Update form and submitting it to the Admissions Office.

### NON-DEGREE SEEKING STUDENTS

Students not intending to earn a degree or certificate from NIC, but who are interested in taking classes to further their education, to improve job skills, or for personal enrichment are not required to apply for admission. Students may enroll by mail, on the web, or in person at the Registrar's Office in Lee-Kildow Hall.

### NON-HIGH SCHOOL GRADUATES

Non-high school graduates or students who have graduated from non-accredited high schools, may enroll as a non-matriculated student. All credits completed will appear on an NIC transcript.

Students under this classification who want to be admit-

ted as a degree-seeking student may do so after passing the high school level General Educational Development (GED) tests.

If a student has not completed the GED, he or she must complete the Placement Assessment (COMPASS) and receive a minimum score before being accepted for admission. Students using the COMPASS as an option must complete specific sections as outlined by the U.S. Department of Education to determine ability-to-benefit and admissions status.

COMPASS minimum scores for admission as an ability-to-benefit student are:

Pre-Algebra/Numerical Placement	25
Reading Placement	62
Writing Placement	32

ASSET minimum scores for admission as an ability-to-benefit student are:

Numerical Skills	33
Reading Placement	35
Writing Placement	35

### INTERNATIONAL STUDENTS

North Idaho College welcomes the enrollment of qualified international students. In addition, the college encourages currently-enrolled international students to participate in the educational, social, and cultural activities of the local community.

International students must meet the same admissions requirements as domestic students. Students must have graduated from a secondary school and have the minimum English abilities to succeed in college. International students who are transferring from a college or university must have a minimum 2.00 grade point average.

All application materials from students living abroad should be sent to the Admissions Office at least six months prior to registration in order to allow time for evaluation and notice of acceptance. International students applying from within the United States need to submit all materials no less than one month prior to registration. The college will issue an I-20 to accepted students who provide the appropriate admissions and financial documentation.

The following items are required for all international applicants:

1. International Student Application for Admission
2. The \$25 application fee in U.S. funds (non-refundable, one-time fee).
3. Official secondary (high school) transcript and confirmation of graduation (an original, certified English translation must accompany those documents that are not in English).
4. Official transcripts from all colleges attended (an original, certified English translation must accompany those documents that are not in English).
5. Official Test of English as a Foreign Language

(TOEFL) Scores. Minimum scores are 500 (paper-based), 173 (computer-based), and 61 (Internet-based)

Information about the TOEFL is available on the Internet at [www.ets.org](http://www.ets.org).

6. Proof of Health Insurance

7. Financial Declaration:

International students must submit proof from a financial institution demonstrating sufficient financial resources to fully cover the costs of tuition, books, fees, room and board, and all personal expenses for one academic year. North Idaho College will not bear responsibility for an international student's finances. Estimated costs for the 2007-08 school year are listed below.

Tuition and Fees	\$6,662
Room and Board*	\$5,620
Books, Supplies, Incidentals	\$918
Health Insurance	<u>\$800</u>
Total *	\$14,000

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

Send all materials to:  
Office of Admissions  
North Idaho College  
1000 West Garden Avenue  
Coeur d'Alene, ID 83814 USA

**PROGRAMS WITH SPECIAL ADMISSION REQUIREMENTS**

The following programs have additional admissions requirements.

**Limited Enrollment Professional-Technical Programs**

Certain professional-technical programs have limited capacity and additional admission requirements. Since these programs often fill quickly, prospective students are encouraged to begin the application process as early as possible. The following programs have limited space available:

- Automotive Technology
- Carpentry
- Collision Repair Technology
- Computer Information Technology
- Culinary Arts
- Diesel Technology
- Drafting and Design Technology
- Heating, Ventilation, Air Conditioning and Refrigeration
- Landscape Technology
- Machine Technology
- Maintenance Mechanic/Millwright
- Outdoor Power/Recreational Vehicle Technology
- Welding Technology

Applicants should submit admissions materials 6-12 months prior to enrollment. Decisions on acceptance are made on an eligibility/space available basis and only after the Admissions Office has received the following items:

- An application for admission to NIC and the specific program.
- The \$25 application fee (non-refundable one time fee).
- Provide assessment materials in the form of the COMPASS, SAT, ACT test scores or transcripts of previous college coursework in math and English.

Students accepted into a limited enrollment program are required to pay a \$100 non-refundable deposit within two weeks of acceptance. The deposit will be applied toward tuition and fees. See the program descriptions in this catalog for specific requirements for each program.

For more information contact the Admissions Office at 208.769.3311 or the Professional-Technical Student Support Services Office at 208.769.3468.

**Selective Enrollment Programs**

The following programs have a selective and/or competitive entry and have additional admissions requirements. Application packets for all programs, except Law Enforcement, are available from the Admissions Office. Please see the program descriptions in the catalog for the specific admissions requirements for each program.

Carpentry Management Technology	See page 70
Law Enforcement/Administration of Justice	See page 89
Pharmacy Technology	See page 103
Practical Nursing	See page 99
Radiography Technology	See page 108
Registered Nursing	See page 100

**Dual Credit for High School Students**

Dual credit 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 transfer to other colleges and universities across the nation that are regionally accredited.

Dual credit students are not eligible for financial aid or scholarships. Complete details about Dual Enrollment are available from high school counselors.

To be eligible students must be at least 16 years old or have successfully completed at least half of their graduation requirements.

**Dual Credit Application and Registration Process:**

1. Meet with a high school counselor to determine eligibility.
2. Submit an NIC Application for Admission.
3. Complete the Dual Enrollment Registration Form, with high school counselor and parent signatures.

## Tech Prep for High School Students

The Tech Prep Advanced Learning Partnership is a state-wide professional-technical program that coordinates high school curriculum with a college professional-technical program. Students enrolled in approved high school programs throughout the state may receive post-secondary credit from NIC toward a professional-technical certificate or degree. This process allows student to begin working on an associate of applied science degree or advanced technical certificate while still in high school. Tech Prep students can either earn a degree in a shorter amount of time or go into greater depth of study.

For more information about the Tech Prep Advanced Learning Partnership, contact the regional office at 208.768.5954.

### PLACEMENT ASSESSMENT

The placement assessment (COMPASS) is an important part of enrollment because it measures each student's entry skills in reading, writing, and math. Scores are used to identify courses needed to ensure student success. Students are required to complete the placement assessment if they will be entering their first college English or college math course. Enrollment in other courses with an English or math prerequisite (or equivalent placement scores) may also require completion of the placement assessment.

ACT, SAT, or ASSET scores can substitute for COMPASS scores in fulfilling the placement assessment requirement.

COMPASS appointments can be arranged following acceptance to the college by calling 208.676.7203. Information about the COMPASS is available online at [www.nic.edu/testingcenter](http://www.nic.edu/testingcenter). Placement scores previously earned within two years from the date of course registration may satisfy the assessment requirement by having official copies of the ACT, SAT, COMPASS, or ASSET score report sent to the NIC Admissions Office, 1000 W. Garden Avenue, Coeur d'Alene, ID 83814. If you have questions about placement assessments, contact Advising Services at 208.769.7821.

### DISTANCE EDUCATION CLASSES

Distance Education classes provide students an opportunity to take NIC classes without traveling to the Coeur d'Alene campus. These courses are delivered by interactive video-conferencing (IVC), a two-way audio and video network from NIC's main campus to locations in the five northern counties; and/or the Internet with most of the instruction delivered via a website; and/or at off-campus sites with face-to-face instruction.

NIC has outreach centers in Ponderay, Bonners Ferry, and Kellogg to better serve the citizens in those counties. Services include academic classes, non-credit classes, adult

basic education, GED instruction and testing, and class registration, as well as other services.

NIC's outreach centers are:

NIC Ponderay Center  
300 Bonner Mall Way, Ponderay  
208.263.4594

NIC Silver Valley Center  
323 Main Street, Kellogg  
208.783.1254

NIC Bonners Ferry Center  
6791 Main Street, Suite B, Bonners Ferry  
208.267.3878

Distance Education students apply and register using the same application forms as on-campus students and pay the same tuition. Students may order and pay for their textbooks online at [www.bookstore.nic.edu](http://www.bookstore.nic.edu) with a credit card. Tuition can be paid online at [www.nic.edu](http://www.nic.edu) by accessing NICONline or through the NIC Business Office.

For information about NIC's online or off-campus courses, call 208.769.3436 or toll-free 877.404.4536. The Distance Education Office can also be reached by e-mail at [distance@nic.edu](mailto:distance@nic.edu).

### RESIDENCY STATUS

Residency for tuition purposes is governed by Idaho State Code. Under current Idaho State Code 33-2110A,

"...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. Liability shall terminate if the student's domiciliary residence changes and that change occurs for twelve (12) months."

### RESIDENTS of IDAHO

Residency status is determined when a student applies for admission and remains unchanged until the student supplies evidence to the contrary. Residency at NIC is determined at the county level. To be classified as a resident the student, or for a dependent student the parent or legal guardians, must have established a domicile in the state of Idaho for 12 months prior to the beginning of the semester of enrollment. Residents of counties other than Kootenai, Jerome, or Twin Falls may be eligible for monetary support from their county of residence.

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 percent 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 percent of his or 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 percent or more of his/her 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.

### 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. Each academic year certificate forms are available from the Admissions Office, Business Office, or the county auditor's office.

If verification is not received from the student's home county, the student must pay non-district fees. (Exception: Students from Kootenai, Twin Falls, and Jerome counties are not required to complete the Certificate of Residency. Those counties collect funds through assessed taxes to fund the com-

munity college in their district.)

If you have completed six semesters at NIC, you will not be eligible for the tuition benefits 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 pursuant to Idaho State Code 33-2110A.

### TUITION REDUCTION PROGRAMS

#### Washington/Montana State Residents

Washington and Montana residents qualify for a reduction of a portion of the out-of-state tuition rate. Residency status is determined at the time of application to the college. (See page 24 for tuition rate tables).

#### Western Undergraduate Exchange

The Western Undergraduate Exchange Program (WUE) was established to financially assist individuals interested in attending college out of their home states. The tuition rate is 150% of the non-district tuition rate. Residents from the following states are eligible for the reduced tuition rates: (see page 24 for tuition rate tables).

Alaska	North Dakota
Arizona	Oregon
Colorado	South Dakota
Nevada	Utah
New Mexico	Wyoming

#### Senior Citizen's Rate

North Idaho College offers a special rate to individuals who are 60 years or older. The senior citizen rate for credit classes is \$25 per class plus \$5 per credit. Fees for non-credit courses, materials, books, or special fees are full price.





**North Idaho College 2007-2008**

**Financial Aid**



**FINANCIAL AID - WHAT IS IT?**

Financial aid funding assists students in offsetting the cost of a college education including tuition and fees, room and board, books, supplies, transportation, and miscellaneous expenses. The most familiar type of funding is gift aid or grants and scholarships. This type of aid does **not** have to be repaid. Self-help funding is aid that does need

to be repaid in the form of student loans or the funding may be earned through the college work study programs.

<i>Program or Source of Funding</i>	<i>Eligibility Requirements</i>	<i>Available Amounts</i>
<b>GRANTS</b>		
<b>Federal Pell Grant</b>	Undergraduate student who has NOT received a bachelor's degree.	Maximum award for the school year is \$4,310.
<b>Federal Supplemental Educational Opportunity Grant (SEOG)</b>	Full-time student (12 credits) with demonstrated exceptional need.	Eligibility determined by Financial Aid Office.
<b>Leveraging Educational Assistance Partnership Program</b>	Full-time (12 credits) Idaho residents with demonstrated need.	Eligibility determined by Financial Aid Office.
<b>Grant-in-Aid (GIA)</b>	At least half-time (6 credits) enrollment.	Maximum award is tuition and fees. Awarded by various NIC departments.
<b>Scholarships</b>	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.
<b>LOANS</b>		
<b>Federal Perkins Loan Program (FPSL)</b>	At least full-time (12 credits) enrollment.	Maximum award for the school year is \$4,000.
<b>Federal Subsidized Stafford Loan</b>	At least half-time (6 credits) enrollment.	Maximum award for students completing 0-25 credits is \$3,500. Maximum award after 25 credits is \$4,500.
<b>Federal Plus Loan (Parent Loan)</b>	At least half-time (6 credits) enrollment.	Parents may borrow up to the cost of education minus previously awarded financial aid.
<b>WORK</b>		
<b>Federal Workstudy</b>	At least half-time (6 credits) enrollment.	Amounts vary according to need. Maximum award for the school year is \$2,000.
<b>Idaho Workstudy</b>	At least half-time (6 credits) enrollment.	Amounts vary according to need.

**ELIGIBILITY for FINANCIAL AID**

North Idaho College awards financial aid on the basis of *merit* and *financial need*. *Merit-based* awards consider the student's skills and abilities to determine eligibility. Examples of criteria for 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 COMPASS assessment with appropriate ability-to-benefit scores (see page 12).
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, Leveraging Educational Assistance Partnership Program, 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 resident alien.
6. Certify that, if required, the student 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 ap-**

**plies to students who are applying for the first time, as well as to those who are currently receiving aid.** All semesters of attendance are reviewed, including periods when the student did not receive financial aid. 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. The student must have a cumulative GPA of 2.00 or higher after the first semester.
2. Maintain a cumulative 75 percent completion rate.
3. Complete degree/certificate or transfer requirements at North Idaho College within six full-time semesters.

<u>Enrollment Status</u>	<u>Maximum Semesters</u>
Full-Time: (12 or more credits) .....	6
Three-Quarter Time: (9-11 credits) .....	8
Half-Time: (6-8 credits) .....	12

**FINANCIAL AID PROBATION**

1. A student will be placed on financial aid probation if he/she does not maintain a cumulative 2.00 GPA and/or a cumulative 70 percent completion rate.
2. A student on financial aid probation must achieve a 2.00 GPA and a 70 percent completion rate for each semester thereafter until a cumulative of 2.00 GPA and a 70 percent completion rate is achieved.

**REMOVAL from FINANCIAL AID PROBATION**

Students placed on financial aid probation must achieve a 2.00 GPA and complete 75 percent of their credits to be in good standing for the semester that they are on probation.

**FINANCIAL AID SUSPENSION**

A student will no longer be eligible for financial aid at North Idaho College and any current financial aid award will be cancelled if he/she:

1. is on financial aid probation and does not earn a 2.00 GPA and a 70 percent completion rate during the semester, OR
2. has not completed degree/certificate or transfer requirements within six full-time semesters based upon enrollment status.

**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 proba-

tion 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 6 credits of core courses at their own expense.

### APPLYING for SCHOLARSHIPS

By applying for admission to NIC, all students are considered for scholarships offered through the NIC Foundation.

### 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/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 **March 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 that 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.

### OTHER FINANCIAL ASSISTANCE PROGRAMS

Financial aid through programs sponsored by the Workforce Investment Act (WIA), 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.

### TITLE IV FEDERAL FINANCIAL AID REFUND and REPAYMENT POLICY

The Federal refund/repayment policy for students receiving Title IV Federal Financial Aid is different than the established North Idaho College refund policy.

Anyone wishing to obtain a copy of the Federal policy and/or calculation examples may stop by the Financial Aid Office located in Lee Hall or access the information from the College website at [www.nic.edu](http://www.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 the NIC Business Office prior to registration. Those who do not clear their aid will be expected to make full payment for their classes at NIC.

# Financial Aid



**North Idaho College 2007-2008**

**Tuition & Fees**



NORTH IDAHO COLLEGE

**TUITION and FEES for 2007-08**

By registering at North Idaho College, you agree to provide payment by the due dates. You also understand that collection costs and legal fees will be added if the services of a collection agency are employed.

Tuition and fees at NIC are among the lowest in Idaho and the Inland Northwest. All rates quoted below are sub-

ject to change without notice. Idaho residents not living in Kootenai County must submit a Certificate of Residency to receive county support. The figures below do not include personal expenses or transportation. Books and supplies for academic transfer programs are estimated at \$500 per semester.

**ACADEMIC TRANSFER PROGRAMS**

8-18 credits:	Fall	Spring	Total
<b>Kootenai County Residents</b>	\$1,055	\$1,055	\$2,110
<b>Non-Kootenai County Idaho Residents</b>			
Students qualifying for county support	\$1,055	\$1,055	\$2,110
Students not qualifying for county support	\$1,555	\$1,555	\$3,110
<b>Washington and Montana Residents</b>	\$1,584	\$1,584	\$3,168
<b>Western Undergraduate Exchange</b>	\$2,332	\$2,332	\$4,664
<b>Out-of-State/International Students</b>	\$3,331	\$3,331	\$6,662
<b>19 or more credits are assessed the following nonrefundable per-credit fee:</b>			
<b>Idaho Residents</b>	\$130	\$130	--
<b>Washington and Montana Residents</b>	\$196	\$196	--
<b>Western Undergraduate Exchange</b>	\$290	\$290	--
<b>Out-of-State/International Students</b>	\$415	\$415	--
<b>7 credits or less are assessed the following per-credit fee:</b>			
	1st credit - additional	1st credit - additional	
<b>Kootenai County Residents</b>	\$141 - \$131	\$141 - \$131	--
<b>Non-Kootenai County Idaho Residents</b>			
Students qualifying for county support	\$141 - \$131	\$141 - \$131	--
Students not qualifying for county support	\$204 - \$194	\$204 - \$194	--
<b>Washington and Montana Residents</b>	\$207 - \$197	\$207 - \$197	--
<b>Western Undergraduate Exchange</b>	\$301 - \$290	\$301 - \$290	--
<b>Out-of-State/International Students</b>	\$426 - \$416	\$426 - \$416	--

**PROFESSIONAL-TECHNICAL PROGRAMS**

Tuition and fees vary by length of program. Depending on the program (which may vary from 9-11 months), students will make payment for each semester and for any additional terms that may be included in the program. The cost for tools, supplies, and books also varies with each program.

**Idaho Residents**

Tuition and Fees ..... \$2,110 - \$2,900

**Washington and Montana Residents**

Tuition and Fees ..... \$3,168 - \$4,354

**Western Undergraduate Exchange**

Tuition and Fees ..... \$4,664 - \$6,414

**Out-of-State/International Students**

Tuition and Fees ..... \$6,662 - \$9,162

In addition, programs may also have additional costs for books, supplies, and tools which may vary from \$500 to \$3,000 per year.



**SUMMARY of TUITION and FEES  
FOR 2007-08 SCHOOL YEAR  
(per semester)**

<b>Tuition</b> .....	\$617
<b>General Fees</b> (paid as part of tuition and fees)	
Learning Assistance .....	\$14
Computer Lab Fee .....	\$31
Technology Fee .....	\$70
Library Services .....	\$35
Athletics .....	\$34
Student Activities and Recreation .....	\$35
Health Services .....	\$24
Commencement .....	\$4
Registration .....	\$33
Financial Aid Services .....	\$21
Student Programs/Fine Arts .....	\$8
Student Publications .....	\$6
Associated Student Body .....	\$20
Student Service Fee (Debt) .....	\$93
Student Accident Insurance (on first credit) .....	\$10
<b>Total tuition and fees</b> .....	<b>\$1,055</b>

**SPECIAL and INCIDENTAL FEES  
(SUBJECT TO CHANGE WITHOUT NOTICE)**

<b>Admission Fee</b> .....	\$25
This one-time fee is required at the time of submitting an initial Application for Admission. It is non-refundable.	
<b>GED Testing Fee</b> .....	\$15 per test
<b>On-Campus Parking Fee</b> .....	\$20 per year
<b>Special Course Fees</b> .....	Varies
Special fees are assessed for such things as labs, some physical education courses, and some music classes. Special fees are listed in the Class Schedule.	
<b>Transcript Fee</b> .....	\$5
Official transcripts are \$5 each. Turn around time is 5-10 days. 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.	
<b>Rush Transcript Fee</b> .....	\$10
A transcript will be mailed or ready for pick-up on the same day, if the request is received before noon. If received after noon, the transcript will be ready the next working day. An additional fee is required for overnight mailing.	
<b>Rush Transcript With Express Mail Delivery Fee</b> ...	\$30
A transcript will be express mailed and delivered by noon on the next business day, if the request is received before noon.	
<b>Residence Hall Room and Board</b> .....	\$5,270 - \$6,710

**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.

**Professional-Technical Program Deposit** ..... \$100  
After being accepted into a specific professional-technical program, students will be asked to submit a \$100 deposit within three weeks of the date of their acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. See page 13 for those programs that require a deposit.

**Residence Hall Security Deposit** ..... \$150  
A \$150 deposit must accompany the signed application/contract and is not to be construed as partial payment for room and board. This deposit serves as a guarantee against loss and breakage of residence hall equipment and furniture. The deposit remains in effect through the period of application and residency. All students who fulfill the terms of the contract after occupancy will receive a refund of their deposit within four weeks after checking out of the residence hall (less any deductions for losses, damages, or fines).

**TUITION and FEES  
PAYMENT PROCEDURES**

Tuition, fees, and any special fees must be paid on or before the due date printed on the Statement of Account/Class Schedule statement when you register in person. Payment must be made on or before the due date noted on the payment screen when registering online, unless financial aid has been approved. Students failing to pay amounts due to NIC could be **cancelled** from classes and have their credits withheld. No student will be given a transcript of his/her record or allowed to register for classes 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 on or before the due date.**

Veterans and other eligible persons receiving Veterans 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.

Tuition and fees are established annually 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.

**SENIOR CITIZENS' RATE**

North Idaho College offers a special rate to individuals who are 60 years or older. The senior citizen rate for credit classes is \$25 per class, plus \$5 per credit. Fees for non-credit courses, materials, books, or special fees are full price.

A Senior Citizen's Gold Card allows individuals 60 years of age and older to attend NIC-sponsored athletic and arts events free of charge. Gold Cards are available through the NIC College Relations Office or the Admissions Office.

For more information, call 208.769.7764.

**NORTH IDAHO COLLEGE REFUND POLICY**

**Refund**

Students who officially withdraw 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 those charges, then a portion of the refund must be returned to the federal financial aid funds.

**REFUNDS for WITHDRAWAL from SEMESTER-LENGTH COURSES**

Full-time or part-time students who withdraw from semester-length credit courses (day, evening, or Internet) will, **on written notification** to the NIC Registrar **at the time of withdrawal**, receive refunds as follows:

**Fall Semester 2007**

1. If withdrawal is made on or before Sept. 7, 100 percent will be refunded.
2. No refunds will be given after Sept. 7.

**Spring Semester 2008**

1. If withdrawal is made on or before Jan 25, 100 percent will be refunded.
2. No refunds will be given after Jan. 25.

**Summer Session 2008**

Check the NIC website at [www.nic.edu/costs](http://www.nic.edu/costs) for refund dates and policies.

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

**REFUNDS for WITHDRAWAL from SHORT-TERM COURSES**

Students who withdraw from short-term courses (less than 15 weeks in length) will, **on written notification** to the NIC Registrar **at the time of withdrawal**, receive refunds as follows:

1. If withdrawal is made prior to the second class meeting, 100% will be refunded.

3. No refund will be allowed after 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.

**REFUNDS for STUDENTS CALLED to ACTIVE MILITARY SERVICE**

Members of the Idaho National Guard and Reserve serve a vital function for our country. In the event that members of the National Guard or Reserve are called to active duty, they will be administratively withdrawn from classes and any tuition and fees paid will be refunded in full. Copies of orders calling a student to active duty must be provided to the VA Coordinator who will initiate the administrative withdrawal from classes and the refund process.

**TUITION PAYMENT PLAN**

North Idaho College provides payment options that help students afford education. The Interest-Free Monthly Payment Option allows for tuition and other expenses to be divided into four smaller monthly payments, spread over the semester.

There is a \$50 semester enrollment fee (non-refundable, only available during the Fall and Spring Semesters). There is no interest or other costs. The payment plan option is not a loan, so anyone is eligible to participate.

Forms are available from the NIC Business Office or online at [www.afford.com/nic](http://www.afford.com/nic). The \$50 semester enrollment fee may be charged to a credit card.

Participants will be billed monthly, in accordance with the Monthly Payment Schedule. Automatic monthly deductions from checking or savings are available at no additional cost.

North Idaho College provides this option with Tuition Management Systems, the a nationally-recognized provider of education payment services for over 20 years. For more information call toll free 800.356.8329.

# North Idaho College 2007-2008



# Academic & Registration Info

## REGISTRATION

Registration is the official process of enrolling in classes and is accomplished by meeting with an advisor, registering for classes, and paying tuition and fees. NIC is on a Fall/Spring Semester system which are 16 weeks each, followed by an eight-week Summer Session. The student calendar on pages 2 and 3 of this catalog has information regarding application and registration dates. Registration information is available at [www.nic.edu](http://www.nic.edu) or in the printed Class Schedule.

After applying for admission, students will receive an acceptance letter from the Admissions Office which will include instructions about how to register for classes.

Continuing students register by assigned start times through NICONline, a web-based registration system. Appointment times for continuing students are determined by the number of credits completed.

Students with a financial hold such as parking fines, library fines, delinquent loan payments cannot register until the hold has been cleared.

### NICONline:

#### STUDENT INFORMATION on the WEB

NICONline is NIC's web-based, online student information network. By logging onto NICONline, students can access their class schedules, unofficial transcripts, admissions and financial aid information, the name of their advisor, and assessment scores. NICONline is used by students to determine class availability, register for classes, and pay tuition and fees.

After being admitted, students will receive NICONline access information.

To log onto NICONline:

1. Enter [www.nic.edu](http://www.nic.edu) and click on NICONline.
2. Enter your user ID.
3. Enter your password.
4. Click the submit button.

NICONline is available from 6 a.m. to 1:55 a.m. (Pacific time) seven days a week. Questions about access IDs, access codes, or NICONline should be directed to the Registrar's Office at 208.769.3320.

## PAYMENT of TUITION and FEES

Tuition and fees are set annually by the Board of Trustees, usually in March. Students enrolled for seven credits or less pay on a per-credit hour basis, plus any special class fees. Students registering for 19 credits or more will be assessed a nonrefundable overload fee at the regular per-credit rate.

New and former students from Idaho who reside outside

of Kootenai County are required to provide a Certificate of Residency to the Business Office or will be charged out-of-district rates.

## COURSE SCHEDULE CHANGES (ADD/DROP)

The add/drop period allows students to add classes on a space-available basis or drop classes without transcript notation. The add/drop period is the first five days of Fall and Spring semesters and the first two days of Summer Session. Students can make schedule changes on the web through NICONline or through Advising Services.

## WITHDRAWAL from INDIVIDUAL COURSES

To withdraw from a course, a student must complete a Course Withdrawal Form and return it to the Registrar's Office. Forms are available in the Registrar's Office or Advising Services. Final withdrawal dates are published on the college calendar located on pages 2 and 3. After the final withdrawal date, students may not withdraw from a class regardless of their academic status. A student who withdraws officially from a course by 5 p.m. of the last day for withdrawal will receive a grade of "W," which will be recorded on the student's transcript.

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 course that consists of eight sessions would be at 4 p.m. on the date of the fourth session. Withdrawals from Summer Session are permitted through the first day of the sixth week.

Students who stop attending a class for which they have registered and from which they have not officially withdrawn may receive a grade of "F."

## COMPLETE WITHDRAWAL from NIC

To withdraw from all courses, a student must obtain a College Withdrawal Form from the Registrar's Office, secure the signature of those persons indicated on the form, and return the form to the Registrar's Office. Students may not withdraw from classes or the college after the published withdrawal dates for that semester except for compelling and extraordinary reasons. In such circumstances a student must petition the Admissions and Academic Standards Committee for late withdrawal from the college using the form available in the Registrar's Office. Information on refunds of tuition and fees following a complete withdrawal is on page 26.

## INSTRUCTOR-INITIATED WITHDRAWALS

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 it is before the final withdrawal date. Withdrawal will be initiated by the instructor through the Registrar's Office. Faculty members are requested to

make an effort to personally contact the student prior to initiating the withdrawal.

**Note:** All withdrawals, whether for individual classes, total withdrawal from school, or instructor-initiated, are not considered to be satisfactory progress for financial aid. All students who withdraw from classes should be aware of the Financial Aid Satisfactory Progress Policy. See page 19.

### 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.

Independent studies may include a reading or a project and must be approved by the instructor, appropriate Division Chair, and Vice President for Instruction. 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 information are available in the Registrar's Office.

### ADDRESS/NAME 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 should notify the Admissions Office. Address changes may be completed through NICOonline or the Registrar's Office.

### GRADING POLICIES

#### GRADING PROCEDURES

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
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Average
C	2.0	Average
C-	1.7	Average
D+	1.3	Poor
D	1.0	Poor
D-	0.7	Poor
F	0.0	Failing
NR		No Report
NG		No Grade

Other grades awarded are W (withdrawal according to proper procedure); I (incomplete work of passing grade);

S (satisfactory – requires at least C or 2.0 work; used for designated courses only and for midterm grades); U (unsatisfactory – for courses in which 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 101 and a grade of C in Math 108:

$$\text{English 101: (B-)} \quad 2.7 \times 3 \text{ credits} = 8.1 \text{ grade points}$$

$$\text{Math 108: (C)} \quad 2.0 \times 4 \text{ credits} = 8.0 \text{ grade points}$$

$$8.1 + 8.0 = 16.1 \text{ grade points} \div 7 \text{ credits} = 2.3 \text{ GPA}$$

#### ACADEMIC APPEALS/INSTRUCTIONAL PETITIONS

To appeal any decision, action, or inaction pertaining to instructional issues such as concerns about an instructor, change of grade, course substitutions, academic sanctions, or other instructional matters, the student should:

##### STEP 1:

Discuss the issue in question with the original decision maker, e.g., an instructor. If the problem is not resolved to the satisfaction of the student at this level, the student should determine the immediate college supervisor of the employee or faculty member making and/or enforcing the questioned decision and schedule an appointment with that person. This supervisor may be a director or a division chair. In this informal meeting, the student will be expected to verbally explain the situation, indicate concerns, and suggest possible solutions. If not satisfied with the results of this meeting, the student should seek further review as follows:

##### STEP 2 A:

##### Admissions and Academic Standards Committee

Exceptions to late withdrawal from college (all courses), reinstatement to college following disqualification or suspension, and transfer and/or substitution of course credits that NIC transcript evaluators have not accepted as satisfying graduation requirements may be requested through the Admissions and Academic Standards Committee. Appeal forms are available at the Registrar's Office located in Lee-Kildow Hall. **Petitions for late withdrawals must be submitted within two years of the end of the semester from which a student requests withdrawal.**

##### STEP 2 B:

##### Office of the Vice President for Instruction

- Unresolved concerns about an instructor or change of grade requests are processed by the Office of the Vice President for Instruction. **Requests for grade changes must occur within 2 years of the original grade issuance.**
- Students may also appeal decisions rendered by the Admission and Academic Standards Committee or any

academic sanctions imposed as a result of violation of academic integrity (**appeal process for academic sanctions is detailed in the Student Code of Conduct and NIC Policy 5.06.01 and takes precedent over any process outlined herein**).

Students who wish to appeal should secure an Instructional Petition Form from the Office of the Vice President for Instruction, prepare a written Statement of Appeal, and submit it to the Office of the Vice President for Instruction within seven (7) workdays of the decision being appealed.

The Statement of Appeal must contain the following information:

- Student's name, local address and telephone number
- A statement of concerns regarding the original decision
- Arguments supporting the student's position
- A statement of the requested solution
- All relevant supporting documentation

The Vice President or designee will then conduct inquiries as deemed appropriate and shall provide a written decision to the appellant within 15 workdays. The Vice President for Instruction's decision is final.

#### AUDIT

A student may enroll in any lecture class on an audit basis. Students are encouraged to attend classes on a regular basis even though they will not receive credit or a grade for the class. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The application process and 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 during the drop/add period. With the instructor's permission, course enrollment may be changed from audit to credit during the first four weeks of fall or spring semester or the first two weeks of a Summer Session.

#### 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 in which 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.

#### REPEATING A COURSE

Students may repeat any course to raise a 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.

#### DEAN'S LIST (HONOR ROLL)

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

#### 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 North Idaho 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 Session excluded, unless it is one of the two deleted semesters) of course work disregarded in all calculations regarding the computations 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 terms(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 **might not be accepted** at transfer institutions.

## ACADEMIC PROBATION, SUSPENSION and DISQUALIFICATION

This policy applies to any student carrying credit hours at the end of the add/drop period of Fall Semester, Spring Semester, and Summer Session.

### Policy for Students Under 26 Credits

A student must earn a cumulative grade point average of 1.75 or higher to remain in *Good Standing*. A student whose cumulative grade point average is less than 1.75 will be placed on *Academic Probation*.

A student on *Academic Probation* is required to maintain a 2.00 semester grade point average until his/her cumulative grade point average returns to a 1.75. A student on *Academic Probation* whose semester grade point average does not meet the 2.00 requirement or whose cumulative grade point average does not return to 1.75 will be placed on *Academic Suspension*.

Once on *Academic Suspension*, the student will be required to sit out for one semester or petition the Admissions and Academic Standards Committee for reentry. A student reinstated from *Academic Suspension* is required to earn a semester grade point average of 2.00 until their cumulative grade point average reaches a 1.75. If the grade point average requirements are not met, the student will be placed on *Academic Disqualification*. A student placed on *Academic Disqualification* must petition the Admissions and Academic Standards Committee to return to the College.

### Policy for Students With 26 Credits or More

A student must earn a cumulative grade point average of 2.00 or higher to remain in *Good Standing*. A student whose cumulative grade point average is less than 2.00 will be placed on *Academic Probation*.

A student on *Academic Probation* is required to maintain a 2.00 semester grade point average until his/her cumulative grade point average returns to a 2.00. A student on *Academic Probation* whose semester grade point average does not meet the 2.00 requirement or whose cumulative grade point average does not return to 1.75 will be placed on *Academic Suspension*.

Once on *Academic Suspension*, the student will be required to sit out for one semester or petition the Admissions and Academic Standards Committee for reentry. A student reinstated from *Academic Suspension* is required to earn a semester grade point average of 2.00 until their cumulative grade point average reaches a 2.00. If the grade point average requirements are not met, the student will be placed on *Academic Disqualification*. A student placed on *Academic Disqualification* must petition the Admissions and Academic Standards Committee to return to the College.

### Intervention Strategy

To help students achieve these academic goals, a student's first semester on *Academic Probation* will result in a mandatory enrollment in a college skills class. The student will be required to earn a grade of C or better in the class.

A student's second semester on *Academic Probation* will result in a mandatory one-on-one session with a retention specialist. The retention specialist will work with the student to determine specific barriers to their success.

## CREDIT INFORMATION

### 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

Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 18 credits will be assessed a non-refundable, per-credit overload fee and are required to get authorization from Advising Services. Summer Session students taking more than 7 credits are required to get authorization from Advising Services.

## STUDENT CLASSIFICATION

### 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 four semesters. This should not be confused with the fact that for purposes of calculating tuition and fees, students enrolled for 8 credits or more are charged a flat fee.

### FRESHMAN/SOPHOMORE CLASSIFICATION

Students with 0-25 semester credits are classified as freshmen, those with 26-64 semester credits 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 degrees. They may be required for some A.A.S. degrees.
- 100 – 199 Primarily for freshmen
- 200 – 299 Primarily for sophomores

**CREDIT by EXAMINATION**

**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 non-accredited 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 that a student has previously taken for credit or audited. Credit will be granted provided the student earns a grade of C or better. Neither grades nor credit earned through the challenge process will be counted in any given semester to determine credit load or grade point average, nor will they be included in computing cumulative grade point averages. Students may challenge a course prior to or during enrollment in a course through the second week of Fall or Spring Semester, or through the first two days of a short course or Summer Session. Only students enrolled at NIC may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

**FOREIGN LANGUAGE PLACEMENT**

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.

**CLEP EXAMINATION**

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

**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.

**GRADUATION**

Students may graduate at the end of Fall Semester, Spring Semester, Summer Session, or either technical summer block. The commencement ceremony is held once each year in May. Students eligible to participate in commencement are matriculating (degree-seeking) graduates from the previous fall, the current spring, and the following summer.

All students expecting to graduate must complete an Ap-

plication for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are **November 1** for Spring Semester, **April 1** for Summer Session, or **May 1** for 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 and determine any course deficiencies in the program of study prior to the student's final semester of enrollment. A diploma will not be issued if a student has not fulfilled all financial obligations to the college. Only one Associate of Arts or Associate of Science degree will be granted to each student.

**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**

Catalogs are available free of charge from the Admissions Office, the Registrar's Office, or the Student Services Office. North Idaho College students completing either an associate degree or certificate of completion may apply for graduation using any catalog in effect within the last four years. This policy is in effect only if the student has been continuously enrolled at the college at the time of graduation.

**CREDIT LIMITATIONS**

No more than 24 credits earned by examination and 32 credits earned by correspondence or examination may count toward an associate degree.

**PHYSICAL EDUCATION REQUIREMENT**

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

**TRANSCRIPTS**

A transcript is a record of all courses for which a student was enrolled at the end of the add/drop period each semester and Summer Session. 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.

### REQUESTS FOR TRANSCRIPTS

NIC academic transcripts are permanent records and are maintained forever. Transcript requests must be made in writing and can be submitted by mail, fax (208.769.5976), or in person to the Registrar's Office. Request forms and additional information are available online at [www.nic.edu](http://www.nic.edu). Federal regulations require that the request be signed by the student to authorize release of the transcript. The request should include the student's full name, maiden name if applicable, approximate last date of attendance, student identification number, student's current address and phone number, address(es) where the transcript(s) should be mailed, and the student's signature. Payment must accompany each request. Official copies are \$5 each or \$10 if needed in 24 hours or less. Transcripts will not be released if the student has not fulfilled all financial obligations to the college. Transcript production time is usually 3-5 working days during term. Please allow up to 10 working days at the completion of each term.

### TRANSCRIPTS FROM OTHER SCHOOLS

NIC does not issue certified copies of transcripts from other institutions. Transcripts reflecting a student's previous college education that have been submitted to the college as a requirement for admission become part of the official file. Any student desiring official transcripts of credits earned elsewhere must request transcripts from the institution where the credits were taken.

## STUDENT RIGHTS and RESPONSIBILITIES

### 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 or on the Internet at [www.nic.edu/ferpa/studentcode.htm](http://www.nic.edu/ferpa/studentcode.htm). Student handbooks are distributed at student orientations and are also available at Student Services or the Associated Students of North Idaho College offices on the 2nd floor of the Student Union.



**North Idaho College 2007-2008**

**Support Services**



**CAMPUS SERVICES****Accident Insurance  
769-7818**

All fee-paying students enrolled in one or more credits are automatically covered by a student accident insurance plan. This plan covers accidents occurring only on the North Idaho College campus or at activities officially sponsored by the college. The cost is \$10 per semester and is charged at the time of registration. The student insurance program is managed by Student Health Services. For policy coverage information, claim forms, or questions call the insurance coordinator at 769-7818.

**Adult Basic Education/GED  
501 Lakeside Avenue, Coeur d'Alene  
676.8005**

Adult Basic Education (ABE) is a program for individuals 16 years of age or older who have withdrawn from public school. It also serves adults who have graduated, but who still have a desire to upgrade their basic skills. There is no tuition and learning materials are provided.

The ABE program is designed to be "open entry, open exit." This allows students to progress at their own pace and receive individual help. The program offers individualized instruction in classes and computer software, in addition to a lab setting. Instruction is available in reading, writing, spelling, mathematics, computer literacy, citizenship, and English as a Second Language.

Students may also attain a GED Certificate or High School Equivalency Certificate. The GED battery of tests consist of five separate subject exams. There is a \$15 fee for each test. There is also a \$10 fee for the government test. Call your local learning center for more information.

ABE services are available at the following sites:

Bonnors Ferry	208.267.3878
Silver Valley	208.783.1254
Ponderay	208.263.4594
St. Maries	208.582.1907
Post Falls	208.769.5997

**Advising  
769.7821**

[www.nic.edu/advising](http://www.nic.edu/advising)

Advising provides students with the necessary information to make good decisions and sound educational plans. Advisors help students clearly understand admission and graduation requirements, course placement and selection, transcript evaluation, transfer institution information, registration, and course and college withdrawals. Through advising, students can connect their educational and life interests to degree requirements and career opportunities.

Students are strongly encouraged to meet with their as-

signed advisor on a regular basis to ensure their own success. This is particularly important prior to registration each semester.

All full-time faculty and Student Services advisors provide advising for students. During the first four weeks of the semester, new students are assigned an advisor based upon their educational goals. Students can find out who their assigned advisor is through NICOonline at [www.nic.edu](http://www.nic.edu). Students may request a change of advisor at any time through Advising Services on the 2nd floor of the Edminster Student Union Building.

**American Indian and  
Minority Student Support  
769.3365**

Specialized support is available to students from diverse backgrounds through the American Indian and Minority Student Advisor at an office located in the lower level of the Student Union Building. A qualified advisor is available to identify individual needs and sources of support. Support may include assistance with scholarships, enrollment, academic advising, tribal support, cultural resources, and campus clubs.

**Bookstore  
769.3364**

[www.bookstore.nic.edu](http://www.bookstore.nic.edu)

The bookstore, which is called 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, software, computer supplies and accessories, snacks, personal health items, backpacks, briefcases, imprinted caps, apparel, and gift items. The Mica Peak Exchange also offers textbooks and logo items for the University of Idaho. Textbooks can be purchased online through the bookstore's website at [www.bookstore.nic.edu](http://www.bookstore.nic.edu)

**Business Office  
769.3344**

The Business Office is located in Lee-Kildow Hall and is open weekdays. Payments may be made in person at the cashier's window or online with a Visa, MasterCard, or debit card through NICOonline which requires an access ID and access code. All checks to students may also be picked up from the Business Office with photo ID (advanced V.A. checks, however, are available through the Registrar's Office).

**Campus Safety and Security  
769.3310**

All matters concerning security, parking, emergency response, room openings, lost and found, custodial, mail, and copy center services, should be directed to this office. Campus safety officers patrol the grounds, buildings, and

parking lots 24 hours a day and will respond to any emergency or problem. Issues concerning enforcement of applicable federal, state, city, or county laws or ordinances on college property should be directed to this office.

The Campus Safety and Security Office, located in the River Building at 905 River Avenue, is open 7:30 a.m. to 4 p.m. Monday through Friday. Parking permits are required for the year beginning each Fall Semester and may be purchased in the Student Union foyer during the beginning of the year or at the Campus Safety Office. All motor-driven vehicles operated on campus are required to be registered and display a permit. Visitor and courtesy day passes are also available.

**Career Center**  
769.3297

[www.nic.edu/career](http://www.nic.edu/career)

The Career Center is located on the upper level of the Edminster Student Union Building and offers career counseling, resources, and education to help students and prospective students with all aspects of choosing and achieving meaningful career and life goals. Students can discover which career choices are best for them, what career options are available, and information about how to achieve their career goals. Career counseling appointments and group workshops are available to assist students with the career development process, to help make informed career decisions, to help ensure that their education is purposeful, and to increase their opportunities for success.

Personalized assistance can help students discover and move toward the career of their dreams. Seven different assessments are designed to help students learn more about their interests, skills, abilities, values, and personality, and to generate ideas about which career options might be most fulfilling. The Center also provides current information on career planning and job hunting, including information on careers related to every NIC major. Information is available on occupation descriptions, employment outlook, wages, training requirements, and scholarships. The Career Reference Library contains nearly 500 volumes, 58 videos, and 12 periodicals, as well as 52 free handouts.

Community contacts are available to provide students an opportunity to ask questions of someone working in a specific occupation. Assistance is also available to help students discover the hidden job market, write a resume, and interview successfully. Students may explore full-time and part-time job listings, Idaho Works and other job listing web sites, summer jobs, volunteer opportunities, and internships. Information is available on all U.S. colleges. Computers with Internet access are available for students to explore career information, conduct scholarship searches, access college catalogs, and conduct job searches. The Center's website is [www.nic.edu/career](http://www.nic.edu/career).

**Center for Educational Access  
(Disability Support)**  
769.5947 or 769.3323 TTY

The Center for Educational Access provides accommodations to students with documented disabilities who, as a result of their disability, experience physical, emotional, or learning issues that create significant barriers to success in the educational setting. Any information disclosed regarding the nature of a student's disability is confidential, kept in a separate file from general college files, and will not adversely affect admission to the college.

Eligible students may receive accommodations, such as interpreters, notetakers, peer tutors, readers, scribes, materials in alternative formats, testing accommodations, assistive technology, and other reasonable provisions.

In order to ensure that accommodations can be made in a timely manner, students who require taped texts should make their requests a minimum of four weeks prior to the beginning of each semester. Students who will require Braille should make their requests at least six months in advance of each semester. Students not requesting taped texts or Braille should request accommodations at least two weeks prior to the beginning of each semester. Documentation must be on file at the time that the accommodation request is made. For more information, contact the Center for Educational Access at 208.769.5947 or TTY 769.3323.

**Center for New Directions**  
769.3445

The Center for New Directions, located on the first floor of the Siebert Building, provides free services for both students and members of the community. Services include career, personal, and educational counseling. Information is available about choosing a career that is suited to your interests or personality. Career assessments and interpretations are available, as well as assistance from a certified master's level counselor. The Center also offers ongoing counseling support for those entering school, assistance with applying for financial aid, applying to school, and arranging meetings to view and learn more about NIC's professional-technical programs. Computers are available for clients to access the Idaho Career Information System, apply online for Federal Financial Aid, and to work on individual job search skills, such as resumes. Counselors are also available to assist those who are having personal barriers to success, such as self-confidence, motivation, stress, and juggling life and school. Services are designated primarily for professional-technical students and adults in transition, such as displaced homemakers and single parents who are seeking financial and personal self-sufficiency, but assistance is also available for all students and individuals from Idaho's five northern counties.

**Children's Center Child Care**  
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 enrolled in at least seven credits, contracted faculty, and staff to provide children with quality early care and education services while their parents either attend class or work on campus. In addition, the center is an Early Head Start facility and also serves as the lab site for students in the NIC Child Development program. The center is accredited by the National Academy of Early Childhood Programs and is staffed with degreed and dedicated teachers. The center operates from 6:45 a.m. to 5 p.m. Monday through Thursday and 6:45 a.m. to 3:15 p.m. on Fridays. The center is equipped with five classrooms and can accommodate up to 66 children at a time. Enrollment is open to children ages 8 weeks to 5 years (pre-kindergarten) with fees varying by age. It is recommended that students, faculty, and staff place their children on the wait list as soon as possible as the wait can be a year or longer. Enrolled families are strongly encouraged to apply to the Idaho Child Care Program (ICCP) at 769.1456 for assistance in paying childcare costs.

**College Skills Center**  
769.3206

The College Skills Center supports the mission of the community college by providing a variety of class offerings and services to enhance learning opportunities for North Idaho College students. A variety of academic classes are offered such as Basic Mathematics, College Study Skills, College Transition, Writer's Workshop, College Internet Skills, and various levels of Reading Skills instruction.

The Peer Tutoring Program in the College Skills Center provides small group tutoring for any student attending an NIC class. Students may receive two hours of free tutoring per subject, per week. The Math Study Center is staffed by NIC math instructors. Students may obtain drop-in help with any NIC math course.

**Computer Lab**  
Molstead Library 2nd Floor 769.3251

The Student Computer Lab is located on the second floor of the Molstead Library. The lab consists of three bays of virus-protected Windows XP PC's, and one bay of OSX-G4 Macintosh computers. Three network printers are available (two black and white, and 1 color). Printers are available on a pay-for-print system. Students needing to print should obtain a copy card from the Library or from the consultant's desk in the lab. Color scanners are available for both PC and Macintosh computers. A disability workstation is available with a color scanner and other resources to accommodate impaired students.

The lab also has a designated family-collaboration area. Students can work at a computer station while their children play quietly in a parent-supervised area. In the other portion of the bay, students will have wireless access and com-

fortable lap-top friendly furnishings available for group and individual use.

Hours are posted at the lab entrance. All instructional classes scheduled are posted within the lab. Users must present their student ID card at the check-in desk to enter the lab. Only those students who have purchased lab use fees will be admitted. This fee is part of a student's tuition. If there are any questions concerning any of these policies, please contact the lab supervisor.

Student lab consultants are available to assist students with the computers if needed.

General lab hours for Fall and Spring Semesters are:

Monday–Thursday ...	7:30 a.m. - 10 p.m.
Friday .....	7:30 a.m. - 5 p.m.
Saturday .....	12 p.m. - 4 p.m.
Sunday .....	1 p.m. - 8 p.m.

Lab hours for Summer Session are:

Monday–Thursday .....	8 a.m. - 5 p.m.
Friday .....	8 a.m. - 3 p.m.
Saturday.....	Closed
Sunday.....	Closed

**Counseling**  
769.7818

[www.nic.edu/counseling](http://www.nic.edu/counseling)

Therapeutic counselors can be reached through the above number or at Counseling 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, support groups, personal counseling, or referral to appropriate community resources. A friendly staff of counselors is available to help with any concern that might interfere with student success or well-being.

**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 or the need for assistance, such as an escort or vehicle jump start. Emergency phone location maps are available at the Campus Safety Office.

**Head Start**  
666.6755

North Idaho College Head Start is a comprehensive child development program for families and children between the ages of three and five. Families must meet eligibility requirements. Head Start's mission is "to provide high quality, comprehensive services that foster each family's growth, empowering them to nurture and support their children's social, emotional, cognitive, and physical development."

Head Start is located throughout Idaho's five northern counties with sites in Bonners Ferry, Sandpoint, St. Maries, Kellogg, Post Falls, Rathdrum, and Coeur d'Alene.

North Idaho College Head Start:

- provides nutritious meals and snacks during the school day and at parent meetings
- ensures medical and dental care
- creates a variety of educational opportunities for children and families
- establishes individualized plans for children
- recognizes parents as the child's primary educator and teaching team partner
- encourages and supports active parent involvement
- includes children with special needs
- provides community outreach, referrals, education, and information about community resources.

### Health Services 769.7818

Health Services offers a holistic approach to help students maintain their optimum health to support their well-being and academic success. A nurse practitioner is available weekdays for health consultations. Services are available by appointment (unless for an emergency) by calling the above number. Evaluation and treatment of minor injuries and acute health problems such as colds, flu, bladder infections, sexually transmitted diseases, etc., is provided. Reproductive health exams including birth control and emergency contraception, as well as allergy shots and immunizations are also available.

Health education information, counseling, and referrals about nutrition, stress management, relationships, sexuality, sexual orientation, rape, exercise, HIV/AIDS, and other topics are also available.

Visits are free to all students and are not related to your health insurance. Students are responsible for all laboratory charges that are not covered by insurance. Health care services that extend beyond the scope of the nurse practitioner will be appropriately 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 Edminister Student Union Building. Appointments can be scheduled by calling 769-7818.

### International Student Advising 769.7713

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-Kildow Hall next to the Financial Aid Office. For information, contact the Financial Aid Office at 208.769.3368.

### Learning Resources

Molstead Library	769.3355
Instructional Media Services	769.3429
Website	<a href="http://www.nic.edu/library">www.nic.edu/library</a>

Recognizing North Idaho College's commitment to educational excellence as well as today's increasing reliance on a vast array of information resources and technologies, 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 Molstead Library and Instructional Media Services. Its services are designed to foster a comprehensive and meaningful experience for NIC students and staff.

To meet faculty media needs, Instructional Media Services (IMS) offers faculty creative instructional design services, materials, and technologies such as video and television programming and computer-enhanced instruction that includes web design assistance and digital productions. IMS supports faculty by making satellite and off-air programs available. In addition, IMS oversees and maintains the campus audiovisual equipment and media duplication services.

Molstead Library staff organizes and disseminates information in a variety of formats in support of the college's educational mission, its varied curricula, extension programs, and administrative initiatives. Further, the library supports the information needs of the larger NIC community. The library provides quality services and materials that enrich classroom instruction and help develop skills that encourage students to become independent, self-directed, lifelong learners.

Molstead Library houses approximately 74,000 volumes and approximately 370 periodical titles in addition to a broad selection of videos, DVDs, and CDs. Enhanced computer and telecommunications capabilities make it possible for the library to offer the campus community access to a web catalog and web full-text periodical and newspaper indexes, Internet access, CD-ROM resources, fax service, and a DVD theater studio in Todd Lecture Hall. The library

also houses a self-service copy center. Color copy and transparency services are available in the library's administrative assistant's office.

A variety of services for students and staff such as bibliographic instructional, library tours, Internet use instruction, information research assistance, interlibrary loan, reserves, and online assistance for distance education students are available from the library's public services staff.

### Legal Advice 769.7761

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 Associated Students of North Idaho College or the Vice President for Student Services located on the second floor of the Student Union Building.

### 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.

### Professional-Technical Student Support Services 769.3448 or 769.3468

The Coordinator of Professional-Technical Student Support Services is available to provide services and resources for professional-technical 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.

Those wishing additional information or to tour the facilities may contact the Professional-Technical counselor at 769.3371 or the Professional-Technical coordinator at 769.3468 or 769.3448.

### Registrar's Office 769.3320

The Registrar's Office, located in Lee-Kildow Hall, serves the students, faculty and staff of the college. The office maintains student transcripts and files; processes grade reports; issues diplomas; and verifies enrollment for student loan guarantors and the Veterans Administration.

### Student Support Services (SSS) 769.5979

Student Support Services (SSS) is a federally-funded TRIO educational assistance program designed to help eligible students to:

- stay in school and successfully graduate from NIC and transfer to a four-year institution,
- improve academic performance and maintain a

healthy grade point average,

- work through the challenges of college life while gaining autonomy and a sense of confidence.

Services available free to eligible students include one-on-one tutoring; educational planning; individualized academic advising; study skills strategies; transfer information and assistance; and financial aid, scholarship, and four-year admissions application assistance.

To qualify for the SSS program, students must:

- be a citizen or legal resident of the United States,
- be at least a half-time student working toward a degree at NIC and planning to transfer to a four-year college or university,
- have an academic need and be either financially limited (according to federal criteria), a first-generation college student (meaning neither parent has earned a baccalaureate degree), or a student with a documented physical or learning disability.

For more information, call 208.769.5979, or stop by the Student Support Services Office in Lee-Kildow Hall, Room 123.

### Testing Center 676.7203

[www.nic.edu/testingcenter](http://www.nic.edu/testingcenter)

The Testing Center is located in Timber Hall. The Center provides proctored opportunities for placement testing, competitive admissions exams, make-up tests, Internet course tests, accommodation testing for students with disabilities, and much more. Students are encouraged to call and arrange appointments for their needed testing and to provide a required photo ID at the time of their exam.

### Veterans Benefits 769.3281

Students eligible to receive VA benefits should contact the Veterans Coordinator in the Registrar's Office prior to registration to assure timely submission of their claim. New students who are enrolling for the first time should contact the Veterans Coordinator for forms and help in the application process approximately 8-12 weeks prior to their first term. Advanced payment of VA benefits must be requested no later than one month before a term begins for returning students. New students must allow the one month, plus the 8-12 weeks for the application process.

To be eligible for benefits, students must be matriculated (working toward a degree) and must follow the curriculum for their declared major as outlined in the college catalog. The VA will not pay for any class that is not required for obtaining a degree.

To be considered full time, a student must carry 12 credits for the entire term. It is the responsibility of the student receiving benefits to report to the Veterans Coordinator all changes (drop/add, withdrawals, etc.) that may



affect eligibility for educational benefits. Failure to report such changes may result in delayed or improper benefit payments. Students whose enrollment status changes to below the level for which they have been certified or who are failing to achieve satisfactory progress in a course, must promptly notify the Veterans Coordinator.

As with all students, regular class attendance is expected of recipients of VA benefits. 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. For more information call toll-free 800.827.1000.

## STUDENT LIFE

### Athletics 769.3348

The North Idaho College athletics department provides intercollegiate programs in seven sports—men's and women's basketball, men's and women's soccer, wrestling, women's softball, and women's volleyball. It also supports a cheerleading program and the athletic training staff.

All sports compete in the Scenic West Athletic Conference (SWAC), which is affiliated with the National Junior College Athletic Association (NJCAA). NIC athletic programs have a rich tradition of excellence, led by the perennial power wrestling program which has won 13 national championships since its inception in 1973. The volleyball program and softball teams have qualified recently for the NJCAA national tournament, qualifying from one of the toughest conferences in the country.

NIC's teams experienced monumental success in the 2006-07 season. The Cardinals captured regional championships in men's soccer, volleyball, wrestling, and softball. The women's soccer team placed first in regular-season play. On the national level, the softball team placed second, the volleyball team placed fourth, and the wrestling team captured third.

Individually, numerous NIC athletes were honored with regional, national, MVP, All-American, and Academic All-American awards. Alongside the NIC athletes, Cardinal coaches were honored as well with numerous prestigious awards. Academically, the NIC women's basketball and softball teams were recognized nationally with NJCAA Academic All-American team status for meeting the national standard for team grade point average.

NIC student-athletes compete at the highest level against some of the best competition on a regular basis. The athletic program is committed to promoting, supporting, and contributing to the academic success of each student-athlete. Scholarships are provided in all sports.

Attendance at all home intercollegiate regular-season games and athletic events are free to NIC students with current student identification. Athletics play a large role in providing students an arena for exciting entertainment throughout the year.

### Convocations 769.3325

NIC Convocations presents various programs and events throughout the academic year as a co-sponsor with the NIC Popcorn Forum. The Convocations Committee also co-sponsors a week-long symposium each spring in conjunction with the NIC Popcorn Forum.

### 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. 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 Outdoor Pursuits.

Your card will be updated each semester with a validation sticker. If your card is lost or damaged, contact the Molstead Computer Lab, located on the second floor of the Molstead Library Building.

There is a \$10 replacement fee for lost or stolen ID cards. A \$5 fee will be charged for any updated ID card with the student's old card. 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.

### Recreational Sports 769.3299

The Recreational Sports program is open to all students, faculty, and staff. The goal of the program is to enhance the quality of student life by providing a wide array of activities designed to meet the varied needs of the campus community. Regardless of one's skill level, individuals are encouraged to get involved "For The Fun Of It!"

Recreational Sports is an integral part of NIC's extra-curricular activities. Over 1,600 students participated in the program during the 2006-2007 school year. The program offers a wide variety of team activities, such as co-ed flag football, co-ed 6-on-6 volleyball, co-ed 4-on-4 volleyball, 3-on-3 basketball, 5-on-5 basketball, floor hockey, soccer, dodgeball, and co-ed softball. Special events such as "Natural High," broomball, ultimate frisbee, disc golf, golf, miniature golf, fun runs, lazer tag, bowling, tennis, croquet, 2-on-2 grass volleyball, and whiffleball are also offered. Recreational Sports also organizes tournaments for table tennis, pool, turkey bowling, and nerf hoops.

**To get started:**

1. Select an activity and form a team. If you are new to campus and would like to participate, drop by the office and leave your name and phone number, and the staff will try to place you on a team.
2. Obtain an information packet with starting dates, entry deadlines, rules and regulations, release forms, and team roster.
3. If a team forfeit fee is required, payment must be made in the Business Office prior to competing. If your team forfeits one contest during the regular season or play-offs, this fee will be lost. Teams that do not forfeit may pick up the forfeit bond from the Recreational Sports Coordinator. Team managers must pay their deposit in the Business Office before the season starts and file the receipt with the Recreational Sports Coordinator.
4. All championship teams and individual champions receive intramural t-shirts.

Recreational Sports seeks to provide new and exciting activities. If you would like to introduce a competition in a leisure activity that is not offered, submit a list comprising a minimum of four teams willing to participate and the department will strive to organize a competition schedule and provide officials. No awards will be given the first year an activity is introduced. The group organizing the activity will be expected to provide most of the leadership under the supervision of the Recreational Sport Coordinator.

Recreational Sports hires students each year to work as intramural supervisors, scorekeepers, officials and Activity Center attendants. Stop by the Recreational Sports Office on the lower level of the Edminster Student Union Building to apply.

All Recreational Sports participants must be aware of the natural risks involved in various activities. Individuals are encouraged to obtain health insurance prior to participation in any event. NIC and the Recreational Sports Department are not responsible for any injuries that may occur. Individuals who choose to participate in the program, do so at their own risk.

**Outdoor Pursuits  
769.7809**

Outdoor Pursuits is a non-profit, student-funded program that provides fun, safe, educational outdoor activities for students, faculty, and staff. Offerings include rafting, hiking, canoeing, rock climbing, skiing, snowboarding, and kayaking, just to name a few. Most outings are geared for beginners, but individuals of all skill levels are encouraged to participate. Outdoor Pursuits also offers outdoor equipment for rent and maintains a thorough resource library of books, videos, magazines, catalogs, maps, and handouts. During the summer months, Outdoor Pursuits operates the "Sunspot" on the NIC beach which includes sailing, kayaking, sand volleyball, and a snack bar. Outdoor Pur-

suits is located in the lower level of the Edminster Student Union Building.

**Phi Theta Kappa  
769.3303**

Phi Theta Kappa is the only internationally-acclaimed honor society serving two-year institutions. It is a non-profit organization which recognizes and encourages scholarship among two-year college students. Phi Theta Kappa provides opportunities for the development of leadership and service; and for an intellectual climate to exchange ideas and ideals, for fellowship among its members, and for the stimulation of interest in continuing academic excellence.

Phi Theta Kappa is based primarily on academic achievement. Candidates for membership must have completed 12 semester hours of associate degree coursework at NIC, have a cumulative grade point average of 3.5 or above, and adhere to the school code of conduct. A cumulative grade point average of 3.0 must be maintained to remain a member.

Phi Theta Kappa provides numerous opportunities. Several universities offer scholarships exclusively to Phi Theta Kappa members. For more information about NIC's chapter, call the Phi Theta Kappa office at 769.3303.

**Popcorn Forum  
769.3325**

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science with funding from the Associated Students, was created during the 1970-71 academic year and has presented more than 539 lectures by national and international speakers over the past 36 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, civil rights, psychology, DNA, human sexuality, arts, humanities, journey through time, sciences and wildlife photography.

**Student Clubs  
769.7761**

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, Human Equality Club, Drafting Club, International Students Club, and many more.

**Student Events  
769.5933**

Student Events sponsors special events and activities which students can enjoy during breaks away from studies. Lecture series, 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 Government (ASNIC)  
769.7761**

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 an eight-member Senate, which is presided over by the ASNIC president. Four senators are elected in the spring and four 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, Popcorn Forum, convocations, 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 twice a month in the Edminster Student Union Building. The ASNIC offices are located on the upper level of the Edminster Student Union Building.

**Student Handbook  
769.7761**

A student handbook and day planner 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, student organizations, and clubs.

**TV Public Forum  
769.3325**

Produced by the Instructional Media Services Department, the NIC-TV Public Forum is the longest running college produced PBS TV program in America. The Public Forum has aired since September, 1972. Public Forum is broadcast weekly and has produced more than 1,695 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.

**The Sentinel  
769.3388**

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 2001 and 2003s, *The Sentinel* won first place in the nation for its website, which can be accessed at [www.nicsentinel.com](http://www.nicsentinel.com)

**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.

**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.

	2004	2005	2006
<b>ARRESTS</b>			
<b>On-Campus</b>			
a. Liquor law violations	1	1	3
b. Drug law violations	0	3	4
c. Illegal Weapons possessions	0	1	0
<b>On-Campus Residence Halls</b>			
a. Liquor law violations	2	0	0
b. Drug law violations	6	3	0
c. Illegal weapons possessions	0	0	0
<b>Non-Campus</b>			
a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0
<b>Public Property</b>			
a. Liquor law violations	6	2	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	1	0	0

<b>CRIMINAL OFFENSES</b>			
<b>On-Campus</b>			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	5	6	4
g. Motor vehicle theft	1	0	0
h. Arson	1	0	0
i. Negligent manslaughter	0	0	0
<b>On-Campus Residence Hall</b>			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	1	2	1
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
<b>Non Campus</b>			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	2	0	1
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0
<b>Public Property</b>			
a. Murder/non-negligent manslaughter	0	0	0
b. Forcible sex offenses (including rape)	0	0	0

	04	'05	'06
c. Non-forcible sex offenses	0	0	0
d. Robbery	0	0	0
e. Aggravated assault	0	0	0
f. Burglary	0	0	0
g. Motor vehicle theft	0	0	0
h. Arson	0	0	0
i. Negligent manslaughter	0	0	0

**DISCIPLINARY ACTIONS/JUDICIAL REFERRALS**

**On-Campus**

a. Liquor law violations	23	10	11
b. Drug law violations	0	1	0
c. Illegal weapons possessions	2	1	0

**Non-Campus**

a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

**Public Property**

a. Liquor law violations	0	0	0
b. Drug law violations	0	0	0
c. Illegal weapons possessions	0	0	0

**HATE OFFENSES**

**On-Campus**

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	0	0

**Residence Hall**

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	0	0

**Non-Campus**

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	0	0

**Public Property**

a. Murder/non-negligent manslaughter	0	0	0
b. Aggravated assault	0	0	0
c. All forcible sex offenses (including rape)	0	0	0
d. Forcible rape	0	0	0
e. Arson	0	0	0
f. Negligent manslaughter	0	0	0
g. Simple assault	0	0	1

Crimes that are not reported cannot be reflected in this report. The college also maintains facilities in Post Falls, Sandpoint, Kellogg, and downtown Coeur d'Alene.

**HOUSING**

The NIC Residence Hall is centrally located on campus near the Edminster Student Union, the Molstead Library, tennis courts, Christianson Gym, and most campus classrooms. It is also close to the NIC beach, and not far from downtown Coeur d'Alene's shopping, restaurants, parks,

and beaches. In addition to its stunning location, the Residence Hall provides many desirable amenities such as:

- Single and double rooms
- Semi-private bathrooms
- In-room hookups for cable TV, and highspeed Internet connection
- Meals provided in the spacious Student Union Building
- Trained residence life staff
- Indoor bicycle storage
- Social lounge with fireplace
- Big-screen-TV theater lounge
- Frequent social activities and educational programs
- Laundry facilities
- Disability access
- Dedicated parking
- Group study lounge
- On-campus security
- Safe (access to residents and guests only)

**Residence Hall Application**

Students interested in living in the residence hall should send in an application packet as soon as possible. Information is available by calling the NIC Auxiliary Services department at 208.769.7787.

Applicants are required to contract for the academic year. A room deposit of \$150 is required to reserve a room. This will be refunded, less a processing fee:

1. If requested by July 20 (prior to Fall Semester), or
2. At the end of the contracted residence period, except for damage charges as assessed by Housing and Residential Life. Students will be charged for abnormal damage if it occurs.

**Residence and Food Costs**

As with tuition and fees, the costs for the Residence Hall and food service are set on an annual basis by the NIC Board of Trustees. Costs for a year are estimated at \$5,670 for a double-room space.

**Off-Campus Housing**

Students who need assistance finding available off-campus housing are urged to contact the NIC Auxiliary Services office, which maintains a list of available housing opportunities. Students are encouraged to begin their housing search early for the best selection. The Auxiliary Services staff may be reached at 208.769.7787 or may be accessed on the Internet at [www.nic.edu/sub/services/rentals.htm](http://www.nic.edu/sub/services/rentals.htm)

**North Idaho College 2007-2008**

**Workforce Training & Community Education**



## WORKFORCE TRAINING and COMMUNITY EDUCATION

NIC's Workforce Training and Community Education Center is located in the Riverbend Commerce Park in Post Falls and offers courses designed with "something for everyone." More than 9,000 enrollments occur annually in a wide variety of courses that 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 and Community Education publishes a Fall, Winter/Spring, and Summer Class Catalog that is mailed to Kootenai County residents and is available online at [workforcetraining.nic.edu](http://workforcetraining.nic.edu). The catalog is also available at libraries and other locations throughout the community. For information, call the Workforce Training Center at 208.769.3444.

### Community Education 208.769.3444

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 Arts, Creative Writing, Creativity, Decorating with Paint, Fun with Fibers, Music, Cooking, Healthy Living, Home Enhancement, Kid's College, Language Skills, Money Management, Recreation, and Special Interest.

The Community Education Office coordinates Elderhostel programs and sponsors a variety of events and classes designed at the request of students and instructors.

### Customized Training 208.769.3268

We listen. We deliver. We make it easy.

Unlock the potential of your workforce!

- Increase your business profitability.
- Strengthen the productivity of your workforce.
- Improve the performance of your managers, supervisors, employees, and teams.
- Maintain intellectual property – reduce employee turnover.
- Gain the competitive edge.
- Successfully implement innovation.

- Make change work in your favor.

Practical solutions for positive results:

- You choose the duration, schedule, and location.
- Each training solution is tailored to meet your specific needs.
- Expect a return on your investment.

Training opportunities are endless...Lean, Project Management, Computer, Flagging, Safety, Communications, Leadership/Supervisory, Customer Service, Industry Specific Technical Skills, Sales, Accounting, Engineering Law, Blueprint Reading, Management, Structured On the Job...

### Idaho Small Business Development Center (ISBDC) 208.666.8009

The Idaho Small Business Development Center exists to help businesses in Idaho thrive and grow. The ISBDC serves the entrepreneurs and business managers by providing:

- No cost one-on-one business coaching
- Affordable business workshops and seminars
- Critical market and industry research
- Wealth of valuable resources for businesses

The ISBDC works as the focal point for linking together the resources of the private business community; federal, state, and local governments; and higher education to serve the businesses in our community.

The ISBDC assists manufacturing, distribution, service, and retail businesses up to 500 employees, covering every aspect of business including expansion, operational improvement, marketing, import/export, finance/bookkeeping, management, customer service, and leadership. The consultants help equip entrepreneurs by coaching them on business skills and strategies, and by providing tools and resources enabling entrepreneurs to lead their businesses to greater growth and profitability.

The ISBDC also develops and presents seminars, conferences, and short courses tailored to meet the needs of the business community. For more information call 208.666.8009

### Qualified Worker Retraining Program 208.666.8013

The Qualified Worker Retraining Program provides financial assistance to eligible low-income individuals and is designed to help participants obtain training and employment, and to increase their lifelong earnings potential. This program is funded by a federal grant from the U.S. Department of Labor, and each year seeks to help people living in north Idaho travel the road to self-sufficiency along their chosen career pathways.

The staff works with each person to develop individual employment and training plans aligned with occupations that support key sectors of our economy. Low income

area residents who are just beginning their career exploration or eligible students who are already enrolled in training may qualify for these services. For more information or to see if this program can assist you in reaching your goals, call 208.666.8013.

### **Workforce Development 208.769.3444**

Workforce Development promotes economic progress in Idaho by meeting employer needs for trained workers; by providing students with skills and personal capabilities required for occupational success in technical and skilled occupations; by meeting specific technical training needs in selected occupations; and by providing access to training for all participant groups and individuals.

Workforce Development delivers credit-free, open-enrollment classes in many subject areas. Programs vary in both intensity and length, ranging from 3 hours to 160 hours. Classes may be held at the Workforce Training Center in Post Falls or at other sites in the five northern counties. Most classes are held in the evenings, but also during the day and on Saturdays. Course fees are the same, no matter where students reside. Operational expenses are supported by course fees and not by tax dollars.

Some of the areas of instruction include nursing assistant, real estate, electrical, plumbing, sheet metal and HVAC apprentice related instruction; log scaling; OSHA; lean management practices; first aid/CPR; and many computer software applications.

### **Workforce Training 208.769.3444**

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

## **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.





**North Idaho College 2007-2008**

**Program Offerings**



**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 the 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 "Degree Requirements" section of this catalog for full degree description). The following may help in determining which associate degree to use as the foundation for a transfer preparation.

The Associate of Arts (A.A.) degree is designed to automatically satisfy general university requirements (GUR's) at Eastern Washington University, Central Washington University, Whitworth College, 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 (due to fewer non-core electives allowed), 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.

The Associate of Science degree (A.S.) 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's degree appropriate for almost all transfer situations.

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 Catalog, the transfer institution's catalog, and advising assistance from both institutions should be part of successfully completing any transfer program.

**ACADEMIC TRANSFER PROGRAMS OFFERED**

Program	Page
American Indian Studies _____	63
Anthropology _____	65
Art _____	65
Astronomy _____	105
Bacteriology _____	67
Biology, Botany, Zoology _____	68
Business Administration _____	68
Business Education _____	69
Chemistry _____	71
Child Development _____	71
Communication _____	73
Computer Science _____	76
Criminal Justice _____	76
Education _____	81
Engineering _____	81
English _____	82
Environmental Health _____	82
Environmental Science _____	82
Forestry/Wildlife/Range/Recreation Management _____	83
General Studies _____	83
Geology _____	84
History _____	85
Journalism _____	88
Mathematics _____	94
Modern Languages _____	98
Music _____	98
Nursing (RN) _____	100
Philosophy _____	104
Physical Education _____	104
Physics/Astronomy _____	105
Political Science/Pre Law _____	106
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Pre-Medical Related Fields _____	107
Pre-Physical Therapy _____	107
Pre-Veterinary Medicine _____	108
Psychology _____	108
Social Work _____	110
Sociology _____	111
Theatre _____	111

**PROFESSIONAL-TECHNICAL and OCCUPATIONAL PROGRAMS**

Students enrolled in a professional-technical program receive comprehensive training and may also receive on-the-job experiences through a practicum or co-op opportunity. These programs provide educational training for entry-level job skills. Reinforcing basic skills and developing job-related skills are integral components of all programs. Programs vary in length depending on whether students choose a technical certificate or associate of applied science degree.

**TECHNICAL CERTIFICATE**

A student may qualify for a technical certificate by completing a professional-technical program with an earned overall grade point average of at least 2.00 (C) in all required courses. 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 course listed in the program outline. Some courses may not be transferable to other institutions and some programs may require electives that fulfill general education requirements. Electives are listed on page 54. Students should consult with an advisor when in setting up their program of study.

An associate of applied science degree for apprenticeship may be available through NIC for students who successfully complete four years (8,000 hours) of U.S. Bureau of Apprenticeship and Training (BAT) related instruction requirements. For information, call the NIC Admissions Office at 208.769.3311.

**THE BRIDGE PROGRAM**

Students who do not meet the initial prerequisite requirements to enter a limited enrollment Professional-Technical program will be classified as “pre-technical” and may wish to take advantage of the Bridge Program. By taking selected courses, students in the Bridge Program receive necessary skill-building, learn more about the field they wish to enter, and/or take courses that apply directly toward a technical certificate or an A.A.S. degree within their chosen field prior to entering the technical program.

Because of the variety of options and course requirements within each professional-technical program, prospective students classified as “pre-technical” should consult with an advisor to formulate a customized “bridging” plan prior to registration. Students who are placed on a waitlist for a limited enrollment program may also wish to pursue this option. Contact the Professional-Technical Coordinator or Student Services for additional information.

**HANDS-ON TRAINING**

Professional-technical and occupational programs provide hands-on training in specialized skills that are designed to

connect with immediate employment opportunities. This training is accomplished through experiential learning in labs and shops, and often through additional supervised internships at selected job sites or co-op opportunities. Each program has its own curricula for ensuring that students receive ample hands-on training and work-related experience in order to be employable in their field of study. Refer to the program and course descriptions for more information about the type of hands-on training provided for each professional-technical program. Those wishing additional information or to tour the facilities may contact the Professional-Technical Counselor at 769.3371 or Professional-Technical Coordinator at 769.3468.

**PROFESSIONAL-TECHNICAL/ OCCUPATIONAL PROGRAMS**

Program	Page
Accounting Assistant _____	62
Administrative Assistant _____	63
Automotive Technology <sup>2</sup> _____	66
Carpentry <sup>2</sup> _____	70
Carpentry Management Technology <sup>1</sup> _____	70
Collision Repair Technology <sup>2</sup> _____	73
Computer Information Technology <sup>2</sup> _____	74
Culinary Arts <sup>2</sup> _____	76
Diesel Technology <sup>2</sup> _____	78
Drafting and Design Technology <sup>2</sup> _____	79
Graphic Design _____	84
Heating, Ventilation, Air Conditioning, and Refrigeration <sup>2</sup> _____	85
Human Resources Assistant _____	86
Human Services _____	87
Landscape Technology <sup>2</sup> _____	89
Law Enforcement/Administration of Justice <sup>1</sup> _____	89
Legal Administrative Assistant _____	91
Machine Technology <sup>2</sup> _____	92
Maintenance Mechanic/Millwright <sup>2</sup> _____	93
Medical Administrative Assistant _____	94
Medical Billing Specialist _____	95
Medical Office Transcriptionist/Pre-Health Info. Technology _____	96
Medical Receptionist _____	96
Medical Transcriptionist _____	97
Nursing (PN) <sup>1</sup> _____	99
Office Technology _____	102
Outdoor Power/Recreational Vehicle Technology <sup>2</sup> _____	102
Paralegal _____	102
Pharmacy Technology <sup>1</sup> _____	103
Radiography Technology <sup>1</sup> _____	108
Receptionist/Office Specialist _____	109
Resort/Recreation Management _____	109
Welding Technology <sup>2</sup> _____	112

<sup>1</sup> Selective Program: Admission process and requirements are explained on the appropriate page number.  
<sup>2</sup> Limited Enrollment Program: Early application is encouraged. See admissions requirements on page 13.

**GENERAL EDUCATION for  
DEGREE-SEEKING STUDENTS**

General Education is defined at North Idaho College as a series of learning experiences that provide the knowledge, skills, and attitudes necessary for individuals to function well in society. These learning experiences are designed for all students, but for degree-seeking students in particular.

In pursuing a degree at NIC, the expected general education learning outcomes of the degree programs are expressed through a framework of nine “abilities.” NIC believes these abilities will contribute to the development of individuals who are active, productive, and personally-fulfilled members of a highly diverse, ever-changing society.

The expected student learning outcomes for each ability are described below and are listed under each degree requirement heading on the following pages.

**1. Critical/Creative Thinking and 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 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 responsi-

bilities 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.

**North Idaho College 2007-2008**

**Degree Requirements**



## THE ASSOCIATE OF ARTS (A.A.) DEGREE

To qualify for an Associate of Arts 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 be used to fulfill only one requirement.

### ARTS AND HUMANITIES

**Expected General Education Learning Outcomes:** Aesthetic Response; Critical Thinking; and Valuing/Ethical Reasoning.

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 the 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 the Humanities*	3
___ PHIL	101	Intro to Philosophy	3
___ PHIL	103	Ethics	3

### COMMUNICATION

**Expected General Education Learning Outcomes:** Communication; Critical Thinking; and Information Literacy

Complete this course: (3 credits)

___ COMM	101	Intro to Speech Communication	3
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### COMPUTER SCIENCE

**Expected General Education Learning Outcome:** Information Literacy; and/or Mathematical, Scientific, and Symbolic Reasoning

Complete one of the following: (2-3 credits)

___ BUSA	100	Introduction to Computers	3
___ BUSA	240	Computer Systems & Business Apps.	3
___ CS	100	Intro to Computers & Comp. Science	3
___ CS	125	Introduction to Visual BASIC	3
___ CS	150	Computer Science I	3

___ CS	211	Languages of Computer Science: C++	3
___ CS	212	Languages of Computer Science: WWW	3
___ CS	213	Languages of Computer Science: Java	3
___ CS	228	Intro to UNIX	2

### CRITICAL THINKING

**Expected General Education Learning Outcome:** Critical Thinking

Complete this course: (3 credits)

___ PHIL	201	Logic and Critical Thinking	3
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### CULTURAL DIVERSITY

**Expected General Education Learning Outcomes:** Historical, Cultural Environmental, and Global Awareness; and/or Valuing/Ethical Reasoning, Communication, Critical Thinking

Complete one of the following: (3-4 credits)

___ AIST	101	Intro to American Indian Studies	3
___ ANTH	225	Native People of North America	3
___ ASL	201	Intermediate American Sign Language I	4
___ ASL	202	Intermediate American Sign Language II	4
___ CDA	201	Interm. Coeur d'Alene Language	4
___ COMM	220	Intro to Intercultural Communication	3
___ ENGL	295	Contemp. U.S. Multicultural Literature	3
___ FLAN	207	Contemp. World Cultures	3
___ FREN	201	Intermediate French I	4
___ FREN	202	Intermediate French II	4
___ GERM	201	Intermediate German I	4
___ GERM	202	Intermediate German II	4
___ HIST	210	Modern Latin American History *	3
___ HIST	240	American Indian History *	3
___ MUS	127	Survey of American Popular Music	3
___ MUS	163	Survey of World Music	3
___ PHIL	111	World Religions	3
___ SOC	103	Cultural Diversity *	3
___ SOC	251	Race and Ethnic Relations *	3
___ SPAN	201	Intermediate Spanish I	4
___ SPAN	202	Intermediate Spanish II	4

### ENGLISH COMPOSITION

**Expected General Education Learning Outcomes:** Communication; Critical Thinking; and Information Literacy

Complete these two courses: (6 credits)

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

**LABORATORY SCIENCE**

**Expected General Education Learning Outcomes:** Mathematical, Scientific, and Symbolic Reasoning; and Critical Thinking

**Complete two courses from the following: (8 credits)**

___ BIOL 100	Fundamentals of Biology *	4
___ BIOL 115	Introduction to Life Sciences *	4
___ BIOL 175	Human Biology *	4
___ BIOL 202	General Zoology	4
___ BIOL 203	General Botany	4
___ BIOL 205	General Soils	4
___ BIOL 221	Forest Ecology	4
___ BIOL 227	Human Anatomy & Physiology I	4
___ BIOL 228	Human Anatomy & Physiology II	4
___ BIOL 231	General Ecology & Lab	4
___ BIOL 241	Systematic Botany	4
___ BIOL 250	General Microbiology/Bacteriology	4
___ CHEM 100	Concepts of Chemistry I	4
___ CHEM 101	Intro. to Essentials of Gen. Chemistry I	4
___ CHEM 102	Intro. to Essentials of Gen. Chemistry II	4
___ CHEM 111	Principles of Gen. College Chemistry I	4
___ CHEM 112	Principles of Gen. College Chemistry II	4
___ ENSI 119	Intro to Environmental Science & Lab	4
___ GEOG 100	Physical Geography	4
___ GEOL 101	Physical Geology	4
___ GEOL 102	Historical Geology	4
___ GEOL 123	Geology of Idaho & the Pacific NW	4
___ PHYS 101	Fundamentals of Physical Science	4
___ PHYS 103	Elementary Astronomy & Lab	4
___ PHYS 111	General Physics I	4
___ PHYS 112	General Physics II	4
___ PHYS 211	Engineering Physics I	5
___ PHYS 212	Engineering Physics II	5

\* NOTE: BIOL 100, 175, and 204 cannot be used in combination to meet the Lab Science requirements. See the course descriptions.

**MATHEMATICS**

**Expected General Education Learning Outcome:** Mathematical, Scientific, and Symbolic Reasoning

**Complete one of the following: (3-5 credits)**

___ BUSA 271	Statistical Inference & Decision Analysis	4
___ MATH 123	Contemporary Mathematics	3
___ MATH 130	Finite Mathematics	4
___ MATH 143	College Algebra	3
___ MATH 144	Analytic Trigonometry	2
___ MATH 147	Pre-Calculus **	5
___ MATH 160	Survey of Calculus	4
___ MATH 170	Analytic Geometry and Calculus I	4
___ MATH 187	Discrete Math	4
___ MATH 253	Principles of Applied Statistics	3

\*\* NOTE: Must be taken concurrently with MATH 148

**PHYSICAL EDUCATION**

**Expected General Education Learning Outcome:** Wellness

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

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**SOCIAL SCIENCE**

**Expected General Education Learning Outcomes:** Historical, Cultural, Environmental, and Global Awareness; and/or Social Responsibility/Citizenship, Critical Thinking, Valuing/Ethical Reasoning, Information Literacy

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

**Group 1**

___ ANTH 102	Social and Cultural Anthropology	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 National Government	3
___ POLS 105	Intro to Political Science	3

**Group 3**

___ HIST 101	History of Civilization to 1500	3
___ HIST 102	History of Civilization since 1500	3
___ HIST 111	U.S. History: Discovery-Reconstruction	3
___ HIST 112	U.S. History: Gilded Age-Present	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	Modern Latin American History	3
___ HIST 240	American Indian 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	Cultural Diversity *	3
___ SOC 220	Marriage and Family	3
___ SOC 251	Race and Ethnic Relations *	3

**NON-CORE ELECTIVES**

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

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## THE ASSOCIATE OF SCIENCE (A.S.) DEGREE

To qualify for an Associate of Science 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 be used to fulfill only one requirement.

### ENGLISH COMPOSITION

Expected General Education Learning Outcomes: Communication; Critical Thinking; and Information Literacy

Complete these two courses: (6 credits)

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

### LABORATORY SCIENCE

Expected General Education Learning Outcomes: Mathematical, Scientific, and Symbolic Reasoning; and Critical Thinking

Complete two courses from the following: (8 credits)

___ BIOL	100	Fundamentals of Biology *	4
___ BIOL	115	Introduction to Life Sciences *	4
___ BIOL	175	Human Biology *	4
___ BIOL	202	General Zoology	4
___ BIOL	203	General Botany	4
___ BIOL	205	General Soils	4
___ BIOL	221	Forest Ecology	4
___ BIOL	227	Human Anatomy & Physiology I	4
___ BIOL	228	Human Anatomy & Physiology II	4
___ BIOL	231	General Ecology & Lab	4
___ BIOL	241	Systematic Botany	4
___ BIOL	250	General Microbiology/Bacteriology	4
___ CHEM	100	Concepts of Chemistry I	4
___ CHEM	101	Intro. to Essentials of Gen. Chemistry I	4
___ CHEM	102	Intro. to Essentials of Gen. Chemistry II	4
___ CHEM	111	Principles of Gen. College Chemistry I	4
___ CHEM	112	Principles of Gen. College Chemistry II	4
___ ENSI	119	Intro to Environmental Science & Lab	4
___ GEOG	100	Physical Geography	4
___ GEOL	101	Physical Geology	4
___ GEOL	102	Historical Geology	4
___ GEOL	123	Geology of Idaho & the Pacific NW	4
___ PHYS	101	Fundamentals of Physical Science	4
___ PHYS	103	Elementary Astronomy & Lab	4
___ PHYS	111	General Physics I	4
___ PHYS	112	General Physics II	4
___ PHYS	211	Engineering Physics I	5
___ PHYS	212	Engineering Physics II	5

\* NOTE: BIOL 100, 175, and 204 cannot be used in combination to meet the Lab Science requirements. See the course descriptions.

### COMMUNICATION

Expected General Education Learning Outcomes: Communication; Critical Thinking; and Information Literacy

Complete this course: (3 credits)

___ COMM	101	Intro to Speech Communication	3
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### MATHEMATICS

Expected General Education Learning Outcome: Mathematical, Scientific, and Symbolic Reasoning

Complete one of the following: (3-5 credits)

___ BUSA	271	Statistical Inference & Decision Analysis	4
___ MATH	123	Contemporary Mathematics	3
___ MATH	130	Finite Mathematics	4
___ MATH	143	College Algebra	3
___ MATH	144	Analytic Trigonometry	2
___ MATH	147	Pre-Calculus **	5
___ MATH	160	Survey of Calculus	4
___ MATH	170	Analytic Geometry & Calculus I	4
___ MATH	187	Discrete Mathematics	4
___ MATH	253	Principles of Applied Statistics	3

\*\* Must be taken concurrently with MATH 148

### PHYSICAL EDUCATION

Expected General Education Learning Outcome: Wellness

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

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### SOCIAL SCIENCE & ARTS AND HUMANITIES

Expected General Education Learning Outcomes: Historical, Cultural, Environmental and Global Awareness; and/or Social Responsibility/Citizenship, Critical Thinking, Aesthetic Response, Valuing/Ethical Reasoning, Information Literacy, Communication

Complete 15 credits from the following two lists of courses.

**Social Science:** Complete at least 6 credits, including courses from 2 different disciplines:

___ AIST	101	Intro to American Indian Studies	3
___ ANTH	101	Intro to Physical Anthropology	3
___ ANTH	102	Social & Cultural Anthropology	3





## THE 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 a candidate must:

1. Complete a minimum of 60 semester credits of 100- and 200-level courses with a grade point average of 2.00 (C) or better in all work attempted in an identified Professional-Technical Program; *and*,
2. Complete a minimum of 16 credits of general education coursework selected from the general education core listed below; *and*
3. Satisfy the distribution requirements listed below, with a grade of C- or better in each course.

NOTE: Individual programs may require specific courses listed under the headings below.

### ENGLISH COMPOSITION

**Expected General Education Learning Outcomes:** Communication; Critical Thinking; and Information Literacy

Complete the following for a minimum of 6 credits:

Complete this course (required for an A.A.S. degree):

\_\_\_ ENGL 101 English Composition 3

Complete one of the following courses:

\_\_\_ ENGL 102 English Composition 3

\_\_\_ ENGL 202 Technical Writing 3

\_\_\_ COMM 101 Intro to Speech Communication 3

### MATHEMATICS

**Expected General Education Learning Outcome:** Mathematical, Scientific, and Symbolic Reasoning

Complete one or more of the following courses for a minimum of 3 credits:

\_\_\_ BUSA 271 Statistical Inference & Decision Analysis 4

\_\_\_ MATH 123 Contemporary Mathematics 3

\_\_\_ MATH 130 Finite Mathematics 4

\_\_\_ MATH 143 College Algebra 3

\_\_\_ MATH 144 Analytic Trigonometry 2

\_\_\_ MATH 147 Pre-Calculus \*\* 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

\*\* Must be taken concurrently with MATH 148

### SOCIAL SCIENCE/HUMAN RELATIONS/ INTERPERSONAL COMMUNICATIONS

**Expected General Education Learning Outcomes:** Historical, Cultural, Environmental and Global Awareness; or Valuing/Ethical Reasoning; or Social Responsibility/Citizenship; or Communication; or Critical Thinking; or Aesthetic Response; or Information Literacy

Complete one or more of the following courses for a minimum of 3 credits:

\_\_\_ AIST 101 Intro to American Indian Studies 3

\_\_\_ ANTH 101 Intro to Physical Anthropology 3

___ ANTH 102	Intro to Social & Cultural Anthropology	3
___ ANTH 225	Native People of North America	3
___ ANTH 230	Intro to Arch & World Prehistory	3
___ ART 100	Survey of Art	3
___ ART 101	History of Western Art I	3
___ ART 102	History of Western Art II	3
___ CDA 201	Interm. Coeur d'Alene Language	4
___ COMM 233	Interpersonal Communication	3
___ ECON 201	Principles of Economics (Macro)	3
___ ECON 202	Principles of Economics (Micro)	3
___ ENGL 175	Introduction to Literature	3
___ ENGL 257	Literature of Western Civilization	3
___ ENGL 258	Literature of Western 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
___ FREN 201	Intermediate French I	4
___ FREN 202	Intermediate French II	4
___ GERM 201	Intermediate German I	4
___ GERM 202	Intermediate German II	4
___ HIST 101	History of Civilization to 1500	3
___ HIST 102	History of Civilization Since 1500	3
___ HIST 111	U.S. History: Discovery-Reconstruction	3
___ HIST 112	U.S. History: Gilded Age-Present	3
___ HIST 210	Modern Latin American History	3
___ HIST 240	American Indian History	3
___ HUMS 101	Montage: Intro to the Humanities	3
___ MUS 101	Survey of Music	3
___ MUS 127	Survey of American Popular Music	3
___ MUS 140	Introduction to Music Literature	3
___ MUS 163	Survey of World Music	3
___ MUS 251	Introduction to Music History	3
___ PHIL 101	Introduction to Philosophy	3
___ PHIL 103	Ethics	3
___ PHIL 111	World Religions	3
___ PHIL 131	Introduction to Religion	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

___ PSYC	205	Developmental Psychology	3
___ SOC	101	Introduction to Sociology	3
___ SOC	102	Social Problems	3
___ SOC	103	Cultural Diversity	3
___ SOC	220	Marriage and Family	3
___ SOC	251	Race & Ethnic Relations	3
___ SPAN	201	Intermediate Spanish I	4
___ SPAN	202	Intermediate Spanish II	4
___ THEA	101	Introduction to the Theatre	3

### PROFESSIONAL-TECHNICAL REQUIREMENTS

In addition to the general education requirements listed above, candidates for an A.A.S. Degree must complete 44 credits or more in their specific Professional-Technical program.

### NATURAL SCIENCE OPTION

**Expected General Education Learning Outcomes:** Mathematical, Scientific, and Symbolic Reasoning; and Critical Thinking

In addition to the above requirements, a candidate may complete either one of the following courses, or additional courses from any category above, to satisfy the 16 credit hours of general education coursework.

___ BIOL	100	Fundamentals of Biology	4
___ BIOL	115	Introduction to Life Sciences	4
___ BIOL	175	Human Biology	4
___ BIOL	202	General Zoology	4
___ BIOL	203	General Botany	4
___ BIOL	205	General Soils	4
___ BIOL	221	Forest Ecology	4
___ BIOL	227	Human Anatomy & Physiology I	4
___ BIOL	228	Human Anatomy & Physiology II	4
___ BIOL	231	General Ecology & Lab	4
___ BIOL	241	Systematic Botany	4
___ BIOL	250	General Microbiology/Bacteriology	4
___ CHEM	100	Concepts of Chemistry I	4
___ CHEM	101	Intro to Essentials of Gen. Chemistry I	4
___ CHEM	102	Intro. to Essentials of Gen. Chemistry II	4
___ CHEM	111	Principles of Gen. College Chemistry I	4
___ CHEM	112	Principles of Gen. College Chemistry II	4
___ ENSI	119	Intro to Envir Science & Lab	4
___ GEOG	100	Physical Geography	4
___ GEOL	101	Physical Geology	4
___ GEOL	102	Historical Geology	4
___ GEOL	123	Geology of Idaho & the Pacific NW	4
___ PHYS	101	Fundamentals of Physical Science	4
___ PHYS	103	Elementary Astronomy & Lab	4
___ PHYS	111	General Physics I & Lab	4
___ PHYS	112	General Physics II & Lab	4
___ PHYS	211	Engineering Physics I & Lab	5
___ PHYS	212	Engineering Physics II & Lab	5



**North Idaho College 2007-2008**

**Program Guidelines**



## ACCOUNTING ASSISTANT

### Professional-Technical 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, and analysis and decision making. Students will complete general education, general business, and accounting specific courses that will lead to a technical certificate, an advanced technical certificate, or an associate of applied science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, credit, collection, and payroll. During the final semester of the A.A.S. degree students will participate in an accounting internship which is the capstone course for this program. The internship will include tips on job hunting, 135 hours of an off-campus internship, resume writing, interviewing skills, and occupational relations.

### BOOKKEEPING TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting	(3)
ACCT 150	10-Key Skill Building	1
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Keyboarding Speed Development	1
CAPS 100	Introduction to Windows	1
CAPS 135	Spreadsheets	3
ENGL 101	English Composition	3
MATH 025	Elementary Algebra (or higher)	3-4

*Semester Total 16-17*

#### Second Semester

ACCT 111	Small Business Accounting II	3
or ACCT 202	Managerial Accounting	(3)
ACCT 113	Payroll Accounting	3
BUSA 101	Introduction to Business	3
BUSA 185	Business Mathematics	3
CAPS 120	Introduction to Word Processing	1
ENGL 272	Business Writing	3

*Semester Total 16*

*Program Total 32-33*

### BOOKKEEPING ADVANCED TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting	(3)
ACCT 150	10-Key Skill Building	1
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Keyboarding Speed Development	1

CAPS 100	Introduction to Windows	1
CAPS 135	Spreadsheets	3
ENGL 101	English Composition	3
MATH 025	Elementary Algebra (or higher)	3-4

*Semester Total 16-17*

#### Second Semester

ACCT 111	Small Business Accounting II	3
or ACCT 202	Managerial Accounting	(3)
ACCT 113	Payroll Accounting	3
BUSA 101	Introduction to Business	3
BUSA 185	Business Mathematics	3
CAPS 120	Introduction to Word Processing	1
ENGL 272	Business Writing	3

*Semester Total 16*

#### Third Semester

ACCT 140	Quick Books Pro	3
ACCT 244	Credits and Collections	3
ACCT 246	Current Business Taxes	3
BUSA 265	Legal Environment of Business	3
COMM 101	Intro to Speech Communication	3

*Semester Total 15*

#### Fourth Semester

PHIL 103	Ethics	3
PSYC 101	Introduction to Psychology	3

*Semester Total 6*

*Program Total 53-54*

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Accounting Assistant courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

#### First Semester

Course No.	Title	Credit Hrs
ACCT 110	Small Business Accounting	3
BUSA 100	Introduction to Computers	3
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Keyboarding Speed Development	1
CAPS 100	Introduction to Windows	1
CAPS 135	Spreadsheets	3
ENGL 101	English Composition <sup>1</sup>	3

*Semester Total 15*

#### Second Semester

ACCT 111	Small Business Accounting II	3
ACCT 113	Payroll Accounting	3
ACCT 150	10-Key Skill Building	1
BUSA 101	Introduction to Business	3
CAPS 120	Introduction to Word Processing	1
COMM 101	Introduction to Speech <sup>1</sup>	3
—	A.A.S. Math Requirement <sup>2</sup>	3-4

*Semester Total 17-18*

#### Third Semester

ACCT 140	Quick Books Pro	3
ACCT 244	Credits and Collections	3
ACCT 246	Current Business Taxes	3
ENGL 272	Business Writing	3
PSYC 101	Introduction to Psychology <sup>1</sup>	3

*Semester Total 15*

**Fourth Semester**

ACCT	248	Accounting Internship	4
BUSA	185	Business Mathematics	3
BUSA	265	Legal Environment of Business	3
ECON	201	Principles of Economics <sup>1</sup>	3
PHIL	103	Ethics	3

*Semester Total 16  
Program Total 62-63*

**Notes:**

- <sup>1</sup> Satisfies the A.A.S. degree general education requirements listed on page 58.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58.

**ADMINISTRATIVE ASSISTANT**

**Professional-Technical Program**

The Administrative Assistant program combines a well-balanced academic program with expert administrative and computer instruction to give students a 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 administrative skills to a professional level, gives the student a technical background through completion of technical skill courses, and includes an academic component that provides 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; and public, private, or temporary agencies.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**In addition to the specific Administrative Assistant courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

**First Semester**

Course No.	Title	Credit Hrs
BUSA	101 Introduction to Business	3
BUSO	101A Basic Keyboarding <sup>1</sup>	1
BUSO	101B Keyboarding Speed Development <sup>1</sup>	1
BUSO	175 Grammar Skill Building	3
CAPS	100 Introduction to Windows	1
CAPS	135 Spreadsheets	3
CAPS	140 Introduction to Database Management	1
—	— A.A.S. General Ed Requirement <sup>2,4</sup>	3

*Semester Total 16*

**Second Semester**

ACCT	110	Small Business Accounting	3
or ACCT	201	Principles of Accounting <sup>3</sup>	(3)
BUSO	115	Records Systems Management	3
BUSO	173	Word Processing	3
BUSO	176	Machine Transc./Document Formatting	2
ENGL	101	English Composition <sup>2</sup>	3
PSYC	101	Introduction to Psychology <sup>2</sup>	3

*Semester Total 17*

**Third Semester**

BUSA	185	Business Mathematics	3
BUSO	174	Word Processing Applications	3
BUSO	289	Administrative Assistant Internship I	3
BUSO	295	Office Procedures	3
CAPS	180	Microsoft Office Integration	3

*Semester Total 15*

**Fourth Semester**

BUSA	265	Legal Environment of Business	3
BUSO	290	Administrative Assistant Internship II	3
COMM	101	Intro to Speech Communication <sup>2</sup>	3
ENGL	272	Business Writing	3
—	—	A.A.S. Math Requirement <sup>2,5</sup>	3-4

*Semester Total 15-16*

*Program Total 63-64*

**Notes:**

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- <sup>2</sup> Satisfies A.A.S. general education requirement.
- <sup>3</sup> Students intending to obtain a four-year degree should take ACCT 201.
- <sup>4</sup> Select from A.A.S. general education requirements on page 58.
- <sup>5</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core requirement for the A.A.S. degree.

**AMERICAN INDIAN STUDIES**

**Transfer Program**

The American Indian Studies program was designed in collaboration with the Coeur d'Alene Tribe and 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 and is intended to serve 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 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 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

Course No.	Title	Credit Hrs
BUSA 100	Introduction to Computers	3
or CS 100	Intro to Computer Science	(3)
COMM 101	Intro 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) suggested for program relevance.

ENSI 119	Environmental Science	4
GEOL 123	Geology of Idaho & Pacific NW	4

#### Arts & Humanities: 6 credits (2 credits of different disciplines) suggested for program relevance.

PHIL 101	Intro to Philosophy	3
or PHIL 103	Ethics	(3)
HUMS 101	Montage: Intro to Humanities	3

#### Social Science: 12 credits (2 courses of different disciplines) suggested for program relevance.

<b>Group 1:</b>		
ANTH 102	Social and Cultural Anthropology	3
<b>Group 2:</b>		
POLS 101	American National Government	3

<b>Group 3:</b>		
HIST 111	U.S. History	3

<b>Group 4:</b>		
HIST 240	American Indian History	3

#### Cultural Diversity Requirement:

ANTH 225	Native People of North America	3
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#### AIST Major Requirements:

AIST 101	Intro to American Indian Studies <sup>1</sup>	3
ANTH 225	Native People of North America <sup>1</sup>	3
ENGL 285	American Indian Literature <sup>1</sup>	3
HIST 240	History of American Indians <sup>1</sup>	3

#### Recommended Electives:

ANTH 230	Intro to Archaeology/World Prehistory <sup>1</sup>	3
CDA 101	Elementary Cd'A Language	5
or CDA 102	Elementary Cd'A Language	(5)
CDA 201	Intermediate Cd'A Language <sup>1</sup>	4
COMM 220	Intercultural Communications <sup>1</sup>	3
PHIL 111	World Religions <sup>1</sup>	3

*Minimum Total Credits 64-65*

#### Notes:

<sup>1</sup> These courses can also be used to satisfy degree requirements as appropriate.

### ASSOCIATE OF SCIENCE DEGREE

#### General Education Core Requirements

Course No.	Title	Credit Hrs
COMM 101	Intro 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) suggested for program relevance.

ENSI 119	Environmental Science	4
GEOL 123	Geology of Idaho & Pacific NW	4

#### Social Science and Arts & Humanities: Select a total of 15 credits from the following two lists:

#### Social Science: 6-9 credits (choose 2 or 3 from two different disciplines) suggested for program relevance.

AIST 101	Intro to American Indian Studies	3
ANTH 225	Native People of North America <sup>1</sup>	3
ENGL 285	American Indian Literature <sup>1</sup>	3
HIST 240	History of American Indians <sup>1</sup>	3

#### Arts and Humanities: 6-9 credits (choose 2 or 3 from two different disciplines) suggested for program relevance.

CDA 201	Intermediate Cd'A Language <sup>1</sup>	4
COMM 220	Intro to Intercultural Communications <sup>1</sup>	3
HUMS 101	Montage: Intro to Humanities	3
PHIL 101	Intro to Philosophy	3
or PHIL 111	World Religions	(3)

#### AIST Major Requirements:

AIST 101	Intro to American Indian Studies <sup>1</sup>	3
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ANTH	225	Native People of North America <sup>1</sup>	3
ENGL	285	American Indian Literature	3
HIST	240	History of American Indians <sup>1</sup>	3

**Recommended Electives: 21-23 credits suggested for program relevance.**

ANTH	102	Social and Cultural Anthropology	3
ANTH	230	Intro to Archaeology/World Prehistory	3
CDA	101	Elementary Cd'A Language	5
or CDA	102	Elementary Cd'A Language	(5)
COMM	220	Intercultural Communications	3
ENGL	285	American Indian Literature	3
HIST	111	US History: Discovery to Reconstruction	3
PHIL	131	Introduction to Religion	3
POLS	101	American National Government	3

*Minimum Total Credits 64-66*

**Notes:**

<sup>1</sup> These courses can also be used to satisfy degree requirements as appropriate.

## 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 students 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 match requirements defined by intended transfer institutions.

### ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs
ANTH 101	Intro to Physical Anthropology	3
ANTH 102	Intro to Social & Cultural Anthropology	3
ANTH 225	Native People of North America	3
ANTH 230	Intro to Archaeology & World Prehistory	3
ANTH 299	Anthropology Independent Study	3
COMM 101	Intro 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
—	Math Elective (MATH 123, 253 or BUSA 271 recommended) <sup>1</sup>	3-4
—	Computer Science Elective <sup>1</sup>	3
—	Laboratory Science Electives <sup>1</sup>	8
—	Social Science Electives <sup>1</sup>	6
—	Arts and Humanities Electives <sup>1</sup>	6
—	Non-Core Electives	9

*Program Total 64-65*

**Notes:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

## 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 84) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an A.A.S. degree in Graphic Design as an occupational program.

The Art Department'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 graphic design; and maintaining a 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 Graphic Design 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 Graphic Design area. Students interested in applying their art training immediately after graduation will want to consider the Graphic Design 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

Graphic 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 Graphic Design emphasis will be exposed to basic technical and conceptual skills using computers and other resources necessary to produce sophisticated and effective presentations. The Graphic Design Associate of Applied Science degree option is described on page 84.

### ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs.
ART 100	Survey of Art	3
COMM 101	Intro to Speech Communication	3
ENGL 101	English Composition	3

ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3

**Core Electives:**

___	___	Arts & Humanities Electives (Group 2) <sup>1</sup>	3
___	___	Laboratory Science Electives <sup>1</sup>	8
___	___	Cultural Diversity Elective <sup>1</sup>	3-4
___	___	Social Science Electives <sup>1</sup>	12
___	___	Mathematics Elective <sup>1</sup>	3-5
___	___	Computer Science Elective <sup>1</sup>	2-3
___	___	P.E. Activity/Dance	2

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 52.

**Fine Art Emphasis Coursework (13-16 credits):**

ART	111	Drawing I	2
ART	112	Drawing II	2
ART	121	2D/Design Foundations	3
ART	122	3D/Design Foundations	3

**Choose Two:**

ART	231	Painting I	3
ART	241	Sculpture I	3
ART	251	Printmaking I	3
ART	261	Ceramics I	3

**Graphic Design Emphasis Coursework (17 credits):**

ART	111	Drawing I	2
ART	112	Drawing II	2
ARTG	131	Computer Graphics I	3
ARTG	210	Illustration I	2
ARTG	211	Illustration II	2
ARTG	221	Graphic Design I	3
ARTG	222	Graphic Design II	3

## ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs.
ART	100 Survey of Art	3
COMM	101 Intro to Speech Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3

**Core Electives:**

___	___	Arts and Humanities Electives <sup>1</sup>	6
___	___	Laboratory Science Electives <sup>1</sup>	8
___	___	Social Science Electives <sup>1</sup>	6
___	___	Mathematics Elective <sup>1</sup>	3-5
___	___	P.E. Activity/Dance	2

**Note:**

<sup>1</sup> Electives may be selected from options listed in the A.S. degree requirements on page 56.

**Fine Art Emphasis Coursework (24-27 credits):**

ART	111	Drawing I	2
ART	112	Drawing II	2
ART	121	2D/Design Foundations	3
ART	122	3D/Design Foundations	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

**Graphic Design Emphasis Coursework:**

ART	111	Drawing I	2
ART	112	Drawing II	2
ART	121	2D/Design Foundations	3
ART	122	3D/Design Foundations	3
ARTG	131	Computer Graphics I	3
ARTG	132	Computer Graphics II	3
ARTG	210	Illustration I	2
ARTG	211	Illustration II	2
ARTG	221	Graphic Design I	3
ARTG	222	Graphic Design II	3

## AUTOMOTIVE TECHNOLOGY

### Professional-Technical Program

This two-year A.A.S. degree or Advanced Technical Certificate program is designed to prepare students for employment as entry-level technicians in the automotive repair industry. All ASE (Automotive Service Excellence) areas will be taught through the use of lecture, mock-ups, and customer vehicles. 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 is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 51).

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

## ADVANCED TECHNICAL CERTIFICATE

**First Semester**

Course No.	Title	Credit Hrs.
AUTO	105 Orientation/Safety/GSP	1
AUTO	115L Auto Lab	4
AUTO	123 Brakes/Powertrain	5
AUTO	130 Gas Engine Fundamentals	4
MATH	024 Technical Math (or higher)	<u>3-4</u>

*Semester Total 17-18*

**Second Semester**

AUTO	116L	Auto Lab	5
AUTO	126	Steering & Suspension	3
AUTO	141	Electrical Systems Fundamentals	6
ENGL	099	Fundamentals of Writing	3
	or ENGL	101 English Composition	<u>(3)</u>

*Semester Total 17*

**Third Semester**

ATEC	120	Occupational Relations <sup>2</sup>	3
AUTO	210	Advanced Electrical	2
AUTO	215L	Advanced Auto Lab	5
AUTO	222	Engine Performance	5
AUTO	250	Computer Controls	<u>2</u>

*Semester Total 17*

**Fourth Semester**

AUTO	216L	Advanced Auto Lab	5
AUTO	260	Computer Controls Systems	4
AUTO	270	Transmission/Transaxle	4
AUTO	280	HVAC	<u>2</u>

*Semester Total 15*

*Program Total 66-67*

**Notes:**

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

In addition to the specific Automotive Technology courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below. (The math requirement should be taken during the student's first semester of the program.)

**First Semester**

Course No.	Title	Credit Hrs.
AUTO 105	Orientation/Safety/GSP	1
AUTO 115L	Auto Lab	4
AUTO 123	Brakes/Powertrain	5
AUTO 130	Gas Engine Fundamentals	4
—	A.A.S. Math Requirement <sup>1</sup>	<u>3-4</u>

*Semester Total 17-18*

**Second Semester**

AUTO 116L	Auto Lab	5
AUTO 126	Steering & Suspension	3
AUTO 141	Electrical Systems Fundamentals	6
ENGL 101	English Composition <sup>2</sup>	<u>3</u>

*Semester Total 17*

**Third Semester**

AUTO 210	Advanced Electrical	2
AUTO 215L	Advanced Auto Lab	5
AUTO 222	Engine Performance	5
AUTO 250	Computer Controls	2
—	A.A.S. General Ed Requirement <sup>3</sup>	<u>3</u>

*Semester Total 17*

**Fourth Semester**

AUTO 216L	Advanced Auto Lab	5
AUTO 260	Computer Control Systems	4
AUTO 270	Transmission/Transaxle	4
AUTO 280	HVAC	2
—	A.A.S. General Ed Requirement <sup>3</sup>	3
—	A.A.S. General Ed Requirement <sup>3</sup>	<u>3</u>

*Semester Total 21*

*Program Total 72-73*

**Notes:**

<sup>1</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

<sup>2</sup> Satisfies the A.A.S. degree general education requirement.

<sup>3</sup> Select from A.A.S. degree general education requirements listed on page 58.

**BACTERIOLOGY-MEDICAL**

**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 227-228 (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 grade point average 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 No.	Title	Credit Hrs.
BIOL 115	Introduction to Life Sciences	4
BIOL 250	General Microbiology	4
CHEM 111	Principles of Gen College Chemistry I	4
CHEM 112	Principles of Gen College Chemistry II	4
CHEM 277	Organic Chemistry I	3
CHEM 278	Organic Chemistry I Lab	1
CHEM 287	Organic Chemistry II	3
CHEM 288	Organic Chemistry II Lab	1
COMM 101	Intro 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 & Calculus I	4
PHYS 111	General Physics I	4
PHYS 112	General Physics II	4
—	P.E. Activity/Dance	2
—	Arts and Humanities Electives <sup>1</sup>	6
—	Social Science Electives <sup>1</sup>	<u>6</u>

*Program Total 65*

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## BIOLOGY, BOTANY, OR 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, education, medical school, agriculture, forestry, Environmental Protection Agency, as well as state and national agencies dealing with biology, various industries, and consulting agencies.

Recommended electives for this degree are CHEM 277 and 278 (Organic Chemistry I and Lab); CHEM 287 and 288 (Organic Chemistry II and Lab); MATH 160 (Survey of Calculus) or MATH 170 (Analytical Geometry and Calculus I); and 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 No.	Title	Credit Hrs
BIOL 115	Introduction to Life Sciences	4
BIOL 202	General Zoology	4
BIOL 203	General Botany	4
BIOL 231	General Ecology	4
BIOL 241	Systematic Botany	4
BIOL 250	General Microbiology	4
CHEM 111	Principles of Gen. College Chemistry I	4
CHEM 112	Principles of Gen. College Chemistry II	4
COMM 101	Intro to Speech Communication	3
CS 100	Intro to Computer Science	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
_____	P.E. Activity/Dance	2
_____	Arts and Humanities Electives <sup>1</sup>	6
_____	Social Science Electives <sup>1</sup>	<u>6-9</u>

*Program Total 72-75*

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## 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. 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." This 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 CAPS 130 (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 265 (Legal Environment of Business) and BUSA 271 (Statistical Inference and Decision Analysis); ENGL 272 (Business Writing); and BUSA 240 (Computer Systems and Business Applications).

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 coursework 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 No.	Title	Credit Hrs
BUSA 100	Introduction to Computers	3
COMM 101	Intro to Speech Communication	3
ECON 201	Principles of Economics (Macro)	3
ENGL 101	English Composition	3
MATH 130	Finite Math <sup>1</sup> (or higher)	4

*Semester Total 16*

**Second Semester**

BUSA 240	Computer Systems and Bus. Apps	3
ECON 202	Principles of Economics (Micro)	3
ENGL 102	English Composition	3
_____	Arts and Humanities Requirement <sup>2</sup>	3
_____	P.E. Activity/Dance Requirement <sup>2</sup>	1
_____	Social Science Requirement <sup>2</sup>	<u>3</u>

*Semester Total 16*

**Third Semester**

ACCT	201	Principles of Accounting	3
BUSA	271	Statistical Inference & Decision Analysis	4
ENGL	202	Technical Writing	3
or ENGL	205	Interdisciplinary Writing	(3)
or ENGL	272	Business Writing	(3)
—	—	Literature Elective (Select from ENGL 175, 257, 258, 268, 277, or 278)	3
—	—	Lab Science Requirement	4
			<i>Semester Total 17</i>

**Fourth Semester**

ACCT	202	Managerial Accounting	3
BUSA	265	Legal Environment of Business	3
—	—	Arts and Humanities Requirement <sup>2</sup>	3
—	—	Laboratory Science Requirement <sup>2</sup>	4
—	—	P.E. Activity/Dance Requirement <sup>2</sup>	1
—	—	Non-Core Elective	2-3
			<i>Semester Total 16-17</i>
			<i>Program Total 65-66</i>

**Notes:**

- <sup>1</sup> Students intending to enroll at the University of Idaho or Boise State University should take MATH 160, 170, and 175 where possible.
  - <sup>2</sup> Select from A.S. degree requirements on page 56. Students intending to enroll at LCSC should take PSYC 101 as the Social Science requirement. Students intending to enroll at the University of Idaho should take PHIL 103 as one of the Arts & Humanities requirements.
- Consult with 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 No.	Title	Credit Hrs	
BUSA	100	Introduction to Computers	3
COMM	101	Intro to Speech Communication	3
ECON	201	Principles of Economics (Macro)	3
ENGL	101	English Composition	3
MATH	130	Finite Math <sup>1</sup>	4
			<i>Semester Total 16</i>

**Second Semester**

ECON	202	Principles of Economics (Micro)	3
ENGL	102	English Composition	3
PHIL	201	Logic & Critical Thinking	3
—	—	Arts and Humanities Requirement <sup>2</sup>	3
—	—	P.E. Activity/Dance Requirement <sup>2</sup>	1
—	—	Soc. Science Requirement <sup>2</sup> (Group 1, 3, or 4)	3
			<i>Semester Total 16</i>

**Third Semester**

ACCT	201	Principles of Accounting	3
BUSA	271	Statistical Inference & Decision Analysis	4
ENGL	202	Technical Writing	3
or ENGL	205	Interdisciplinary Writing	(3)
or ENGL	272	Business Writing	(3)
—	—	Laboratory Science Requirement <sup>2</sup>	4
—	—	Literature Elective (Select from ENGL 175, 257, 258, 268, 277, or 278)	3

—	—	P.E. Activity/Dance Requirement <sup>2</sup>	1
			<i>Semester Total 18</i>

**Fourth Semester**

ACCT	202	Managerial Accounting	3
BUSA	265	Legal Environment of Business	3
—	—	Cultural Diversity Requirement <sup>2</sup>	3
—	—	Laboratory Science Requirement	4
—	—	Social Science Requirement <sup>2</sup> (Group 1, 3, or 4)	3
			<i>Semester Total 16</i>
			<i>Program Total 66</i>

**Notes:**

- <sup>1</sup> Mathematics requirement includes any math course that is MATH 130 or higher and meets the A.A. degree requirements listed on page 54.
  - <sup>2</sup> Select from A.A. degree requirements on page 54.
- Consult with your advisor and the transfer college catalog for more information.

**BUSINESS EDUCATION**

**Transfer Program**

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested 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 No.	Title	Credit Hrs	
BUSA	101	Introduction to Business	3
BUSO	101A	Basic Keyboarding <sup>1</sup>	1
BUSO	101B	Keyboarding Speed Development <sup>1</sup>	1
ENGL	101	English Composition <sup>2</sup>	3
PSYC	101	Introduction to Psychology <sup>2</sup>	3
—	—	Laboratory Science Requirement <sup>2</sup>	4
—	—	Social Science Requirement <sup>3</sup>	3
			<i>Semester Total 18</i>

**Second Semester**

BUSA	185	Business Math	3
BUSO	173	Word Processing	3
COMM	101	Intro to Speech Communication	3
ENGL	102	English Composition	3
—	—	Arts and Humanities Requirement <sup>4</sup>	3
—	—	P.E. Activity/Dance	1
			<i>Semester Total 16</i>

**Third Semester**

ACCT	201	Principles of Accounting	3
ECON	201	Principles of Economics (Macro) <sup>2</sup>	3

EDUC	201	Introduction to Teaching	3
ENGL	272	Business Writing	3
—	—	Lab Science Requirement <sup>2</sup>	4
			<i>Semester Total 16</i>

**Fourth Semester**

ACCT	202	Managerial Accounting	3
BUSA	265	Legal Environment of Business	3
ECON	202	Principles of Economics (Micro)	3
ENGL	257	Literature of Western Civilization	3
—	—	or ENGL 258 Literature of Western Civilization	(3)
—	—	Math Requirement <sup>5</sup>	3
—	—	P.E. Activity/Dance	1
			<i>Semester Total 16</i>
			<i>Program Total 66</i>

**Notes:**

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- <sup>2</sup> See Laboratory Science courses listed under the Associate of Science degree on page 56.
- <sup>3</sup> Choose HIST 111, or HIST 112, or POLS 101.
- <sup>4</sup> See Arts and Humanities courses listed under the Associate of Science degree on page 56.
- <sup>5</sup> See Math courses listed under the Associate of Science degree on page 56.

## CARPENTRY

### Professional-Technical Program

The 10-month Carpentry program is intended to provide the skills and training for entry into the field of residential carpentry. Various aspects of carpentry connected with residential house construction will be taught. Site preparation, forming and placing concrete, trade math, framing, rafter and truss installation, stair layout, insulation, exterior finish, 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 power tools and must acquire good skills in the area, as well as understand all safety aspects of the tools used.

The Carpentry program creates actual work situations emphasizing teamwork, work ethics, safety, and oral communication. A general education component consisting of communications, occupational relations, and math is 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 the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 51).

### TECHNICAL CERTIFICATE

**Summer Session**

Course No.	Title	Credit Hrs
CARP 151	Carpentry Theory I	4

CARP	151L	Carpentry Lab I	2
			<i>Session Total 6</i>

**Fall Semester**

CARP	152	Carpentry Theory II	8
CARP	152L	Carpentry Lab II	8
MATH	015	Basic Mathematics (or higher)	3-4
			<i>Semester Total 19-20</i>

**Spring Semester**

ATEC	117	Occupational Relations <sup>1</sup>	2
CARP	153	Carpentry Theory III	8
CARP	153L	Carpentry Lab III	8
ENGL	099	Fundamentals for Writing	3
—	—	or ENGL 101 English Composition	(3)
			<i>Semester Total 21</i>
			<i>Program Total 46-47</i>

**NOTES:**

- <sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

## CARPENTRY MANAGEMENT TECHNOLOGY

### Professional-Technical Program

Successful completion of the first-year certificate program and permission of the instructor is required in order to enroll in the Carpentry Management Technology program.

The second year of the Carpentry program leads to an A.A.S. degree in Carpentry Management Technology and is intended to advance the skills learned in the one-year certificate program. Successful students will demonstrate advanced materials and cost estimation, blueprint reading, job scheduling, and will receive a more in-depth view of what the construction industry requires of those who are in supervisory positions or intend to operate their own contracting business.

The Carpentry program's second year creates "real world" construction management experience through student participation in the construction of the North Idaho College Foundation Really Big Raffle house project as well as planning and management of other construction projects that are part of the program's laboratory curriculum each year. Second-year students are challenged at a higher level as they meet with subcontractors and obtain materials and special supplies throughout work on the project house. Interpersonal and supervisory skills are honed as students act as on-site foremen for groups of first-year students.

Advanced specialty carpentry skills are emphasized during the second year which allow students to improve their own technical skills. All students are required to take courses in drafting, communications, business, and computer applications. Cabinet making, commercial construction, architecture, welding, and masonry may also be addressed according to student's individual preferences.

In addition to the specific Carpentry Management Technology courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

#### Summer Session

Course No.	Title	Credit Hrs
CARP 151	Carpentry Theory I	4
CARP 151L	Carpentry Lab I	2

Session Total 6

#### Fall Semester

CARP 152	Carpentry Theory II	8
CARP 152L	Carpentry Lab II	8
ENGL 101	English Composition <sup>1</sup>	3

Semester Total 19

#### Spring Semester

CARP 153	Carpentry Theory III	8
CARP 153L	Carpentry Lab III	8
MATH 025	Elementary Algebra <sup>1</sup> (or higher)	3-4

Semester Total 19-20

#### Fall Semester

DRFT 234	Blueprint Reading, Building Codes, and Estimating	5
CARP 251	Carpentry Management I	4
ENSI 119	Intro to Environmental Science	4
or _____	other A.A.S. Natural Science option <sup>2</sup>	(4)
_____	A.A.S. Math Requirement <sup>1</sup>	3-4

Semester Total 16-17

#### Spring Semester

BUSA 101	Introduction to Business	3
CAPS 110	Computer Applications	3
CARP 252	Carpentry Management II	4
COMM 101	Intro to Speech Communication	3
_____	A.A.S. Soc Science/Human Relations/Communication Requirement <sup>2</sup>	3

Semester Total 16

Program Total 76-78

#### Notes:

<sup>1</sup> Students planning to go into the Carpentry Management Technology program should take courses that meet the A.A.S. degree requirements listed on page 58.

<sup>2</sup> Select from A.A.S. degree requirements listed on page 58.

## 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 size facilitates 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 coursework normally ful-

fills the first half of baccalaureate degree requirements. Course selection should be tailored to match requirements defined by intended transfer institutions.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs.
CHEM 111	Principles of Gen. College Chemistry I	4
CHEM 112	Principles of Gen. College Chemistry II	4
CHEM 253	Quantitative Analysis	5
CHEM 277	Organic Chemistry I	3
CHEM 278	Organic Chemistry Lab I	1
CHEM 287	Organic Chemistry II	3
CHEM 288	Organic Chemistry Lab II	1
COMM 101	Intro to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 170	Analytic Geometry & Calculus I	4
MATH 175	Analytic Geometry & Calculus II	4
MATH 275	Analytic Geometry & Calculus III	4
MATH 370	Intro to Ordinary Diff. Equations	3
PHYS 211	Engineering Physics I	5
PHYS 212	Engineering Physics II	5
_____	P.E. Activity/Dance	2
_____	Arts and Humanities Electives <sup>1</sup>	9
_____	Social Science Electives <sup>1</sup>	6

Program Total 72

#### NOTES:

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## CHILD DEVELOPMENT

The Child Development program provides two options for students wishing to pursue a career working with young children from birth to age eight. Students can complete courses for an associate's degree, which prepares for transfer to a four-year college or university and entry-level career opportunities. Students who do not intend to transfer may opt to pursue courses that prepare them to apply for a Child Development Associate Credential, a non-degree national credential.

### Transfer Program

The Child Development associate degree program is designed to meet requirements for students transferring to four-year institutions in Child Development or Early Childhood Education. Students who earn an associate's degree in Child Development are qualified to seek entry-level career opportunities in early care and education, preschool, Head Start, and teaching in some private education programs serving children and families from birth to age 8, both typically and atypically developing.

Further study leading to a baccalaureate degree, especially those programs offering the Blended Early Childhood/Early Childhood Special Education component, affords career options in elementary education (K-3), special education, and other child-related fields. An associate's degree meets the general core requirements at all Idaho public universities.

Course selection should be tailored to match requirements as

defined by transfer institutions. To ensure appropriate courses are taken, those students intending to pursue the Blended Early Childhood/Early Childhood Special Education at Idaho transfer institutions should meet with an NIC Child Development advisor upon acceptance into the college.

### ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs.
CHD 115	Early Childhood Curriculum	3
CHD 134	Infancy through Middle Childhood	3
CHD 235	Observation and Assessment	3
CHD 243	Early Childhood Education	3
CHD 254	Child Guidance Theory	3
CHD 298A	Practicum A	3
CHD 298B	Practicum B	3
CHD 298C	Practicum C	3
COMM 101	Intro to Speech Communication	3
EDUC 201	Intro to Teaching (elective)	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
PHIL 201	Logic and Critical Thinking	3
_____	P.E. Activity/Dance	2
_____	Social Science Electives <sup>1</sup>	6
_____	Mathematics Elective <sup>2</sup>	3-4
_____	Laboratory Science Electives <sup>2</sup>	8
_____	Arts and Humanities Electives <sup>2</sup>	6
_____	Cultural Diversity Elective <sup>2</sup>	3-4
_____	Computer Science Elective <sup>2</sup>	2-3

*Program Total 69-72*

**NOTES:**

- <sup>1</sup> Suggested ART 100 or MUS 101 and ENGL 257
- <sup>2</sup> Select electives from A.A. degree requirements on page 54.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs.
CHD 115	Early Childhood Curriculum	3
CHD 134	Infancy through Middle Childhood	3
CHD 235	Observation and Assessment	3
CHD 243	Early Childhood Education	3
CHD 254	Child Guidance Theory	3
CHD 298A	Practicum A	3
CHD 298B	Practicum B	3
CHD 298C	Practicum C	3
COMM 101	Intro to Speech Communication	3
EDUC 201	Intro to Teaching (elective)	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
_____	P.E. Activity/Dance	2
_____	Arts and Humanities Electives <sup>1</sup>	6
_____	Laboratory Science Electives <sup>2</sup>	8
_____	Social Science Electives <sup>3</sup>	6
_____	Mathematics Elective <sup>2</sup>	3-4
_____	General Electives <sup>2</sup> (non-core)	10

*Program Total 71-72*

**NOTE:**

- <sup>1</sup> Suggested ART 100 or MUS 101 and ENGL 257
- <sup>2</sup> Select from A.S. degree requirements on page 56.
- <sup>3</sup> U.S. history or political science suggested

### CHILD DEVELOPMENT ASSOCIATE CREDENTIAL PREPARATION PROGRAM

This program is intended for individuals preparing to work in early care and education settings and for those individuals already working in family child care or early childhood centers who wish to gain further knowledge and expertise in the field. The nationally recognized Child Development Associate (CDA) Credential is the minimum education standard required for employment in Head Start and accredited early childhood programs. Eighteen credits of coursework provide the theoretical and practical framework for establishing appropriate program practices for young children and families. After completing the courses and accompanying requirements, and with at least 480 documented hours of direct work with young children in an early childhood program, students will be ready to apply for the Child Development Associate Credential from the Council for Early Childhood Recognition.

A CDA candidate must be at least 18 years of age and have a high school diploma or equivalent and complete documentation requirements set by the Council for Early Childhood Recognition. These include a professional resource file, statements of competence for each of the six CDA Competency Goals, parent questionnaires, and the CDA Observation Instrument, which is completed by a trained advisor from the college.

The CDA credential is a recognized professional level on the Idaho Early Childhood Pathway of Professional Development. Credits earned for college coursework completed while pursuing a Child Development Associate Credential articulate directly into the NIC Child Development associate of arts and associate of science degrees.

### CHILD DEVELOPMENT ASSOCIATE CERTIFICATE

Course No.	Title	Credit Hrs.
CHD 110	Child Health and Safety	3
CHD 115	Early Childhood Curriculum	3
CHD 134	Infancy through Middle Childhood	3
CHD 150	Professional Partnerships	3
CHD 235	Observation and Assessment	3
CHD 254	Child Guidance Theory	3

*Program Total 18*

## COLLISION REPAIR TECHNOLOGY

### Professional-Technical Program

The Collision Repair Technology program is a 10-month program designed to prepare students for entry-level employment as a collision repair technician and/or painter. All phases of refinishing are covered including basecoat and clear coat applications. MIG welding, plastic and fiberglass repair, sheet metal repair and replacement, estimating, glass replacement, damage analysis including unibody and full frame alignment, electrical and mechanical diagnosing, and other related topics are covered.



A general education component of communications, occupational relations, and computational skills is also integrated into the program. Successful completion of the first semester and/or permission of the instructor is required to continue to the next semester. Strong basic math and good reading skills are recommended. Placement in specific math and English classes is determined by the college assessment test.

### TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
ACRR 151	Auto Collision Repair Tech Theory I	6
ACRR 151L	Auto Collision Repair Tech Lab I	5
ATEC 117	Occupational Relations <sup>1</sup>	2
MATH 015	Basic Mathematics (or higher)	3-4
WELD 140	Auto Collision Repair Welding	2
<i>Semester Total 18-19</i>		

#### Second Semester

ACRR 152	Auto Collision Repair Tech Theory II	6
ACRR 152L	Auto Collision Repair Tech Lab II	6
ENGL 099	Fundamentals of Writing	3
or ENGL 101	English Composition	(3)
<i>Semester Total 15</i>		

#### Summer Session

ACRR 153	Auto Collision Repair Tech Theory III	1
ACRR 153L	Auto Collision Repair Tech Lab III	2
<i>Session Total 3</i>		
<i>Program Total 36-37</i>		

#### Notes:

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

## COMMUNICATION

### 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 than a basic understanding of the dynamics of communication.

NIC 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.

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.

### 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.

### ASSOCIATE OF ARTS DEGREE

In addition to the core courses required for the A.A. degree (see page 54), students should select a minimum of 13-16 elective credits from the following. A minimum total of 64 credits is required for the A.A. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.

Course No.	Title	Credit Hrs
COMM 103	Oral Interpretation	3
COMM 111	Interview Techniques	2
COMM 133	Improved Listening Skills	1
COMM 134	Non-Verbal Communication	2
COMM 220	Intro to Intercultural Communication <sup>1</sup>	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	3
PSYC 101	Introduction to Psychology <sup>2</sup>	3
THEA 101	History of Theatre <sup>3</sup>	3

#### Notes:

- <sup>1</sup> Also meets A.A. Cultural Diversity requirement.
- <sup>2</sup> Also meets A.A. Group I Social Science requirement.
- <sup>3</sup> Also meets A.A. Group I Arts & Humanities requirement.

### ASSOCIATE OF SCIENCE DEGREE

In addition to the core courses required for the A.S. degree (see page 56), students should select a minimum of 24-27 elective credits from the following. A minimum total of 64 credits is required for the A.S. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.

Course No.	Title	Credit Hrs
ANTH 102	Social/Cultural Anthropology <sup>1</sup>	3
COMM 103	Oral Interpretation	3
COMM 111	Interview Techniques	2
COMM 133	Improved Listening Skills	1
COMM 134	Nonverbal Communication	2
COMM 220	Intro to Intercultural Communications <sup>2</sup>	3
COMM 233	Interpersonal Communication	3
COMM 236	Small Group Communication	3
PHIL 103	Ethics <sup>2</sup>	3
PSYC 101	Introduction to Psychology <sup>1</sup>	3
PSYC 205	Developmental Psychology <sup>1</sup>	3
THEA 101	Introduction to Theatre <sup>2</sup>	3

#### Notes:

- <sup>1</sup> Also meets A.S. Social Science core requirement.
- <sup>2</sup> Also meets A.S. Arts & Humanities core requirement.

### 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 88 for program requirements.

### PHOTOGRAPHY

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

#### ASSOCIATE OF ARTS DEGREE

**In addition to the core courses required for the A.A. degree (see page 54), students should select 13-16 elective credits from the following. A minimum total of 64 credits is required for the A.A. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.**

Course No.	Title	Credit Hrs
ART 121	2D / Design Foundation	3
ART 122	3D / Design Foundation	3
COMJ 140	Mass Media in a Free Society	3
COMP 181	Introduction to Film Photography	3
PSYC 101	Introduction to Psychology <sup>1</sup>	3
THEA 101	Introduction to Theatre <sup>2</sup>	3

**Choose one class from the following:**

COMP 283	Intermediate Film Photography	3
COMP 289	Photojournalism	3

**Notes:**

<sup>1</sup> Also meets A.A. Group I Social Science.

<sup>2</sup> Also meets A.A. Group I Arts & Humanities.

#### ASSOCIATE OF SCIENCE DEGREE

**In addition to the core courses required for the A.S. degree (see page 56), students should select 24-27 elective credits from the following. A minimum total of 64 credits is required for the A.S. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.**

Course No.	Title	Credit Hrs
ART 111	Drawing I	2
ART 112	Drawing II	2
ART 121	2 D/ Design Foundation	3
ART 122	3 D/ Design Foundation	3
CINA 126	Film and International Culture <sup>1</sup>	3
COMP 181	Introduction to Film Photography	3
COMP 183	Introduction to Digital Photography	3
COMP 283	Intermediate Film Photography	3
COMP 289	Photojournalism	3
COMJ 140	Mass Media in a Free Society	3
PHIL 103	Ethics <sup>1</sup>	3

PSYC 101	Intro to Psychology <sup>2</sup>	3
THEA 101	Intro to Theatre <sup>1</sup>	3

**Notes:**

<sup>1</sup> Also meets A.S. Arts & Humanities requirement.

<sup>2</sup> Also meets A.S. Social Science requirement.

## COMPUTER INFORMATION TECHNOLOGY

### Professional-Technical Program

The A.A.S. degree in Computer Information Technology is a two-year program that will prepare students for working with sophisticated networking hardware and operating system software and will lead to industry-recognized certifications. It also includes all related coursework to complete A.A.S. degree requirements. North Idaho College operates a Cisco Regional Academy providing training and support for area Local Academies and a Local Academy that delivers training directly to students and professionals. NIC is a Microsoft IT Academy and a Microsoft Developer Network Academic Alliance Partner. Official curriculum materials are used in all classes.

The Computer Information Technology program is designed to provide students with essential skills to plan, implement, administer, support, and secure networked computer systems and associated users, as well as install and configure routers and switches in multiprotocol internetworks using LAN and WAN interfaces.

Continued advances in network technology have created an increased need for professionals trained in the information technology field. Students will gain essential technical instruction that enables them to perform tasks such as network design, installation, maintenance, and management as well as implementation and operation of computer and network systems.

This is a limited enrollment program.

#### TECHNICAL CERTIFICATE

**First Semester**

Course No.	Title	Credit Hrs.
BUSO 101A	Basic Keyboarding	1
CITE 110	Intro to PC Operating Systems	3
CITE 112	Intro to PC Hardware	3
CITE 161	Implement and Support MS Windows XP Professional	3
CITE 165	Linux System Administration	3
MATH 025	Elementary Algebra (or higher)	3-4

*Semester Total 16-17*

**Second Semester**

CITE 151	Managing MS Windows Server 2003	4
CITE 153	Maintaining MS Windows Server 2003	3
CITE 171	Internetworking 1	4
CITE 172	Internetworking 2	3

COMM	101	Intro to Speech Communication <sup>1</sup>	3
ENGL	101	English Composition <sup>1</sup>	3
			<i>Semester Total 20</i>
			<i>Program Total 36-37</i>

**Notes:**

<sup>1</sup> Satisfies A.A.S. degree general education requirement.

**ADVANCED TECHNICAL CERTIFICATE**

**First Semester**

Course No.	Title	Credit Hrs.
BUSO 101A	Basic Keyboarding	1
CITE 110	Intro to PC Operating Systems	3
CITE 112	Intro to PC Hardware	3
CITE 161	Implement and Support MS Windows XP Professional	3
CITE 165	Linux System Administration	3
MATH 025	Elementary Algebra (or higher)	3-4
<i>Semester Total 16-17</i>		

**Second Semester**

CITE 151	Managing MS Windows Server 2003	4
CITE 153	Maintaining MS Windows Server 2003	3
CITE 171	Internetworking 1	4
CITE 172	Internetworking 2	3
<i>Semester Total 14</i>		

**Third Semester**

CITE 255	Implementing a Microsoft Windows Server 2003 Network Infrastructure	3
CITE 257	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	3
CITE 281	Internetworking 3	3
CITE 282	Internetworking 4	3
ENGL 101	English Composition <sup>1</sup>	3
<i>Semester Total 15</i>		

**Fourth Semester**

CITE 263	Deploying and Managing Microsoft ISA Server with Projects	3
CITE 283	Fundamentals of Wireless LANs	3
CITE 295	CITE Internship <sup>2</sup>	3-4
or ATEC 120	Occupational Relations	(3)
<i>Semester Total 9-10</i>		
<i>Program Total 53-56</i>		

**Notes:**

<sup>1</sup> Satisfies A.A.S. degree general education requirement.

<sup>2</sup> See CITE 295 course description on page 142.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**In addition to the specific CITE courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

**First Semester**

Course No.	Title	Credit Hrs.
CITE 110	Intro to PC Operating Systems	3
CITE 112	Intro to PC Hardware	3

CITE 161	Implementing and Supporting Microsoft Windows XP Professional	3
CITE 165	Linux System Administration	3
COMM 101	Intro to Speech Communication	3
MATH 108	Intermediate Algebra	4
<i>Semester Total 19</i>		

**Second Semester**

CITE 151	Managing a Microsoft Windows Server 2003 Environment	4
CITE 153	Maintaining a Microsoft Windows Server 2003 Environment	3
CITE 171	Internetworking 1	4
CITE 172	Internetworking 2	3
MATH _____	A.A.S. Math Requirement <sup>2</sup>	3-4
<i>Semester Total 17-18</i>		

**Third Semester**

CITE 255	Implementing a Microsoft Windows Server 2003 Infrastructure	3
CITE 257	Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure	3
CITE 281	Internetworking 3	3
CITE 282	Internetworking 4	3
ENGL 101	English Composition <sup>1</sup>	3
_____	Soc. Science/Human Relations/Interpersonal Communication Requirement <sup>4</sup>	3
<i>Semester Total 18</i>		

**Fourth Semester**

CITE 263	Deploying and Managing Microsoft ISA Server with Projects	4
CITE 283	Fundamentals of Wireless LANs	3
CITE 285	Fundamentals of Network Security	4
CITE 295	CITE Internship <sup>3</sup>	3-4
or ATEC 120	Occupational Relations	(3)
_____	A.A.S. General Ed Requirement <sup>4</sup>	3-4
<i>Semester Total 17-19</i>		
<i>Program Total 71-74</i>		

**Notes:**

<sup>1</sup> Satisfies A.A.S. degree general education requirement.

<sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

<sup>3</sup> See CITE 295 course description on page 142.

<sup>4</sup> Select from A.A.S. degree requirements listed on page 58.

**Computer Information Technology Electives**

BUSO 101A	Basic Keyboarding
CITE 166	New and Emerging Technologies
CITE 167	Scripting for Network Administrations
CITE 267	Advanced New and Emerging Technologies
CITE 290	Voice Over IP
CITE 291	Advanced Routing Technologies

## 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 147.

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 No.	Title	Credit Hrs
COMM 101	Intro to Speech Communication <sup>1</sup>	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 <sup>1</sup>	3
ENGL 102	English Composition <sup>1</sup>	3
MATH 170	Analytic Geometry & Calculus I	4
MATH 175	Analytic Geometry & Calculus II	4
MATH 187	Discrete Math	4
MATH 335	Linear Algebra	3
PHYS 211	Engineering Physics I <sup>1</sup>	5
PHYS 212	Engineering Physics II <sup>1</sup>	5
—	P.E. Activity/Dance <sup>2</sup>	2
—	Social Science Electives <sup>2</sup>	6
—	Arts & Humanities Electives <sup>2</sup>	6
—	Soc. Science &/or Arts & Humanities Elective <sup>2</sup>	3
—	Computer Science Electives (choose from list below)	4

### Computer Science Electives

CS 204	Special Topics	to be arranged
CS 211	Languages of CS: C++	3
CS 212	Languages of CS: HTML	3
CS 213	Languages of CS: JAVA	3
CS 214	Languages of CS: C#	3
CS 228	Intro to UNIX	2
CS 270	Computer Org./Assembly Language	3

*Program Total 69*

**Notes:**

<sup>1</sup> Satisfies the A.S. degree general education requirements listed on page 56.

<sup>2</sup> Select from A.S. degree general education requirements listed on page 56.

## CRIMINAL JUSTICE

### Transfer Program

This program is recommended for students interested in pursuing a career in the criminal justice field. Positions available to graduates 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 No.	Title	Credit Hrs
BUSA 100	Introduction to Computers	3
COMM 101	Intro to Speech Communication	3
COMM 111	Interviewing Techniques	2
CJ 103	Introduction to Criminal Justice	3
CJ 202	Corrections In America	3
CJ 205	Criminal Procedure	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGL 272	Business Writing	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
PSYC 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
SOC 220	Marriage and Family	3
—	Arts and Humanities Electives <sup>1</sup>	3
—	P.E. Activity/Dance	2

*Program Total 64*

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## CULINARY ARTS

### Professional-Technical 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 service, 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 workflow 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 spend approximately 10 hours a week in theory and 20 hours a week in the kitchen and dining room operating Emery's Restaurant to learn the front and back of the restaurant operation. Successful completion of each semester is required for admission into the next semester. This is a limited enrollment program.

### TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
ATEC 109	Occupational Relations	1
CULA 150	Sanitation and Safety	1
CULA 151	Introduction to Food Service	3
CULA 152	Breakfast Cookery & Food Presentation, Garnish, Quick Breads	1
CULA 155	Stock, Soup and Sauce Preparation	1
CULA 165	Intro to Customer Service	3
CULA 165L	Intro to Customer Service Lab	0
CULA 170	Culinary Arts Lab I	6
MATH 015	Basic Math (or higher)	3-4

*Semester Total 19-20*

#### Second Semester

ATEC 110	Successful Job Search	1
CULA 156	Prep of Meats, Poultry, Fish, Shellfish	1
CULA 157	Prep of Vegetables, Starches, Sandwiches, Salads	2
CULA 158	Bakeshop	2
CULA 166	Customer Service	3
CULA 166L	Customer Service Lab	0
CULA 171	Culinary Arts Lab II	6
ENGL 099	Fundamentals for Writing	3
or ENGL 101	English Composition	(3)

*Semester Total 18*

#### Summer Session

CULA 172	Event Planning & Specialty Food Design	3
CULA 175	Culinary Arts Internship	1

*Summer Total 4*

*Program Total 41-42*



## DIESEL TECHNOLOGY

### Professional-Technical Program

The Diesel Technology program is designed to prepare students for employment as entry-level truck/heavy equipment technicians. 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 theory and troubleshooting of problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, as well as hydraulics, undercarriages, fuel and air systems, and Class B Commercial Drivers License (CDL) training. Integrated in the program is a course in welding and cutting using both oxy-acetylene and electric arc. Successful completion of each semester and/or permission of the instructor is required to continue into the next semester.

Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 51).

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

### TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
DSLTLT	105 Orientation/Safety/Shop Practices	2
DSLTLT	118L Diesel Engine Lab	2
DSLTLT	119L Electrical Systems Lab	1
DSLTLT	120 Diesel Engines	5
DSLTLT	122 Electrical Systems	4
MATH	024 Technical Math (or higher)	3-4

*Semester Total 17-18*

#### Second Semester

ATEC	125 Career Relations and Technology	3
DSLTLT	128L Powertrain Lab	2
DSLTLT	129L Brake Systems Lab	1
DSLTLT	130 Powertrain	5
DSLTLT	132 Brake Systems	4
ENGL	099 Fundamentals for Writing	3
or ENGL	101 English Composition	(3)
WELD	109L Diesel Welding Lab	1

*Semester Total 19*

#### Summer Session

DSLTLT	117L Diesel Lab	2
DSLTLT	195 Specialization Study	2

*Session Total 4*

*Program Total 40-41*

### ADVANCED TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
DSLTLT	105 Orientation/Safety/Shop Practice	2

DSLTLT	118L Diesel Engine Lab	2
DSLTLT	119L Electrical Systems Lab	1
DSLTLT	120 Diesel Engines	5
DSLTLT	122 Electrical Systems	4
MATH	024 Technical Math (or higher)	3-4

*Semester Total 17-18*

#### Second Semester

DSLTLT	128L Powertrain Lab	2
DSLTLT	129L Brake Systems Lab	1
DSLTLT	130 Powertrain	5
DSLTLT	132 Brake Systems	4
ENGL	099 Fundamentals for Writing	3
or ENGL	101 English Composition	(3)
WELD	109L Diesel Welding Lab	1

*Semester Total 16*

#### Summer Session

DSLTLT	117L Diesel Lab	2
DSLTLT	195 Specialization Study	2

*Session Total 4*

#### Third Semester

ATEC	125 Career Relations and Technology <sup>1</sup>	3
DSLTLT	218L Advanced Tune-Up Lab	2
DSLTLT	219L Computerized Engine Lab	2
DSLTLT	220 Advanced Tune-Up	4
DSLTLT	222 Computerized Engines	4

*Semester Total 15*

#### Fourth Semester

DSLTLT	228L Undercarriage/Power-Shift Trans. Lab	2
DSLTLT	229L Hydraulics Lab	2
DSLTLT	230 Undercarriage/Power-Shift Transmission	4
DSLTLT	232 Hydraulic Systems	4

*Semester Total 12*

*Program Total 64-65*

#### Notes:

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Diesel Technology courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below. (The math requirement should be taken during the student's first semester of the program.)**

#### First Semester

Course No.	Title	Credit Hrs
DSLTLT	105 Orientation/Safety/Shop Practices	2
DSLTLT	118L Diesel Engine Lab	2
DSLTLT	119L Electrical Systems Lab	1
DSLTLT	120 Diesel Engines	5
DSLTLT	122 Electrical Systems	4
_____	A.A.S. Math Requirement <sup>1</sup>	3-4

*Semester Total 17-18*

#### Second Semester

DSLTLT	128L Powertrain Lab	2
DSLTLT	129L Brake Systems Lab	1
DSLTLT	130 Powertrain	5
DSLTLT	132 Brake Systems	4

ENGL	101	English Composition <sup>2</sup>	3
WELD	109L	Diesel Welding Lab	1
			<i>Semester Total 16</i>

**Summer Session**

DSLTL	117L	Diesel Lab	2
DSLTL	195	Specialization Study	2
			<i>Session Total 4</i>

**Third Semester**

DSLTL	218L	Advanced Tune-up Lab	2
DSLTL	219L	Computerized Engine Lab	2
DSLTL	220	Advanced Tune-up	4
DSLTL	222	Computerized Engines	4
---	---	A.A.S. General Education Requirement <sup>3</sup>	3
---	---	A.A.S. General Education Requirement <sup>3</sup>	3
			<i>Semester Total 18</i>

**Fourth Semester**

DSLTL	228L	Undercarriage/Power Shift Trans. Lab	2
DSLTL	229L	Hydraulics Lab	2
DSLTL	230	Undercarriage/Power Shift Trans.	4
DSLTL	232	Hydraulics Systems	4
---	---	A.A.S. General Education Requirement <sup>1,3</sup>	3-4
			<i>Semester Total 15-16</i>
<i>Program Total 71</i>			

**Notes:**

- <sup>1</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
- <sup>2</sup> Satisfies A.A.S. degree requirement.
- <sup>3</sup> Select from A.A.S. degree general education requirements listed on page 58.

## DRAFTING AND DESIGN TECHNOLOGY

### Professional-Technical Program

The Drafting and Design Technology program offers students the opportunity to learn skills required by today's industries. The program options are a two-semester technical certificate, a four-semester advanced technical certificate, and a four-semester choice of three two-year A.A.S. degree options. The first year focuses on manual drafting using both pencil and ink, and computer-aided drafting software. Students in the second year of the A.A.S. degree programs focus on design principles using specialized software in either architectural design, civil design, or mechanical design.

A student could return for a third year to study the remaining two areas of specialty. Successful completion of each semester and/or permission of the instructor is required to continue into the next semester.

Portions of the A.A.S. degree options may transfer to various four-year institutions. Contact your advisor or the Coordi-

nator of Professional-Technical Student Support Services at 208.769.3468 for details.

Students entering the A.A.S. degree program should be prepared to complete Math 143 and English 101 during the first year of the program before they may continue. Placement in English and math courses is determined by the college assessment test. Students who want to upgrade skills in those areas prior to beginning the Drafting and Design Technology program may do so through the Bridge Program (see page 51).

**Current industry professionals may enroll in a single course on a space available basis and with instructor permission.**

### TECHNICAL CERTIFICATE

**First Semester**

Course No.	Title	Credit Hrs
CAPS	110 Computer Applications/Technical	3
DRFT	104 Intro to Technical Sketching	2
DRFT	107 Technical Graphics I	3
DRFT	108 Technical Graphics II	3
DRFT	130 Introduction to Blueprint Reading	2
MATH	024 Technical Math (or higher)	3-4
		<i>Semester Total 16-17</i>

**Second Semester**

ATEC	120 Occupational Relations <sup>1</sup>	3
DRFT	102 Intro to Theory of Drafting	4
DRFT	106 Fund. of 3-D Descriptive Geometry	2
DRFT	112 Industrial CAD Graphics	6
ENGL	099 Fundamentals for Writing	3
	or ENGL 101 English Composition	(3)
		<i>Semester Total 18</i>
<i>Program Total 34-35</i>		

**Notes:**

- <sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

### ADVANCED TECHNICAL CERTIFICATE

**First Semester**

Course No.	Title	Credit Hrs
CAPS	110 Computer Applications for Professional-Technical Programs	3
DRFT	104 Introduction to Technical Sketching	2
DRFT	107 Technical Graphics I	3
DRFT	108 Technical Graphics II	3
DRFT	130 Introduction to Blueprint Reading	2
MATH	024 Technical Math (or higher)	3-4
		<i>Semester Total 16-17</i>

**Second Semester**

DRFT	102 Intro to Theory of Drafting	4
DRFT	106 Fund. of 3-D Descriptive Geometry	2
DRFT	112 Industrial CAD Graphics	6
ENGL	099 Fundamentals for Writing	3
	or ENGL 101 English Composition	(3)
		<i>Semester Total 15</i>

**Students will choose an emphasis in Architectural, Civil, or Mechanical Design:**

## ARCHITECTURAL DESIGN OPTION

### Third Semester

DRFT	231	Architectural Design and its History	5
DRFT	234	Blueprint Reading, Building Codes, and Estimating	5
ATEC	120	Occupational Relations	3
			<i>Semester Total 13</i>

### Fourth Semester

DRFT	233	Arch Design and Construction Practice	5
DRFT	239	Structural Design & Modeling	4
			<i>Semester Total 9</i>

## CIVIL DESIGN OPTION

### Third Semester

DRFT	241	Introduction to Civil Design	4
DRFT	247	Advanced Blueprint Reading-Civil	2
DRFT	249	Land Planning	2
ENGR	214	Surveying	4
ENGR	214L	Surveying Lab	0
			<i>Semester Total 12</i>

### Fourth Semester

DRFT	243	Advanced Civil Design	4
DRFT	245	GIS/Cartography	3
ATEC	120	Occupational Relations	3
			<i>Semester Total 10</i>

## MECHANICAL DESIGN OPTION

### Third Semester

DRFT	251	Introduction to Mechanical Design	4
DRFT	255	Machine Control Processes	3
DRFT	257	Dimensioning and Tolerancing	3
ATEC	120	Occupational Relations	3
			<i>Semester Total 13</i>

### Fourth Semester

DRFT	253	Advanced Mechanical Design	4
DRFT	254	Power Transmission	2
DRFT	258	Statics and Strengths of Materials	3
			<i>Semester Total 9</i>
<i>Program Total 53-54</i>			

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Drafting and Design Technology courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

### First Semester

Course No.	Title	Credit Hrs
CAPS	110 Computer Applications	3
DRFT	104 Intro to Technical Sketching	2
DRFT	107 Technical Graphics I	3
DRFT	108 Technical Graphics II	3
DRFT	130 Introduction to Blueprint Reading	2
ENGL	101 English Composition <sup>1</sup>	3
<i>Semester Total 16</i>		

### Second Semester

DRFT	102	Introduction to Drafting Theory	4
DRFT	106	Fund. of 3-D Descriptive Geometry	2
DRFT	112	Industrial CAD Graphics	6

MATH	143	College Algebra <sup>1</sup>	3
MATH	143D	Trigonometry Lab	1
			<i>Semester Total 16</i>

**Students will choose an emphasis in Architectural, Civil, or Mechanical Design:**

## ARCHITECTURAL DESIGN OPTION

### Third Semester

DRFT	231	Architectural Design and its History	5
DRFT	234	Blueprint Reading, Building Codes, and Estimating	5
—	—	A.A.S. Natural Science	4
			<i>Semester Total 14</i>

### Fourth Semester

DRFT	233	Arch Design and Construction Practice	5
DRFT	239	Structural Design & Modeling	4
—	—	A.A.S. English/Comm. Requirement <sup>2</sup>	3
—	—	A.A.S. Social Science Requirement <sup>2</sup>	3
			<i>Semester Total 15</i>

## CIVIL DESIGN OPTION

### Third Semester

DRFT	241	Introduction to Civil Design	4
DRFT	247	Advanced Blueprint Reading-Civil	2
DRFT	249	Land Planning	2
ENGR	214	Surveying	4
ENGR	214L	Surveying Lab	0
—	—	A.A.S. Natural Science Requirement <sup>2</sup>	4
			<i>Semester Total 16</i>

### Fourth Semester

DRFT	243	Advanced Civil Design	4
DRFT	245	GIS/Cartography	3
—	—	A.A.S. English/Comm. Requirement <sup>2</sup>	3
—	—	A.A.S. Social Science Requirement <sup>2</sup>	3
			<i>Semester Total 13</i>

## MECHANICAL DESIGN OPTION

### Third Semester

DRFT	251	Introduction to Mechanical Design	4
DRFT	255	Machine Control Processes	3
DRFT	257	Dimensioning and Tolerancing	3
—	—	A.A.S. Natural Science Requirement <sup>2</sup>	4
			<i>Semester Total 14</i>

### Fourth Semester

DRFT	253	Advanced Mechanical Design	4
DRFT	254	Power Transmission	2
DRFT	258	Statics and Strengths of Materials	3
—	—	A.A.S. English/Comm. Requirement <sup>2</sup>	3
—	—	A.A.S. Social Science Requirement <sup>2</sup>	3
			<i>Semester Total 15</i>
<i>Program Total 61</i>			

### Notes:

<sup>1</sup> Satisfies A.A.S. degree general education requirement.

<sup>2</sup> Select from A.A.S. degree general education requirements listed on page 58.



## 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 such as 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 54-57 and tailor their elective courses identified by their intended transfer institution catalog.

## ENGINEERING

### Transfer Program

A full range of engineering and related courses are offered to satisfy freshman and sophomore requirements for students planning to transfer to institutions offering baccalaureate degrees in engineering or engineering technology. A solid foundation is laid for further studies in civil, mechanical, chemical, and electrical engineering. This program provides the flexibility needed by students interested in emerging fields like computer science, robotics, bioengineering, geological engineering, environmental 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 close to the same coursework as students who completed their first two years at that school. Curricula can be adjusted to meet similar requirements for other institutions.

### ELECTRICAL ENGINEERING

**In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 56 for the A.S. degree.**

Course No.	Title	Credit Hrs
CHEM 111	Principles of Gen College Chemistry I <sup>1</sup>	4
CS 150	Computer Science I	4
ENGR 105	Engineering Graphics	2
ENGR 210	Statics	3
ENGR 220	Engineering Dynamics	3
ENGR 240	Circuits I	4
ENGR 241	Circuits II	4
MATH 170	Analytic Geometry and Calculus I <sup>2</sup>	4
MATH 175	Analytic Geometry and Calculus II <sup>2</sup>	4
MATH 275	Analytic Geometry and Calculus III	4
MATH 370	Intro. to Ordinary Diff. Equations	3
MATH 335	Linear Algebra	3
PHYS 211	Engineering Physics I <sup>1</sup>	5
PHYS 212	Engineering Physics II <sup>1</sup>	5

#### Notes:

<sup>1</sup> Satisfies A.S. Lab Science core requirement.

<sup>2</sup> Satisfies A.S. Math core requirement.

### MECHANICAL ENGINEERING

**In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 56 for the A.S. degree.**

Course No.	Title	Credit Hrs
CHEM 111	Principles of Gen College Chemistry I <sup>1</sup>	4
ENGR 105	Engineering Graphics	2
ENGR 210	Statics	3
ENGR 220	Engineering Dynamics	3
ENGR 223	Engineering Analysis	3
ENGR 240	Circuits I	4
ENGR 295	Strength of Materials	3
MATH 170	Analytic Geometry and Calculus I <sup>2</sup>	4
MATH 175	Analytic Geometry and Calculus II <sup>2</sup>	4
MATH 275	Analytic Geometry and Calculus III <sup>2</sup>	4
MATH 370	Intro. to Ordinary Diff. Equations	3
PHYS 211	Engineering Physics I <sup>1</sup>	5
PHYS 212	Engineering Physics II <sup>1</sup>	5

#### Notes:

<sup>1</sup> Satisfies A.S. Lab Science core requirement.

<sup>2</sup> Satisfies A.S. Math core requirement.

### CIVIL ENGINEERING

**In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 56 for the A.S. degree.**

Course No.	Title	Credit Hrs
CHEM 111	Principles of Gen College Chemistry I <sup>1</sup>	4
CHEM 112	Principles of Gen College Chemistry II <sup>1</sup>	4
ENGR 105	Engineering Graphics	2
ENGR 210	Statics	3
ENGR 214	Surveying	4
ENGR 220	Engineering Dynamics	3
ENGR 223	Engineering Analysis	3
ENGR 240	Circuits I	4
ENGR 295	Strength of Materials	3
MATH 170	Analytic Geometry and Calculus I <sup>2</sup>	4
MATH 175	Analytic Geometry and Calculus II <sup>2</sup>	4

MATH	275	Analytic Geometry and Calculus III	4
MATH	370	Intro. to Ordinary Diff. Equations	3
PHYS	211	Engineering Physics I <sup>1</sup>	5

**And one of the following:**

BIOL	115	Intro to Life Sciences <sup>1</sup>	4
BIOL	250	General Microbiology/Bacteriology <sup>1</sup>	4
GEOL	101	Physical Geology <sup>1</sup>	4

**Notes:**

<sup>1</sup> Satisfies A.S. Lab Science core requirement.

<sup>2</sup> Satisfies A.S. Math core requirement.

### CHEMICAL ENGINEERING

In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 56 for the A.S. degree.

Course No.	Title	Credit Hrs
CHEM	111 Principles of Gen College Chemistry I <sup>1</sup>	4
CHEM	112 Principles of Gen College Chemistry II <sup>1</sup>	4
CHEM	277 Organic Chemistry I	3
CHEM	278 Organic Chemistry Lab I	1
CHEM	287 Organic Chemistry II	3
CHEM	288 Organic Chemistry Lab II	1
CS	150 Computer Science I	4
ECON	201 Principles of Economics (Macro) <sup>3</sup>	3
or ECON	202 Principles of Economics (Micro) <sup>3</sup>	(3)
ENGR	210 Statics	3
ENGR	223 Engineering Analysis	3
MATH	170 Analytic Geometry and Calculus I <sup>2</sup>	4
MATH	175 Analytic Geometry and Calculus II <sup>2</sup>	4
MATH	275 Analytic Geometry and Calculus III <sup>2</sup>	4
MATH	370 Intro. to Ordinary Diff. Equations	3
PHYS	211 Engineering Physics I <sup>1</sup>	5
PHYS	212 Engineering Physics II <sup>1</sup>	5

**Notes:**

<sup>1</sup> Satisfies A.S. Lab Science core requirement.

<sup>2</sup> Satisfies A.S. Math core requirement.

<sup>3</sup> Satisfies A.S. Social Science core requirement.

## 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 skills that 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 fulfill the first half of baccalaureate 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 No.	Title	Credit Hrs
COMM	101 Intro to Speech Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3
HUMS	101 Montage: Intro to the Humanities	3
PHIL	201 Logic and Critical Thinking	3
—	— One Foreign Language	16
—	— P.E. Activity/Dance	2
—	— Mathematics Elective <sup>1</sup>	3-4
—	— Computer Science Elective <sup>1</sup>	2-3
—	— Laboratory Science Electives <sup>1</sup>	8
—	— Social Science Electives <sup>1</sup>	12
—	— Arts and Humanities Electives <sup>1</sup>	6
—	— General Electives	3

*Program Total 64-69*

**Notes:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

## 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, Department 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 No.	Title	Credit Hrs
BIOL	115 Introduction to Life Sciences	4
BIOL	202 General Zoology	4
BIOL	203 General Botany	4
CHEM	111 Principles of Gen College Chemistry I	4
CHEM	112 Principles of Gen College Chemistry II	4
COMM	101 Intro to Speech Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3
MATH	147 Precalculus	5
MATH	148 Mathematics Technology	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 <sup>1</sup>	6-9
—	—	Social Science Electives <sup>1</sup>	<u>6-9</u>

*Program Total 66-72*

**NOTES:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## ENVIRONMENTAL SCIENCE

### Transfer Program

An Associate of Science degree in Environmental Science is designed for students who desire professional careers in the environmental sciences. This degree fulfills 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 No.	Title	Credit Hrs
BIOL	115 Introduction to Life Sciences	4
BIOL	202 General Zoology	4
BIOL	203 General Botany	4
BIOL	241 Systematic Botany	(4)
or BIOL	241 Systematic Botany	(4)
BIOL	205 General Soils	4
BIOL	231 General Ecology	4
BIOL	250 General Microbiology	4
BIOL	251 Principles of Range Resource Management	2
BIOL	290 Principles of Wildlife Biology	2
CHEM	111 Principles of Gen. College Chemistry I	4
COMM	101 Intro to Speech Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3
MATH	130 Finite Math	4
or MATH	147 Pre-Calculus	(5)
and MATH	148 Mathematics Technology	(1)
—	— P.E. Activity/Dance	2
—	— Arts and Humanities Electives <sup>1</sup>	6
—	— Social Science Electives <sup>1</sup>	<u>9</u>

*Program Total 64-66*

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## FOREIGN LANGUAGE

**See Modern Languages**

## FORESTRY / WILDLIFE / RANGE / 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 wild-land recreation management. The program acquaints students 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, range lands, and related resources.

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 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 No.	Title	Credit Hrs
BIOL	115 Introduction to Life Sciences	4
BIOL	101 Forestry Orientation	1
BIOL	202 General Zoology	4
BIOL	203 General Botany	4
BIOL	221 Forest Ecology	4
BIOL	241 Systematic Botany	4
CHEM	101 Essentials of General Chemistry I	4
COMM	101 Intro to Speech Communication	3
CS	100 Intro to Computer Science	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 <sup>1</sup>	6-9
—	— Social Science Electives <sup>1</sup>	<u>6-9</u>

*Program Total 66*

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## 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

## 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 No.	Title	Credit Hrs
BIOL 100	Fundamentals of Biology	4
or BIOL 115	Introduction to Life Sciences	(4)
CHEM 111	Principles of Gen College Chemistry I	4
CHEM 112	Principles of Gen College Chemistry II	4
COMM 101	Intro to Speech Communication	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	Principles 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 <sup>1</sup>	9
—	Social Science Electives <sup>1</sup>	6
—	Geology Elective	4
—	Lab Science Elective	4

*Program Total 74*

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## GRAPHIC DESIGN

### Associate of Applied Science Degree

This occupational program prepares 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 includes work in print advertising, packaging, and a variety of electronic media including computer graphics and the Internet. This program fulfills the requirements for an Associate of Applied Science degree.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Graphic Design courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

Course No.	Title	Credit Hrs
ART 100	Survey of Art <sup>1</sup>	3
ART 111	Drawing I	2
ART 112	Drawing II	2
ART 121	2 D Design Foundations	3
ART 122	3 D Design Foundations	3
ART 217	Life Drawing	3
or ART 218	Life Drawing II	(3)
ART 231	Beginning Painting	3
or ART 232	Beginning Painting II	(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 255	Design Concepts for the Web	2
ARTG 283	Portfolio Development	3
ARTG 284	Capstone	3
ARTG 290	Internship	3
COMM 101	Intro to Speech Communication <sup>1</sup>	3
COMP 181	Intro to Film Photography	3
ENGL 101	English Composition <sup>1</sup>	3
—	A.A.S. Math Requirement <sup>2</sup>	3-4
—	A.A.S. General Ed Requirement <sup>2,3</sup>	3-4

*Program Total 64-69*

**Notes:**

<sup>1</sup> Satisfies A.A.S. general education requirement.

<sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

<sup>3</sup> Select from A.A.S. general education requirements listed on page 58.

## HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION (HVAC/R)

### Professional-Technical Program

Completion of the nine-month certificate program in Heating, Ventilation, Air Conditioning and Refrigeration prepares students for entry-level positions in this challenging occupation. Entry-level HVAC/R technicians typically work on residential/light commercial HVAC/R systems performing equipment installations, preventative maintenance and service, and repair tasks. Additional opportunities are also available in system design and sales occupations.

Students will study basic HVAC/R 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 consisting of communications, occupational relations and math is integrated into the program. Successful completion of the first semester and permission of the instructor is required to continue into the second semester.

Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 51).

**Current industry professionals may enroll in a single course on a space available basis and with the instructor's permission.**

### TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
CAPS 108	Intro to Computer Applications	2
or CAPS 110	Computer Apps for Tech Programs	(3)
HVAC 161	HVAC/R Principles	3
HVAC 161L	HVAC/R Lab	5
HVAC 165	HVAC/R Electrical	4
HVAC 167	HVAC/R Heating Systems	4
MATH 015	Basic Math (or higher)	3-4

*Semester Total 21-23*

#### Second Semester

ATEC 117	Occupational Relations <sup>1</sup>	2
ENGL 099	Fundamentals of Writing	3
or ENGL 101	English Composition	(3)
HVAC 171L	HVAC/R Lab	5
HVAC 175	HVAC Systems	4
HVAC 177	Refrigeration	4
HVAC 180	HVAC/R Codes & Licenses	3

*Semester Total 21*

*Program Total 42*

#### Notes:

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

## 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 No.	Title	Credit Hrs
COMM 101	Intro to Speech Communication	3
CS 100	Intro to Computer Science	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
HIST 290	The Historian's Craft	3
MATH 123	Contemporary Math	3
PHIL 201	Logic and Critical Thinking	3
—	P.E. Activity/Dance	2
—	Social Science Electives <sup>1</sup> (other than history)	9
—	Arts and Humanities Electives <sup>1</sup>	6
—	Laboratory Science Electives <sup>1</sup>	8
—	History Elective <sup>1</sup>	3
—	Cultural Diversity Elective <sup>1</sup>	3
—	General Elective <sup>1</sup>	3

*Program Total 67*

#### Note:

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro 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
HIST 290	The Historian's Craft	3
MATH 123	Contemporary Math	3
—	P.E. Activity/Dance	2
—	Foreign Language <sup>1</sup>	8
—	Social Science Electives <sup>2</sup> (other than history)	6
—	Arts and Humanities Electives <sup>2</sup>	6
—	Laboratory Science Electives <sup>2</sup>	8
—	History Electives <sup>2</sup>	3
—	General Electives	7

*Program Total 67*

#### Notes:

<sup>1</sup> University of Idaho B.A. degrees in liberal arts require foreign language proficiency equivalent to two years of college-level study. If you have completed or tested out of this requirement, choose humanities or social science electives instead.

<sup>2</sup> Select electives from A.A. and A.S. degree requirements on pages 54-57.

# HUMAN RESOURCES ASSISTANT

## Professional-Technical Program

The Human Resources Assistant program prepares students for entry-level employment in the area of human resources. Program emphasis will be on employment law; recruiting, selection, and retention; diversity and human relations; health, safety, and security; human resource development; compensation and benefits administration; management practices; and employee relations. Students will receive coursework in basic skills such as communications, math, computers, computer software, accounting, and business writing. During the final semester, students will participate in an internship program.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Human Resource Assistant courses students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.

### First Semester

Course	Title	Credit Hrs
BUSA 101	Introduction to Business	3
BUSO 101A	Basic Keyboarding	1
BUSO 101B	Keyboarding Speed Development	1
CAPS 100	Introduction to Windows	1
CAPS 120	Introduction to Word Processing	1
ENGL 101	English Composition <sup>1</sup>	3
HRA 110	Diversity and Human Relations	3
—	A.A.S. Math Requirement <sup>2</sup> (MATH 123 recommended)	3-4
<i>Semester Total 16-17</i>		

### Second Semester

ACCT 201	Principles of Accounting	3
CAPS 135	Spreadsheets	3
CAPS 140	Introduction to Database Management	1
CAPS 145	Intermediate Database Management	1
COMM 101	Introduction to Communication <sup>1</sup>	3
HRA 125	Overview of Employment Law	3
PSYC 101	Introduction to Psychology <sup>1</sup>	3
<i>Semester Total 17</i>		

### Third Semester

BUSA 265	Legal Environment of Business	3
COMM 233	Interpersonal Communication <sup>1</sup>	3
ENGL 272	Business Writing	3
HRA 210	Recruiting, Selection, and Retention	3
HRA 220	Health, Safety, and Security	1
HRA 230	Human Resource Development	3
<i>Semester Total 16</i>		

### Fourth Semester

CAPS 150	PowerPoint	1
ECON 201	Principles of Economics <sup>1</sup>	3
HRA 240	HR Compensation & Benefits Administration	3
HRA 250	Employee Relations	3
HRA 260	HR Management Practices	3
HRA 290	HR Assistant Internship	3
<i>Semester Total 16</i>		
<i>Program Total 65-66</i>		

<sup>1</sup> Satisfies the A.A.S. degree general education requirements listed on page 58.

<sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements on page 58.

# HUMAN SERVICES

## Professional-Technical Program

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

This program offers a Technical Certificate, attained in two semesters and a summer session (for a total of 11 months), a two-year Associate of Applied Science degree, and an Associate of Science transfer degree.

Human services classes begin each fall and are scheduled in sequence, consequently, they must be taken in the order established. The program offers open enrollment — any student interested in a human services course is eligible to enroll as long as course prerequisites (see catalog descriptions) are met. Students proceeding into the field experience courses — starting with HSS 111 must obtain approval from the Program Coordinator prior to enrolling. Additional requirements include the following:

### Prior to Spring Semester:

1. Completion of criminal background check for the states of Washington and Idaho (see Program Coordinator if you have concerns about this).
2. Completion of PSB Health Aptitude Exam or equivalent.
3. Completion of one of the following:
  - PSYC 101 (Introduction to Psychology)
  - SOC 101 (Introduction to Sociology)
  - SOC 102 (Social Problems)
4. Completion of medical history (immunizations may be necessary).
5. Purchase of student liability insurance.

### Prior to Summer Session:

1. Completion of Certified Nursing Assistant (C.N.A.) Training. **It is recommended that C.N.A. training be completed prior to beginning the Fall Semester.**

## TECHNICAL CERTIFICATE

### First Semester

Course No.	Title	Credit Hrs
COMM 133	Improving Listening Skills	1

COMM	134	Nonverbal Communication	2
or COMM	111	Interview Techniques	(2)
ENGL	099	Fundamentals of English (or higher)	3
HSS	101	Introduction to Human Services	3
HSS	102	Introduction to Human Services Lab	1
PSYC	101	Introduction to Psychology	3
MATH	015	Basic Math (or higher)	3
—	—	HSS Elective (select from list below)	3

*Semester Total 16*

**Second Semester**

COMM	236	Small Group Communication	3
HSS	110	Direct Care Assess & Intervention	4
HSS	111	Human Services Field Exp. & Seminar I	3
SOC	101	Intro to Sociology	3
or SOC	102	Social Problems	(3)

*Semester Total 13*

**Summer Session**

ATEC	110	Successful Job Search	1
HSS	121	Human Services Field Exp. & Seminar II	4

*Session Total 5*

*Program Total 34*

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**In addition to the specific Human Services courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

**First Semester**

Course No.	Title	Credit Hrs
COMM	133 Improving Listening Skills	1
COMM	134 Nonverbal Communication	2
or COMM	111 Interview Techniques	(2)
ENGL	101 English Composition <sup>1</sup>	3
HSS	101 Introduction to Human Services	3
HSS	102 Introduction to Human Services Lab	1
PSYC	101 Introduction to Psychology <sup>1</sup>	3
or SOC	101 Introduction to Sociology <sup>1</sup>	(3)
or SOC	102 Social Problems <sup>1</sup>	(3)

*Semester Total 13*

**Second Semester**

COMM	236	Small Group Communication	3
HSS	110	Direct Care and Intervention	4
HSS	111	Human Services Field Exp. & Seminar I	3
MATH	—	Math Requirement <sup>1,2</sup>	3
PSYC	101	Introduction to Psychology <sup>1</sup>	3
or SOC	101	Introduction to Sociology <sup>1</sup>	(3)
or SOC	102	Social Problems <sup>1</sup>	(3)

*Semester Total 16-17*

**Summer Session**

ATEC	110	Successful Job Search	1
HSS	121	Human Services Field Exp. & Seminar II	4

*Session Total 5*

**Third Semester**

BIOL	175	Introduction to Human Biology <sup>1</sup>	4
COMM	101	Intro to Speech Communication <sup>1</sup>	3
ENGL	102	English Composition <sup>1</sup>	3
HSS	220	Crisis Theory and Intervention	3
PHIL	103	Ethics <sup>1</sup>	3

*Semester Total 16*

**Fourth Semester**

COMM	220	Intercultural Communication <sup>1</sup>	3
HSS	241	Human Services Intern & Seminar	3
SOWK	241	Social Work Generalist Practice	4
—	—	Arts/Humanities or Social Science elective <sup>1</sup>	3

*Semester Total 13*

**Notes:**

- <sup>1</sup> Satisfies A.A.S. degree general education requirements listed on page 58.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58.
- <sup>3</sup> Select from the Arts and Humanities or Social Science elective courses listed on page 58.

**Transfer Program**

The Human Services Associate of Science degree transfer program is designed to meet general core requirements at all Idaho public universities. Depending on the student's selected baccalaureate degree major, the transfer university may require additional lower division coursework. Course selection should be tailored as much as possible to match requirements defined by intended transfer institutions.

**ASSOCIATE OF SCIENCE DEGREE**

Course No.	Title	Credit Hrs
ATEC	110 Successful Job Search	1
BIOL	175 Intro to Human Biology	4
COMM	101 Intro to Speech Communication	3
COMM	133 Improving Listening Skills	1
COMM	134 Nonverbal Communication	2
or COMM	111 Interview Techniques	(2)
COMM	220 Intercultural Communication	3
COMM	236 Small Group Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3
HSS	101 Intro to Human Services	3
HSS	102 Intro to Human Services Lab	1
HSS	110 Direct Care & Intervention	4
HSS	111 Human Svs Field Exp. & Seminar I	3
HSS	121 Human Svs Field Exp. & Seminar II	4
HSS	220 Crisis Theory and Intervention	3
HSS	241 Human Services Intern & Seminar	3
PHIL	103 Ethics	3
PSYC	101 Intro to Psychology	3
or SOC	101 Intro to Sociology	(3)
or SOC	102 Social Problems	(3)
PSYC	101 Intro to Psychology	3
or SOC	101 Intro to Sociology	(3)
or SOC	102 Social Problems	(3)
SOWK	241 Social Work Generalist Practice	4
—	— Arts and Humanities Electives <sup>1</sup>	3
—	— Mathematics Elective <sup>1</sup>	3-4
—	— P.E. Activity/Dance <sup>1</sup>	2
—	— Laboratory Science Electives <sup>1</sup>	4

*Program Total 69-70*

<sup>1</sup> Selective electives from A.S. degree requirements on page 56.

# JOURNALISM

## Transfer Program

This program prepares students for careers in journalism or communication. The focus is on knowledge and skills essential in those areas. Theoretical training and laboratory workshop methods are combined with special 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 No.	Title	Credit Hrs
COMM 101	Intro 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 <sup>1</sup>	6
___	___	Cultural Diversity Elective <sup>1</sup>	3-4
___	___	Social Science Electives <sup>1</sup> (Group 3 & 4)	6
___	___	Mathematics Elective <sup>1</sup>	3-4
___	___	Computer Science Elective <sup>1</sup>	2-3
___	___	Laboratory Science Electives <sup>1</sup>	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

Program 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

#### Note:

<sup>1</sup> Select electives from A.A. degree requirements on page 52.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro 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 <sup>1</sup>	3-6
___	___	Social Science Electives <sup>1</sup>	3-6
___	___	Mathematics Elective <sup>1</sup>	3-4
___	___	Laboratory Science Electives <sup>1</sup>	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 181	Introduction to Film Photography	3
COMP 289	Photojournalism	3
PHIL 103	Ethics	3
POLS 101	American National Government	3

Program Total 65-66

#### Optional Coursework, not required for degree:

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

#### Note:

<sup>1</sup> Select electives from A.S. degree requirements on page 56.





## LANDSCAPE TECHNOLOGY

### Professional-Technical Program

Graduates of the Landscape Technology program will be prepared for entry-level work in landscape construction and maintenance. This program is designed to develop a broad background of skills in areas such as client and worker communications, identifying plants and plant problems, interpreting and installing landscapes and hardscapes, turf grass maintenance, and golf course work. Coursework will focus on hands-on instruction and will emphasize safety and skills needed by landscape technicians in the field.

#### TECHNICAL CERTIFICATE

##### Summer Session

LAND	120	Pest Management	2
LAND	130	Soils and Plant Nutrition	2
LAND	140	Turf Management	2
			<i>Summer Total 6</i>

##### First Semester

Course		Title	Credit Hrs
ATEC	117	Occupational Relations <sup>1</sup>	2
LAND	105L	Landscape Practices Lab I	5
LAND	150	Landscape Irrigation	1
LAND	150L	Landscape Irrigation Lab	2
LAND	110	Landscape Plants and Materials	3
LAND	135	Landscape History and Design	2
MATH	024	Technical Mathematics (or higher)	3-4
			<i>Semester Total 18-19</i>

##### Second Semester

ENGL	099	Fundamentals for Writing	3
	or ENGL 101	English Composition	(3)
LAND	115	Landscape Horticulture	2
LAND	125L	Landscape Practices Lab II	5
LAND	145	Equipment Operations and Maint	1
LAND	145L	Equipment Operations and Maint Lab	2
LAND	195	Landscape Internship	3
			<i>Semester Total 16</i>
			<i>Program Total 40-41</i>

<sup>1</sup> Student may substitute another course with written permission of instructor and division chair.

## LAW ENFORCEMENT

### Professional-Technical Program

This program prepares students for entry-level positions as city, county, or state law enforcement officers. Students may select to complete either the technical certificate requirements or an A.A.S. degree requirements and are eligible to challenge for peace officer certification in Idaho.

Applications for the technical certificate program may be picked up from Room 200, Hedlund Building, at the end of Spring Semester.

Applications for the sophomore Law Enforcement block may be picked up from Room 200, Hedlund Building, three weeks before the midterm week of Spring 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. *LAWE 219-228 courses are only offered in the Fall Semester and LAWE 290 and 293 are offered in the Spring Semester.* This is a selective admissions program.

### CERTIFIED LAW ENFORCEMENT PROFESSIONALS

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 or coordinator for more information.

### ADMISSIONS PROCEDURES

- When applying for admission to the college, students will be accepted as Pre-Law Enforcement (PLAWE).
- Applications for the technical certificate program may be picked up from Room 200, Hedlund Building, at the end of Spring Semester.  
Applications for the Sophomore Law Enforcement block may be picked up from the Law Enforcement Program Coordinator three weeks before midterm week of Spring Semester.
- 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.
- Applicants will provide three letters of reference and military discharge papers (if applicable).
- All Idaho POST standards and NIC academic requirements must be met at the time of application or by the start of the Vocational Block. (Summer school can be attended to complete coursework prior to the Fall Semester).
- Applicants are required to pass a written exercise, oral board interview, and a background investigation, which includes a polygraph test and fingerprinting.
- 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.

## ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
2. Minimum age of 20 by the first day of school.
3. Minimum grade of "C" (2.00) in prerequisite courses. If currently enrolled, midterm grades will be considered until final grades are available.
4. No course may be repeated more than once to achieve a 2.00 grade point average.

## TECHNICAL CERTIFICATE

### Pre- or Corequisites

Course No.	Title	Credit Hrs
MATH 025	Elementary Algebra (or higher)	3-4
ENGL 099	Fundamentals of Writing (or higher)	3
PE 288	First Aid	<u>3</u>
		<i>Total 9-10</i>

### First Semester

LAWE 219	Self Defense	3
LAWE 220	Basic Police Law	2
LAWE 221	Professional Orientation	1
LAWE 222	Police Procedures	2
LAWE 223	Patrol Procedures	1
LAWE 224	Practical Problems	1
LAWE 225	Investigation	3
LAWE 226	Enforcement Skills	1
LAWE 228	Police Physical Fitness	<u>1</u>
		<i>Semester Total 15</i>

### Second Semester

LAWE 290	Law Enforcement Theory	3
LAWE 293	Law Enforcement Intern	<u>10-12</u>
		<i>Semester Total 13-15</i>
		<i>Program Total 37-40</i>

## ASSOCIATE OF APPLIED SCIENCE

**In addition to the specific Law Enforcement courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

### First Semester

Course No.	Title	Credit Hrs
ENGL 101	English Composition <sup>1</sup>	3
LAWE 103	Intro to Criminal Justice	3
POLS 101	American National Government <sup>1</sup>	3
PSYC 101	Introduction to Psychology <sup>1</sup>	3
—	A.A.S. Math Requirement <sup>2</sup>	<u>3-4</u>
		<i>Semester Total 15-16</i>

### Second Semester

BUSA 100	Intro to Computers	3
or CS 100	Intro to Computer Science	(3)
or CAPS 108	Intro to Computer Applications	(2)
COMM 101	Intro to Speech Communication <sup>1</sup>	3
ENGL 202	Technical Writing	3
PE 288	First Aid	3
POLS 102	State and Local Government <sup>1</sup>	3
PSYC 205	Developmental Psychology <sup>1</sup>	<u>3</u>
		<i>Semester Total 17-18</i>

### Third Semester

LAWE 219	Self Defense	3
LAWE 220	Basic Police Law	2
LAWE 221	Professional Orientation	1
LAWE 222	Police Procedures	2
LAWE 223	Patrol Procedures	1
LAWE 224	Practical Problems	1
LAWE 225	Investigation	3
LAWE 226	Enforcement Skills	1
LAWE 228	Police Physical Fitness	<u>1</u>
		<i>Semester Total 15</i>

### Fourth Semester

LAWE 290	Law Enforcement Theory	3
LAWE 293	Law Enforcement Intern	<u>10-12</u>
		<i>Semester Total 13-15</i>
		<i>Program Total 60-64</i>

### Notes:

- <sup>1</sup> Satisfies the A.A.S. degree general education requirements listed on page 58.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58.

## ADMINISTRATION OF JUSTICE

### Professional-Technical Program

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to have, or are entering, supervisory or administrative positions. Credit will be awarded for POST coursework. This program has a selective admissions process. Contact the law enforcement instructor in the Hedlund Building for more information.

## ASSOCIATE OF APPLIED SCIENCE

### First Semester

Course No.	Title	Credit Hrs
BUSA 100	Introduction to Computers	3
ENGL 101	English Composition	3
LAWE 103-238	Law Enforcement electives <sup>1</sup>	5
POLS 101	American National Government	3
PSYC 101	Introduction to Psychology	<u>3</u>
		<i>Semester Total 17</i>

### Second Semester

ENGL 102	English Composition	3
or COMM 101	Intro to Speech Comm	(3)
LAWE 103-238	Law Enforcement Electives <sup>1</sup>	5
POLS 102	State and Local Government	3
SOC 101	Introduction to Sociology	3
SOC 220	Marriage and Family	3
or SOC 283	Death and Dying	<u>(3)</u>
		<i>Semester Total 17</i>

### Third Semester

COMM 233	Interpersonal Communication	3
or COMM 236	Small Group Communication	(3)
ENGL 202	Technical Writing	3
LAWE 103-238	Law Enforcement Electives <sup>1</sup>	5

_____	_____	A.A.S. Math Requirement <sup>2</sup>	<u>3-4</u>
			<i>Semester Total 14-15</i>

**Fourth Semester**

LAWE	293	Law Enforcement Internship <sup>4</sup>	10
PHIL	201	Logic and Critical Thinking	3
PSYC	205	Developmental Psychology	3
	or PSYC 211	Abnormal Psychology	(3)
	or PSYC 233	Stress Management	(3)
	or FLAN _____	Foreign Language <sup>3</sup>	<u>(5)</u>
			<i>Semester Total 16-18</i>
			<i>Program Total 64-67</i>

**Notes:**

- <sup>1</sup> POST Academy courses may satisfy the requirement for LAWE 219 - 228.
- <sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirement listed on page 58.
- <sup>3</sup> Any foreign language course (French, German, Japanese, or Spanish) may satisfy this requirement. FLAN 106 or FLAN 207 does not satisfy this requirement).
- <sup>4</sup> Credit may be given for LAWE 293 to individuals who have successfully completed the POST Basic Academy exam and have been continually employed as full-time law enforcement officers for more than six consecutive months.

**LAW ENFORCEMENT ELECTIVES**

LAWE	103	Introduction to Criminal Justice	3
		(same as CJ 103)	
LAWE	202	Corrections in America	3
		(same as CJ 202)	
LAWE	205	Criminal Procedure	3
		(same as CJ 205)	
LAWE	219	Self Defense <sup>1</sup>	3
LAWE	220	Basic Police Law <sup>1</sup>	2
LAWE	221	Professional Orientation <sup>1</sup>	1
LAWE	222	Police Procedures <sup>1</sup>	2
LAWE	223	Patrol Procedures <sup>1</sup>	1
LAWE	224	Practical Problems <sup>1</sup>	1
LAWE	225	Investigation <sup>1</sup>	3
LAWE	226	Enforcement Skills <sup>1</sup>	1
LAWE	228	Police Physical Fitness	1
LAWE	230	Law Enforcement Professionalism	2
LAWE	231	Officer Survival	3
LAWE	232	Career Enhancement	3
LAWE	233	Initial Investigations	3
LAWE	234	Drug Investigations	3
LAWE	235	Enhanced Patrol	2
LAWE	236	Terrorism	2
LAWE	237	Use of Force	1
LAWE	238	Idaho Law Enforcement	3

**LEGAL ADMINISTRATIVE ASSISTANT**

**Professional-Technical Program**

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 adminis-

trative assistant is a skilled professional who performs all general office work in addition to specialized legal assignments. Employment opportunities include working 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 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.

**ADVANCED TECHNICAL CERTIFICATE**

**First Semester**

Course No.	Title	Credit Hrs
BUSO	101A Basic Keyboarding <sup>1</sup>	1
BUSO	101B Keyboarding Speed Development <sup>1</sup>	1
BUSO	175 Grammar Skill Building	3
CAPS	100 Introduction to Windows	1
CAPS	135 Spreadsheets	3
MATH	025 Elementary Algebra (or higher)	3
PLEG	101 Introduction to Legal/Law	<u>2</u>
		<i>Semester Total 14</i>

**Second Semester**

BUSO	115 Records Systems Management	3
BUSO	173 Word Processing	3
BUSO	176 Machine Transc/Document Formatting	2
ENGL	099 Fundamentals for Writing	3
	or ENGL 101 English Composition <sup>2</sup>	(3)
PLEG	103 Criminal Procedures	<u>2</u>
		<i>Semester Total 13</i>

**Third Semester**

ACCT	110 Small Business Accounting	3
	or ACCT 201 Principles of Accounting <sup>4</sup>	(3)
BUSA	265 Legal Environment of Business	3
BUSO	206 Legal Transcription/Document Formating	3
COMM	101 Intro. to Speech Communication <sup>3</sup>	3
	or COMM 233 Interpersonal Communication	(3)
PLEG	104 Civil Litigation	<u>2</u>
		<i>Semester Total 14</i>

**Fourth Semester**

BUSA	185 Business Math	3
BUSO	205 Legal Terminology	3
BUSO	291 Legal Admin Assistant Internship I	3
BUSO	295 Office Procedures	3
CAPS	180 Microsoft Office Integration	3
	or BUSO 174 Word Processing Applications	<u>(3)</u>
		<i>Semester Total 15</i>
		<i>Program Total 56</i>

**Notes:**

- <sup>1</sup> BUSO 101A and/or BUSO 101B may be challenged for credit.
- <sup>2</sup> Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.
- <sup>3</sup> Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.
- <sup>4</sup> Students intending to obtain a four-year degree should take ACCT 201.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Legal Administrative Assistant courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.

### First Semester

Course No.	Title	Credit Hrs
BUSO 101A	Basic Keyboarding <sup>1</sup>	1
BUSO 101B	Keyboarding Speed Development <sup>1</sup>	1
BUSO 175	Grammar Skill Building	3
CAPS 100	Introduction to Windows	1
CAPS 135	Spreadsheets	3
COMM 101	Intro to Speech Communication <sup>2</sup>	3
PLEG 101	Introduction to Legal/Law	2
—	A.A.S. General Ed Requirement <sup>2,3</sup>	<u>3</u>
<i>Semester Total</i>		<i>17</i>

### Second Semester

ACCT 110	Small Business Accounting	3
or ACCT 201	Principles of Accounting <sup>4</sup>	(3)
BUSA 185	Business Math	3
BUSO 115	Records Systems Management	3
BUSO 173	Word Processing	3
BUSO 176	Machine Transc./Document Formatting	2
ENGL 101	English Composition <sup>2</sup>	<u>3</u>
<i>Semester Total</i>		<i>17</i>

### Third Semester

BUSO 174	Word Processing Applications	3
BUSO 206	Legal Transcription/Document Formating	3
BUSO 291	Legal Admin Assistant Internship I	3
BUSO 295	Office Procedures	3
ENGL 272	Business Writing	3
PSYC 101	Introduction to Psychology <sup>2</sup>	<u>3</u>
<i>Semester Total</i>		<i>18</i>

### Fourth Semester

BUSA 265	Legal Environment of Business	3
BUSO 205	Legal Terminology	3
BUSO 292	Legal Admin Assistant Internship II	3
CAPS 180	Microsoft Office Integration	3
—	A.A.S. Math Requirement <sup>2,5</sup>	<u>3-4</u>
<i>Semester Total</i>		<i>15-16</i>
<i>Program Total</i>		<i>67-68</i>

### Notes:

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
- <sup>2</sup> Satisfies A.A.S. general education requirement.
- <sup>3</sup> Choose from A.A.S. general education requirements on page 58.
- <sup>4</sup> Students intending to obtain a four-year degree should take ACCT 201.
- <sup>5</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core requirement for the A.A.S. degree.

## MACHINE TECHNOLOGY

### Professional-Technical 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, geometric dimensioning and tolerancing, shop math, and statistical and mechanical measurements. The second year of the program places emphasis in CNC and CAD/CAM systems in preparation for employment in computerized manufacturing processes. Opportunity to certify in MasterCAM Mill is available to students who successfully complete the program.

Successful completion of each semester and/or permission of the instructor is required to continue into the next semester. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended. Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 51).

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

## POST SECONDARY CERTIFICATE

### First Semester

Course No.	Title	Credit Hrs
MACH 151	Machine Technology Theory I	4
MACH 151L	Machine Technology Lab I	6
MACH 171	Blueprint Reading	<u>2</u>
<i>Semester Total</i>		<i>12</i>

### Second Semester

MACH 152L	Machine Technology Lab II	5
MACH 160	Manufacturing Processes	4
MACH 172	Blueprint Reading II	2
MACH 185	SPC & Mechanical Measurement	1
<i>Semester Total</i>		<i>12</i>
<i>Program Total</i>		<i>24</i>

## TECHNICAL CERTIFICATE

### First Semester

Course No.	Title	Credit Hrs
MACH 151	Machine Technology Theory I	4
MACH 151L	Machine Technology Lab I	6
MACH 171	Blueprint Reading	2
MATH 024	Technical Math (or higher)	<u>3-4</u>
<i>Semester Total</i>		<i>15-16</i>

### Second Semester

A TEC 120	Occupational Relations <sup>1</sup>	3
ENGL 099	Fundamentals for Writing	3
or ENGL 101	English Composition	(3)
MACH 152L	Machine Technology Lab II	5

MACH	160	Manufacturing Processes	4
MACH	172	Blueprint Reading II	2
MACH	185	SPC & Mechanical Measurement	1
			<i>Semester Total 18</i>
			<i>Program Total 33-34</i>

**Notes:**

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

**ADVANCED TECHNICAL CERTIFICATE**

**First Semester**

Course No.	Title	Credit Hrs
MACH	151 Machine Technology Theory I	4
MACH	151L Machine Technology Lab I	6
MACH	171 Blueprint Reading	2
MATH	024 Technical Math (or higher)	3-4
<i>Semester Total 15-16</i>		

**Second Semester**

ATEC	120 Occupational Relations <sup>1</sup>	3
ENGL	099 Fundamentals for Writing	3
	or ENGL 101 English Composition	(3)
MACH	152L Machine Technology Lab II	5
MACH	160 Manufacturing Processes	4
MACH	172 Blueprint Reading II	2
MACH	185 SPC & Mechanical Measurement	1
<i>Semester Total 18</i>		

**Third Semester**

MACH	231 Computers in Machining	3
MACH	253L Advanced Machining Lab I	5
MACH	273 Intermediate Blueprint Reading	3
MACH	283 Computer Numerical Control Theory I	5
<i>Semester Total 16</i>		

**Fourth Semester**

MACH	254L Advanced Machining Lab II	5
MACH	274 Geometric Dimensioning & Tolerancing	3
MACH	284 Advanced Machining Processes	5
<i>Semester Total 13</i>		
<i>Program Total 62-63</i>		

**Notes:**

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**In addition to the specific Machine Technology courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below. (The math requirement should be taken during the student's first semester of the program.)**

**First Semester**

Course No.	Title	Credit Hrs
MACH	151 Machine Technology Theory I	4
MACH	151L Machine Technology Lab I	6
MACH	171 Blueprint Reading	2
—	A.A.S. General Ed Requirement <sup>1</sup>	3
—	A.A.S. Math Requirement <sup>2</sup>	3-4
<i>(MATH 143 recommended)</i>		
<i>Semester Total 18-19</i>		

**Second Semester**

ENGL	101 English Composition <sup>3</sup>	3
MACH	152L Machine Technology Lab II	5
MACH	160 Manufacturing Processes	4
MACH	172 Blueprint Reading II	2
MACH	185 SPC & Mechanical Measurement	1
<i>Semester Total 15</i>		

**Third Semester**

MACH	231 Computers in Machining	3
MACH	253L Advanced Machining Lab I	5
MACH	273 Intermediate Blueprint Reading	3
MACH	283 Computer Numerical Control Thry I	5
—	A.A.S. General Ed Requirement <sup>1</sup>	3
<i>Semester Total 19</i>		

**Fourth Semester**

MACH	254L Advanced Machining Lab II	5
MACH	274 Geometric Dimensioning & Tolerancing	3
MACH	284 Advanced Machining Processes	5
—	A.A.S. General Ed Requirement <sup>1, 2</sup>	3
<i>Semester Total 16</i>		
<i>Program Total 69</i>		

**Notes:**

<sup>1</sup> Select from A.A.S. degree general education requirements listed on page 58.

<sup>2</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

<sup>3</sup> Satisfies A.A.S. degree general education requirement.

**MAINTENANCE MECHANIC/  
MILLWRIGHT**

**Professional-Technical 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, pumps, and equipment installation and alignment.

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 English, occupational relations, and math is integrated into the program. Successful completion of the first semester and/or instructor permission is required to continue into the second semester and summer session.

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 the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 51).

### TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit
MM	151 Maintenance Mechanic Theory I	10
MM	151L Maintenance Mechanic Lab I	5
MM	155 Blueprint Reading	2
MATH	024 Technical Math (or higher)	3-4

*Semester Total 20-21*

#### Second Semester

ATEC	125 Career Relations and Technology <sup>1</sup>	3
ENGL	099 Fundamentals of Writing	3
	or ENGL 101 English Composition	(3)
MM	152 Maintenance Mechanic Theory II	7
MM	152L Maintenance Mechanic Lab II	5
MM	156 Hydraulics	3

*Semester Total 21*

#### Summer Session

MM	153 Maintenance Mechanic Theory III	2
MM	153L Maintenance Mechanic Lab III	4

*Session Total 6*

*Program Total 47-48*

#### Notes:

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.

## 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 No.	Title	Credit Hrs
COMM	101 Intro. 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 Diff. Equations	3
PHYS	211 Engineering Physics I	5
PHYS	212 Engineering Physics II	5
—	— P.E. Activity/Dance	2
—	— Laboratory Science Electives <sup>1</sup>	8
	(CHEM 111 and 114 recommended)	
—	— Computer Science Elective <sup>1</sup>	2-3
—	— Arts and Humanities Electives <sup>1</sup>	9
—	— Social Science Electives <sup>1</sup>	6

*Program Total 66-67*

#### Notes:

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## MEDICAL ADMINISTRATIVE ASSISTANT

### Professional-Technical 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 them in the documentation of patient care. 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 relation skills are a must in this field.

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

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Medical Administrative Assistant courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

#### First Semester

Course No.	Title	Credit Hrs
BUSO	101A Basic Keyboarding <sup>1</sup>	1
BUSO	101B Keyboarding Speed Development <sup>1</sup>	1
BUSO	109 Medical Terminology	3
CAPS	100 Introduction to Windows	1
CAPS	140 Introduction to Database Management	1
COMM	101 Intro to Speech Communication <sup>2</sup>	3

ENGL	101	English Composition <sup>2</sup>	3
PE	288	First Aid	<u>3</u>
			<i>Semester Total 16</i>

**Second Semester**

ACCT	110	Small Business Accounting	3
or ACCT	201	Principles of Accounting <sup>3</sup>	(3)
BUSO	115	Records System Management	3
BUSO	173	Word Processing	3
BUSO	175	Grammar Skill Building	3
BUSO	176	Machine Transc./Document Formatting	2
CAPS	135	Spreadsheets	<u>3</u>
			<i>Semester Total 17</i>

**Third Semester**

BIOL	100	Fundamentals of Biology <sup>2</sup>	4
or BIOL	175	Human Biology <sup>2</sup>	(4)
BUSA	185	Business Math	3
BUSO	110	Medical Transcription	2
BUSO	156	Medical Software Applications	1
BUSO	174	Word Processing Applications	3
BUSO	194	Legal Issues in Health Care	1
PSYC	101	Introduction to Psychology <sup>2</sup>	<u>3</u>
			<i>Semester Total 17</i>

**Fourth Semester**

BUSO	257	Medical Coding	3
BUSO	288	Medical Admin. Assistant Internship	3
BUSO	295	Office Procedures	3
ENGL	272	Business Writing	3
—	—	A.A.S. Math Requirement <sup>4</sup>	<u>3-4</u>
			<i>Semester Total 15-16</i>
			<i>Program Total 65-66</i>

**Notes:**

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- <sup>2</sup> Satisfies A.A.S. general education requirement.
- <sup>3</sup> Students intending to obtain a four-year degree should take ACCT 201.
- <sup>4</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58.

## MEDICAL BILLING SPECIALIST

### Professional-Technical Program

Trained, qualified medical billing specialists are in demand, particularly if they possess ICD and CPT coding skills. The medical billing specialist program is designed to prepare individuals for entry-level positions processing and managing third-party reimbursement and managing patient accounts receivables in non-hospital health care settings. Physician practices, clinics, health maintenance organizations, and other health care entities including private billing services are all employment options. The Medical Billing Specialist Associate of Applied Science degree includes both theoretical and practical laboratory instruction.

Students will complete general education courses and courses in medical terminology, coding, insurance reimbursement, medicolegal issues, manual and computerized accounting, and

credit and collections. With a variety of career experiences, a professional medical billing specialist may pursue a Certified Coding Specialist – Physician Office Based (CCS-P) credential by passing the national certification examination administered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) credential by passing the national certification examination administered by the American Academy of Professional Coders (AAPC). The medical billing specialist pursues a lifelong program of continuing education.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Medical Billing Specialist courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

**First Semester**

Course No.	Title	Credit Hrs
ACCT	110 Small Business Accounting	3
BUSO	101A Basic Keyboarding <sup>1</sup>	1
BUSO	101B Keyboarding Speed Development <sup>1</sup>	1
BUSO	109 Medical Terminology	3
CAPS	100 Introduction to Windows	1
CAPS	135 Spreadsheets	3
COMM	101 Intro to Speech Communication <sup>2</sup>	3
ENGL	101 English Composition <sup>2</sup>	<u>3</u>
<i>Semester Total 18</i>		

**Second Semester**

ACCT	111 Small Business Accounting II	3
BUSA	185 Business Math	3
BUSO	115 Records Systems Management	3
BUSO	173 Word Processing	3
BUSO	257 Medical Coding	3
CAPS	140 Introduction to Database Management	<u>1</u>
<i>Semester Total 16</i>		

**Third Semester**

ACCT	244 Credit and Collections	3
BIOL	100 Fundamentals of Biology <sup>2</sup>	4
or BIOL	175 Human Biology <sup>2</sup>	(4)
BUSO	156 Medical Software Applications	1
BUSO	194 Legal Issues in Health Care	1
BUSO	281 Medical Billing Specialist Internship I	4
BUSO	295 Office Procedures	<u>3</u>
<i>Semester Total 16</i>		

**Fourth Semester**

BUSA	101 Introduction to Business	3
BUSO	282 Medical Billing Specialist Internship II	4
ENGL	272 Business Writing	3
PSYC	101 Introduction to Psychology	3
—	— A.A.S. Math Requirement <sup>3</sup>	<u>3-4</u>
<i>Semester Total 16-17</i>		
<i>Program Total 66-67</i>		

**Notes:**

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- <sup>2</sup> Satisfies A.A.S. general education requirement.
- <sup>3</sup> Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 58.

## MEDICAL OFFICE TRANSCRIPTIONIST / PRE- HEALTH INFORMATION TECHNOLOGY

### Professional-Technical Program

Graduates of the Medical Office Transcriptionist/Pre-Health Information Technician certificate program may begin employment as a medical office transcriptionist or may continue their education with Idaho State University (ISU) and earn an associate of applied science degree in Health Information Technology. ISU courses required to complete the A.A.S. degree are offered through distance education so students can complete the degree without moving to ISU's campus. Upon completion of ISU's Health Information Technology A.A.S. degree, graduates are eligible to take the national certification examination through the American Health Information Management Association (AHIMA). Successful completion of the examination results in earning the Registered Health Information Technician (RHIT) credential.

## MEDICAL OFFICE TRANSCRIPTIONIST TECHNICAL CERTIFICATE

#### Pre-Sequence

Course No.	Title	Credit Hrs
BUSO 101A	Basic Keyboarding <sup>1</sup>	1
BUSO 101B	Keyboarding Speed Development <sup>1</sup>	1
<i>Total</i>		2

#### First Semester

BIOL 227	Human Anatomy and Physiology I	4
BUSO 109	Medical Terminology	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transc./Document Formatting	2
CAPS 100	Introduction to Windows	1
<i>Semester Total</i>		16

#### Second Semester

ALTH 101	Introduction to Allied Health	1
ALTH 102	Introduction to Allied Health Lab	1
BIOL 228	Human Anatomy and Physiology II	4
BUSO 110	Medical Transcription	2
ENGL 101	English Composition <sup>2</sup>	3
MATH 123	Contemporary Math	3
<i>Semester Total</i>		14

#### Third Semester

BUSO 194	Legal Issues in Health Care	1
BUSO 210	Advanced Medical Transcription	2
BUSO 283	Medical Transcription Internship I	3
or ENGL 102	English Composition <sup>3</sup>	(3)
PHAR 151	Introduction to Pharmacology	2
PHIL 292	Ethics in Health Care	3
PSYC 101	Introduction to Psychology	3
<i>Semester Total</i>		14
<i>Program Total</i>		46

#### Notes:

<sup>1</sup> BUSO 101A and BUSO 101B may be challenged for credit.

<sup>2</sup> Satisfies A.A.S. general education requirement.

<sup>3</sup> ISU requirement for A.A.S. degree.

## HEALTH INFORMATION TECHNOLOGY THROUGH IDAHO STATE UNIVERSITY

Idaho State University offers the following courses for the completion of the A.A.S. degree in Health Information Technology. NIC students can transfer their credits from the above technical certificate program to ISU and take the 28 credits listed below to receive an A.A.S. degree in Health Information Technology from ISU.

Course No.	Title	Credit Hrs
HIT 201	Supervised Professional Practice I	2
HIT 202	Health Information I	4
HIT 203	Health Care Statistics and QI	3
HIT 204	Health Information II	4
HIT 206	Advanced Coding	3
HIT 207	Supervised Professional Practice II	3
HO 202	ICD-9-CM Coding	3
HO 205	CPT-4 Coding	3
PTA 200	Clinical Pathology	3

*ISU Total* 28

*A.A.S. Degree Program Total* 74

## MEDICAL RECEPTIONIST

### Professional-Technical Program

A medical receptionist holds a key position in the medical office in greeting patients, scheduling appointments, processing patient information, managing the reception desk, and assisting with other administrative responsibilities.

In today's modern medical office environment, the medical receptionist requires skills in human relations, data and word processing, records management, release of information, and respect for the confidential nature of patient information.

Job opportunities are found in physician offices, hospitals, clinics, and medical facilities. Characteristics for success as a medical receptionist include an interest in medicine; a desire to work with physicians and health care professionals; the ability to multi-task and prioritize work; a positive, caring personality; high energy; and a desire to help people.

## TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
BUSO 101A	Basic Keyboarding <sup>1</sup>	1
BUSO 101B	Keyboarding Speed Development <sup>1</sup>	1
BUSO 109	Medical Terminology	3
BUSO 156	Medical Software Applications	1
CAPS 100	Introduction to Windows	1
ENGL 099	Fundamentals for Writing	3



or ENGL 101	English Composition <sup>2</sup>	(3)
MATH 025	Elementary Algebra (or higher)	<u>3</u>
		<i>Semester Total 13</i>

**Second Semester**

BUSO 115	Records Systems Management	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transc./Document Formatting	2
CAPS 130	Spreadsheets	1
CAPS 140	Introduction to Database Management	<u>1</u>
		<i>Semester Total 13</i>

**Third Semester**

BUSO 110	Medical Transcription	2
BUSO 194	Legal Issues in Health Care	1
BUSO 287	Medical Receptionist Internship	3
BUSO 295	Office Procedures	3
COMM 101	Intro to Speech Communication <sup>3</sup>	3
or COMM 233	Interpersonal Communication	(3)
PE 288	First Aid	<u>3</u>
		<i>Semester Total 15</i>
		<i>Program Total 41</i>

**Notes:**

- <sup>1</sup> BUSO 101A and/or BUSO 101B may be challenged for credit.
- <sup>2</sup> Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.
- <sup>3</sup> Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.

## MEDICAL TRANSCRIPTIONIST

### Professional-Technical Program

A nationwide shortage currently exists for well-trained medical transcriptionists. These specialists type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, operative reports, discharge summaries, laboratory/pathology reports, and diagnostic studies. Medical transcriptionists may work in either general or specialized fields of medicine. Medical clinics, hospitals, doctors' offices, private transcription agencies, and home offices offer various employment settings. The variety of each day's work presents unique challenges and opportunities for continuing medical knowledge.

The professional transcriptionist enjoys learning about the medical field; possesses mastery skills in medical terminology, spelling, grammar, punctuation, and keyboarding; works independently; and strives for quality and excellence. With a variety of career experiences, a professional transcriptionist may pursue a Certified Medical Transcriptionist (CMT) credential by passing the national certification examination administered by the American Association for Medical Transcription (AAMT). The medical transcriptionist pursues a life-long program of continuing education.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

**In addition to the specific Medical Transcriptionist courses, students must take a minimum of 16 credits of A.A.S. general education courses as specified in the program below.**

**Pre-Medical Transcriptionist Sequence**

Course No.	Title	Credit Hrs
BUSO 101A	Basic Keyboarding <sup>1</sup>	1
BUSO 101B	Keyboarding Speed Development <sup>1</sup>	<u>1</u>
		<i>Total 2</i>

**First Semester**

ALTH 110	Over the Counter & Herbal Medications	2
BUSO 109	Medical Terminology	3
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
BUSO 176	Machine Transc./Document Formatting	2
CAPS 100	Introduction to Windows	1
PHAR 151	Introduction to Pharmacology	<u>2</u>
		<i>Semester Total 16</i>

**Second Semester**

BUSO 110	Medical Transcription	2
BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
CAPS 140	Intro to Database Management	1
ENGL 101	English Composition <sup>2</sup>	3
PHAR 152	Advanced Pharmacology	<u>3</u>
		<i>Semester Total 15</i>

**Third Semester**

BIOL 227	Human Anatomy and Physiology I <sup>2</sup>	4
BUSO 194	Legal Issues in Health Care	1
BUSO 210	Advanced Medical Transcription	2
BUSO 283	Medical Transcription Internship I	3
BUSO 295	Office Procedures	3
ENGL 272	Business Writing <sup>2</sup>	3
		<i>Semester Total 16</i>

**Fourth Semester**

BIOL 228	Human Anatomy and Physiology II <sup>2</sup>	4
BUSO 284	Medical Transcription Internship II	3
COMM 101	Intro to Speech Communication <sup>2</sup>	3
PSYC 101	Introduction to Psychology <sup>2</sup>	3
—	A.A.S. Math Requirement <sup>3</sup>	<u>3</u>
		<i>Semester Total 16</i>
		<i>Program Total 65-66</i>

**Notes:**

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- <sup>2</sup> Satisfies A.A.S. general education requirement.
- <sup>3</sup> Mathematics requirement includes any math course that is MATH123 or higher and meets the A.A.S. degree requirements listed on page 58.

## MODERN LANGUAGES

### Transfer Program

The study of world cultures is an integral part of a well-rounded education. Learning a modern 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 modern languages is in demand in business and commerce, civil service, law, media, applied sciences, service occupations, tourism, social sciences, and engineering among others. Students wanting to major in a modern 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 modern language. Course selection should be tailored to match requirements defined by your intended transfer institution.

It is strongly suggested that students majoring in modern language take courses in at least two modern languages since many universities require such before issuing a bachelor of arts in modern languages.

### ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro 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) <sup>1</sup>	16
___	Math Elective <sup>1</sup>	
___	(Math 123 recommended)	3-4
___	Computer Science Electives <sup>1</sup>	2-3
___	Laboratory Science Electives <sup>1</sup>	8
___	Social Science Electives <sup>1</sup>	12
___	Arts and Humanities Electives <sup>1</sup>	6
___	General Electives	3

Program Total 64-66

**Notes:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

## 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 stu-

dents 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.

### RECOMMENDED FIRST TERM FOR A.A. AND A.S. MUSIC MAJORS

**First Semester**

MUS 141	Harmony and Theory I	3
MUS 141L	Harmony and Theory I Lab	1
MUS 145	Piano Class I	1
MUS 124	Individual Instruction	2
MUS 117	Music Convocation (each semester)	0
MUS 103, 104, 106 or 109	Performing Groups	1
MUS 215	Computer Music Notation	1
ENGL 101	English Composition	3
___	Mathematics Elective <sup>1</sup>	3-4
MUS 140	Introduction to Music Literature (in place of ENGL 101)	(3)

Semester Total 15-16

### ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro. to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MUS 117	Music Convocation (each semester)	0
MUS 124	Individual Instruction	8
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 145	Piano Class I	1
MUS 146	Piano Class II	1
MUS 163	Survey of World Music	3
MUS 241	Harmony and Theory III	3
MUS 241L	Harmony and Theory III Lab	1
MUS 242	Harmony and Theory IV	3
MUS 242L	Harmony and Theory IV Lab	1
MUS 245	Piano Class III	1
MUS 246	Piano Class IV	1
PHIL 201	Logic and Critical Thinking	3
___	P.E. Activity/Dance	2
___	Mathematics Elective <sup>1</sup>	3-4
___	Laboratory Science Electives <sup>1</sup>	8
___	Social Science Electives <sup>1</sup>	12
___	Computer Science Elective <sup>1</sup>	2-3
___	Arts and Humanities Electives <sup>1</sup>	3
___	Cultural Diversity Elective <sup>1</sup>	3
___	Music Performance Electives <sup>1</sup>	2

Program Total 81-83

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

## ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro. to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MUS 117	Music Convocation (each semester)	0
MUS 124	Individual Instruction	8
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 145	Piano Class I	1
MUS 146	Piano Class II	1
MUS 163	Survey of World Music	3
MUS 241	Harmony and Theory III	3
MUS 241L	Harmony and Theory III Lab	1
MUS 242	Harmony and Theory IV	3
MUS 242L	Harmony and Theory IV Lab	1
MUS 245	Piano Class III	1
MUS 246	Piano Class IV	1
—	P.E. Activity/Dance	2
—	Arts and Humanities Electives <sup>1</sup>	3
—	Mathematics Elective <sup>1</sup>	3
—	Social Science Electives <sup>1</sup>	6
—	Laboratory Science Electives <sup>1</sup>	8
—	Music Performance Electives <sup>1</sup>	2

Program Total 67

**Note:**<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## NURSING: PRACTICAL NURSING (PN)

**Professional-Technical 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 Technical Certificate is awarded. Students who wish to continue to the R.N. level should consult with their advisor for those program requirements.

This program has a selective admission process. Applications are due by **Feb. 8, 2008**. See below for details regarding specific requirements.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). Students who pass the exam are qualified to practice as licensed practical nurses in Idaho and may apply for licensure in other states by endorsement.

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, local extended care facilities, physician offices, and the Idaho Division of Professional-Technical Education.

**ADMISSIONS PROCEDURES**

**Application Deadline: Feb. 8, 2008 for acceptance into Fall 2008.**

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. Application for Admission (if not already complete). New and former students must complete the formal admissions process as listed for Degree Seeking (Matriculating) students.
2. NIC Admission application fee (if not previously paid).
3. Practical Nursing Program Application.
4. Results from the entrance exam (see application packet for information on scheduling the exam).
5. High school and college transcripts.
6. Applicants who have attended any other nursing program must submit a recommendation from an instructor or administrator of that program.

Currently enrolled students should already have an application fee and transcripts on file. Application Packets for the Practical Nursing program may be picked up at the Admissions Office after **Oct. 22, 2007**. Letters informing students of their application status will be mailed no later than March 29, 2008.

**ADMISSIONS REQUIREMENTS**

1. High school diploma or GED.
2. A minimum grade point average of 2.50 calculated on English 099 or 101, Math 102, Psychology 101, and Chemistry 101.
3. Prerequisite Courses: The following courses must be successfully completed by June 30 of the year application for admission is made:
  - a. CHEM 101 (Intro to Essentials of General Chemistry I), or one year of high school chemistry with lab, with a grade of C or higher each grading period.
  - b. MATH 102 (Computational Skills for Allied Health - NO SUBSTITUTIONS accepted).
  - c. PSYC 101 (Introduction to Psychology)
  - d. ENGL 099 (Fundamentals for Writing) or NIC assessment scores, taken within the past two years prior to application for admission to the program, indicating placement above ENGL 099.
4. Minimum grades of C or 2.00 must be earned in each of the courses required for the program.
5. The NIC Admissions Office will determine if previous college prerequisites will be acceptable for transfer.
6. Upon acceptance into the practical nursing program, a criminal background check may be required for participation in clinical rotations.

## TECHNICAL CERTIFICATE

### Fall Semester

Course No.	Title	Credit Hrs
ALTH 107	Communication Skills	1
BIOL 175	Human Biology	4
PN 106	Practical Nursing Theory	6
PN 106L	Practical Nursing Lab	6
		<i>Semester Total 17</i>

### Spring Semester

PN 107	Practical Nursing Theory	8
PN 107L	Practical Nursing Lab	6
		<i>Semester Total 14</i>

### Summer Session

ATEC 110	Successful Job Search	1
PN 108	Practical Nursing Theory	3
PN 108L	Practical Nursing Lab	5
		<i>Session Total 9</i>
		<i>Program Total 40</i>

## NURSING: REGISTERED NURSING (RN)

### Transfer Program

The faculty of the Associate Degree Nursing Program upholds the mission of North Idaho College in supporting student success, teaching excellence, and responding to the needs of the community.

The mission of the nursing program is to provide the opportunity for eligible individuals to acquire the education necessary for entry into the profession of nursing as a registered nurse. In collaboration with the healthcare community, the program strives to provide competent, caring registered nurses who are committed to lifelong learning. The curriculum includes general education courses in the arts and sciences and nursing courses, which provide nursing theory in the classroom and clinical experiences in health care agencies.

Upon completion of the program, graduates will have demonstrated the ability to:

1. Act in accordance with professional values, ethics, legalities and standards.
2. Collaborate effectively with others in planning, providing, and evaluating care within the health care system.
3. Apply the nursing process in practice using scientific and nursing knowledge and critical thinking in problem-solving, decision-making, and clinical judgment.
4. Practice nursing in a safe, competent, and caring manner which meets the multidimensional health care needs of individuals, families, and communities.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). Passing the examination qualifies the individual to apply for licensure as a registered nurse in any state. The program prepares the graduate for employment in entry level positions in a variety of health care settings and areas of nursing practice. The program is designed as a transfer degree and will satisfy core requirements at Idaho public colleges and universities which offer RN to BSN programs.

The Associate Degree Nursing Program is approved by the Idaho 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 Board of Nursing, P.O. Box 83702, Boise, ID 83720-0061, 208.334.3110, [www2.state.id.us/ibnl/ibnhome.htm](http://www2.state.id.us/ibnl/ibnhome.htm), and/or National League for Nursing Accrediting Commission, 61 Broadway, 33<sup>rd</sup> Floor, New York, NY 10006, 800.669.1656 Ext. 153, [www.nlnac.org](http://www.nlnac.org)

The Associate Degree Nursing Program has a selective admission process requiring specific prerequisite courses. See below for details regarding specific requirements. It is highly recommended that potential applicants meet with a nursing advisor as they begin planning their pre-nursing coursework. Licensed Practical Nurses (LPNs) are eligible to apply for advanced placement. LPNs must meet the same admission criteria as other program applicants. Applicants desiring advanced placement should meet with the chair of the Nursing Advanced Placement Committee for advisement.

### ADMISSIONS PROCEDURES

**Application deadline: Feb. 8, 2008 for acceptance into Fall 2008.**

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

1. Associate Degree Nursing Program application form.
2. Official high school and college transcripts.
3. Applicants who have attended any other nursing program must submit a recommendation from an instructor or administrator of that program.

Application forms may be obtained from the Admissions Office after Oct. 22, 2007. Applications must be completed by Feb. 8, 2008 to be considered for fall admission.

### ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
2. **Prerequisite Courses:** The following courses must be successfully completed by June 30 of the year application for admission is made:
  - a. **Algebra:** Demonstrate competency in algebra above the MATH 025 level. Competency can be demonstrated through ACT, SAT, or Compass scores from testing within the two years prior to application; or completion of MATH 025 with a C or better.

- c. BIOL 227 (Human Anatomy and Physiology I)
  - d. BIOL 228 (Human Anatomy and Physiology II)
  - f. ENGL 101 (English Composition)
3. A minimum cumulative grade point average of 2.50 is required. The required GPA is calculated on all courses which meet the nursing curriculum requirements for the Associate of Science Degree at NIC.
  4. A minimum grade of C or 2.00 GPA must be earned in each of the courses which are a part of the nursing program curriculum.
  5. Lab science courses which were completed more than seven years prior to application to the program must be repeated. Applicants who completed Anatomy and Physiology more than seven years ago with the required grade(s) of C or 2.00 GPA may repeat it or complete an approved pathophysiology course with a grade of C or better.

### ADDITIONAL INFORMATION

Enrollment in the nursing program is limited. Because of the number of applicants, completion of all admission requirements does not ensure acceptance into the program.

Candidates for admission are selected from the pool of qualified applicants using a point-based process.

Students with the highest point total will be accepted until the designated enrollment limit is reached. An alternate list will be developed using the same process.

Specific information on the selection process and point system can be obtained from the NIC Admissions Office, (208) 769-3311, or from a nursing faculty advisor after Oct. 22, 2007.

1. Letters informing applicants of their application status will be mailed no later than March 22, 2008.
2. The additional coursework required to meet the A.S. degree requirements, not completed at the time of admission to the Nursing program, must be completed no later than the sequence identified in the nursing curriculum in order to meet prerequisites for nursing courses. All required courses must be completed by the end of the program.
3. The Admissions Office will determine if previous prerequisite college credits will be acceptable for transfer.
4. The Nursing program will determine if previous nursing credits will be acceptable for transfer.
5. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants. Contact the NIC Department of Health Professions and Nursing at 208.769.3329 for specific guidelines and further information regarding the advanced placement policy and procedure.
6. Upon acceptance into the nursing program, a criminal background check will be required for participation in clinical rotations.

## ASSOCIATE OF SCIENCE DEGREE

**Prerequisites:** See prerequisites listed above

### First Year – Fall Semester

Course No.	Title	Credit Hrs
BIOL 250	General Microbiology/Bacteriology	4
COMM 101	Intro to Speech Communication	3
NURS 190	Nursing Practice I	8
PSYC 101	Intro to Psychology <sup>1</sup>	<u>3</u>
		<i>Semester Total 18</i>

### First Year – Spring Semester

ENGL 102	English Composition <sup>1</sup>	3
NURS 195	Nursing Practice II	8
SOC 101	Intro to Sociology <sup>1</sup>	3
—	— Mathematics Requirement <sup>1, 2</sup>	<u>3</u>
		<i>Semester Total 17</i>

### First Year – Summer Session

NURS 198	Nursing Practice Clinical Practicum <sup>3</sup>	<u>1</u>
		<i>Session Total 1</i>

### Second Year – Fall Semester

NURS 290	Nursing Practice III	8
—	— Social Science/Arts & Humanities Req. <sup>1, 2</sup>	3
—	— Arts & Humanities Requirement <sup>1, 2</sup>	3
—	— Physical Education Requirement <sup>1, 2</sup>	<u>1</u>
		<i>Semester Total 15</i>

### Second Year – Spring Semester

NURS 295	Nursing Practice IV	9
—	— Arts & Humanities Requirement <sup>1, 2</sup>	3
—	— Physical Education Requirement <sup>1, 2</sup>	<u>1</u>
		<i>Semester Total 13</i>
<i>Program Total (including prerequisites) 74</i>		

### Notes:

- <sup>1</sup> Satisfies A.S. general education core requirement.
- <sup>2</sup> Select from courses which meet the A.S. degree requirements on page 56.
- <sup>3</sup> Elective course – not part of the required curriculum.

A grade of C or 2.00 GPA or better is required in each nursing course and general education course that is part of the nursing curriculum. General education courses must be completed with the required grade in the sequence listed to meet prerequisites and progress to the next nursing course.

Achievement of a designated score on a standardized NCLEX-RN Predictor Exam is required for graduation from the program.

For students who wish to continue their education in nursing, BSN completion programs are available through colleges in Idaho, Eastern Washington, and throughout the country.

## OFFICE TECHNOLOGY

### Professional-Technical Program

The Office Technology program allows students to design an Office Technology technical certificate by completing courses from the Accounting, Business Administration, Business and Office Technology, Computer Applications, Human Resources Assistant, and Paralegal programs. It is designed for students seeking entry-level employment or who want to upgrade their office technology skills as required for an office-related position. The certificate can be completed in two to four semesters with a minimum of 30 credits required.

### TECHNICAL CERTIFICATE

**Choose a minimum of 18 credits from any of the following disciplines (excluding any internship courses and CAPS 110).**

Accounting	ACCT
Business Administration	BUSA
Business and Office Technology	BUSO
Computer Applications	CAPS
Human Resources Assistant	HRA
Paralegal	PLEG

**Add one of the following internship courses. (Internship prerequisites must be met prior to enrolling).**

Course No.	Title	Credit Hrs
ACCT 248	Accounting Internship	4
or BUSO 186	Receptionist/Office Specialist Internship	1
or BUSO 281	Medical Billing Specialist Internship I	4
or BUSO 283	Medical Transcriptionist Internship I	3
or BUSO 287	Medical Receptionist Internship	3
or BUSO 288	Medical Administrative Assist. Internship	3
or BUSO 289	Administrative Assistant Internship I	3
or BUSO 291	Legal Administrative Assist. Internship I	3
or HRA 290	Human Resources Assistant Internship	3
or PLEG 290	Paralegal Internship I	3

**Add one 3-credit course from each of the following disciplines for a total of 9-10 credits.**

Course No.	Title	Credit Hrs
ENGL 099	Fundamentals for Writing	3
or ENGL 101	English Composition	(3)
MATH 025	Elementary Algebra (or higher)	3-4
COMM 101	Intro to Speech Communication	3
or COMM233	Interpersonal Communication	(3)

*Program Total 30-32*

## OUTDOOR POWER/ RECREATIONAL VEHICLE TECHNOLOGY

### Professional-Technical Program

This 10-month program is designed to prepare students for entry-level employment in the small engine/power equipment industry. Graduates of this program will be ready to work as

outdoor power equipment, motorcycle, and recreational vehicle technicians.

This program begins with the basics of power theory and progresses through aspects of engine, drivetrain, and ancillary systems that make up modern small engine powered equipment. Students will learn theory, application, and troubleshooting of 2- and 4-stroke engines, electrical systems, fuel systems, powertrain systems, and many other related systems pertaining to these and other topics.

Successful completion of each course and/or permission of the instructor is required to continue into the next course. Placement in specific English and math classes is determined by the college assessment test. Students who wish to upgrade skills in those areas may do so through the Bridge Program. (See page 51 for details).

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

### TECHNICAL CERTIFICATE

#### First Semester

Course	Title	Credit Hrs
ENGL 099	Fundamentals for Writing <sup>1</sup>	3
or ENGL 101	English Composition	(3)
OPRV 105	Orientation/Safety/Shop Practices	2
OPRV 110	2- and 4-Cycle Gas Engines	5
OPRV 110L	2- and 4-Cycle Gas Engines Lab	2
OPRV 120	Power Equipment Service and Repair	5
OPRV 120L	Power Equipment Service and Repair Lab <u>2</u>	<u>2</u>

*Semester Total 19*

#### Second Semester

ATEC 117	Occupational Relations & Job Search <sup>1</sup>	2
MATH 024	Technical Mathematics (or higher)	3-4
OPRV 130	ATV and Snowmobile Systems	5
OPRV 130L	ATV and Snowmobile Systems Lab	2
OPRV 140	Motorcycle Systems	5
OPRV 140L	Motorcycle Systems Lab	<u>2</u>

*Semester Total 19-20*

#### Summer Session

OPRV 150	Advanced Service Procedures	2
OPRV 150L	Advanced Service Procedures Lab	<u>2</u>

*Summer Total 4*

*Program Total 42-43*

#### Notes:

<sup>1</sup> Student may substitute another course with written permission of instructor and division chair.

## PARALEGAL

### Professional-Technical 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.

### ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Paralegal courses, students must take a minimum of 18 credits of A.A.S. general education courses as specified in the program below.

#### First Semester

Course No.	Title	Credit Hrs
BUSO	101A Basic Keyboarding <sup>1</sup>	1
BUSO	101B Keyboarding Speed Development <sup>1</sup>	1
BUSO	175 Grammar Skill Building	3
CAPS	100 Introduction to Windows	1
ENGL	101 English Composition <sup>2</sup>	3
PLEG	101 Intro to Law and Legal Practice	2
PLEG	103 Criminal Procedure	2
PLEG	104 Civil Litigation	2
PSYC	101 Intro to Psychology <sup>2</sup>	3
<i>Semester Total</i>		<i>18</i>

#### Second Semester

BUSO	115 Records Systems Management	3
BUSO	173 Word Processing	3
BUSO	176 Machine Transc./Doc. Formatting	2
—	A.A.S. Math Requirement <sup>4</sup>	3-4
PLEG	125 Contracts	3
PLEG	135 Torts	3
<i>Semester Total</i>		<i>17-18</i>

#### Third Semester

BUSO	206 Legal Transcription/Document Formatting	3
COMM	101 Intro to Speech Communication <sup>2</sup>	3
PLEG	201 Legal Ethics	1
PLEG	205 Law Office Management	1
PLEG	210 Legal Research and Writing I	4
PLEG	230 Evidence	3
—	Paralegal Electives <sup>3</sup>	3
<i>Semester Total</i>		<i>18</i>

#### Fourth Semester

BUSO	205 Legal Terminology	3
PLEG	220 Legal Research and Writing II	4
PLEG	290 Paralegal Internship I	3
—	Paralegal Electives <sup>3</sup>	3
—	A.A.S. Social Sciences Requirement <sup>4</sup>	3
—	A.A.S. General Ed Requirement <sup>5</sup>	3
<i>Semester Total</i>		<i>19</i>
<i>Program Total</i>		<i>72-73</i>

#### Notes:

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

<sup>2</sup> Satisfies A.A.S. general education requirement.

<sup>3</sup> Choose from PLEG 240, 245, 250, 255, 260, 265, 270, or 291.

<sup>4</sup> The math requirement must be a math course that is MATH 123 or higher.

<sup>5</sup> Select from A.A.S. general education requirements on page 58.

## PHARMACY TECHNOLOGY

### Professional-Technical Program

The Pharmacy Technology program, an Allied Health program, prepares graduates for positions working under the supervision of a licensed and registered pharmacist in retail and institutional pharmacy practice settings. Students completing the program will have a basic understanding of anatomy, physiology, medical terminology, pharmacy law, and the therapeutic classification and use of the top 200 prescription drugs. Students will develop skills in pharmaceutical preparation, maintaining patient profiles or records, sterile products preparation, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technology program is a selective admissions program, which is explained below. Approximately 12-16 students are admitted to the program each Fall Semester. Course requirements prior to the technical pharmacy courses are open to all students who meet specific course prerequisites. The Technical Certificate can be obtained in an 11-month course of study.

Contact the Health Professions Division at 208.676.7132 for further information.

### ADMISSIONS PROCEDURES

**Application Deadline: June 2, 2008 for acceptance into Fall 2008.**

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 an Application for Admission to the Pharmacy Technology program. An Application Packet for the Pharmacy Technology program may be picked up at the Admissions Office after May 1, 2008.

1. Submit a Pharmacy Technology Program Application by **June 2, 2008**.
2. New, returning and transfer students must submit an NIC Application for Admission by **June 2, 2008**.
3. Complete an entrance exam by June 2, 2008. Testing will be scheduled during the month of May 2008. Call 208.676.7203 for an appointment. There is a \$20 testing fee.
4. Submit official high school transcripts or GED scores to the NIC Admissions Office no later than June 2, 2008.
5. Submit official college transcripts to the Admissions Office no later than June 2, 2008. Only courses that appear on the official transcript will be used to determine points for admission.
6. Submit documentation for health occupation credential. This documentation must be a transcript indicating completion of a program and the certificate, license, or degree awarded. No points will be awarded without this documentation.

7. Submit a copy of your Summer 2008 class schedule. Students who are enrolled in prerequisite courses in the Summer Session in a school other than North Idaho College must submit a copy of their current schedule. This will validate eligibility to meet all prerequisites.

**The application packet for the Pharmacy Technology program may be obtained from the Admissions Office or the Health Professions Office.**

### ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
2. Completion of the NIC COMPASS test (or equivalent) with an algebra score of 41 or higher or completion of MATH 025 with a grade of C or better and an English score of 68 or the completion of ENGL 099 with a grade of C or better.
3. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available.
4. Completion of entrance examination. (Testing will be scheduled in May 2008. Phone 208.676.7203 for an appointment. There is a \$20 testing fee.)
5. No course may be repeated more than once to achieve a 2.00 grade point average.
6. Completion of a criminal record background check prior to enrolling in PHAR 180.
7. **Prerequisites:** A minimum grade of C (2.00) must be achieved in prerequisite courses:
  - a. ALTH 101, ALTH 102 (Introduction to Allied Health and Lab)
  - b. BIOL 175 (Human Biology)
  - c. BUSO 101A \* (Basic Keyboarding)
  - d. BUSO 101B \* (Keyboarding Skill Development)

\* Students may challenge these courses. Check with the Registrar's Office.

### TECHNICAL CERTIFICATE

#### Fall Semester

Course No.	Title	Credit Hrs
ALTH 105	Infection Prevention	2
ALTH 110	Over the Counter/Herbal Medication	2
BUSO 109	Medical Terminology/Anatomy	3
ENGL 101	English Composition	3
MATH 102	Computational Skills for Allied Health	3
PHAR 151	Introduction to Pharmacology	2
PHAR 171	Applied Pharmacy Technology I	3

*Semester Total 18*

#### Spring Semester

ATEC 110	Successful Job Search	1
COMM 233	Interpersonal Communication	3
PHAR 110	Pharmacy Law and Ethics	2
PHAR 152	Advanced Pharmacology	3
PHAR 172	Applied Pharmacy Technology II	2

PHAR 180	Pharm Tech Practicum & Seminar I <sup>1</sup>	4
<i>Semester Total 15</i>		

#### Summer Session (10 weeks)

PHAR 185	Pharmacy Tech Practicum/Seminar II <sup>1</sup>	4
<i>Session Total 4</i>		
<i>Program Total 37</i>		

#### Note:

<sup>1</sup> One-half of students will be scheduled in retail pharmacy experience and one-half will be scheduled in hospital pharmacy experience.

## 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 the requirements by intended transfer institutions.

### ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro to Speech Communication	3
CS 100	Intro to Computer Science	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 <sup>1</sup>	9
___	Laboratory Science Electives <sup>1</sup>	8
___	Mathematics Elective <sup>1</sup>	3-4
___	Arts and Humanities Electives <sup>1</sup>	3
___	General Electives	7-8

*Program Total 64*

#### Note:

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro to Speech Communication	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
—	—	Social Science Electives <sup>1</sup>	6
—	—	Laboratory Science Electives <sup>1</sup>	8
—	—	Mathematics Elective <sup>1</sup>	3-4
—	—	Arts and Humanities Electives <sup>1</sup>	3
—	—	General Electives	<u>8-9</u>

*Program Total 64-65*

**Note:**

One year (10 credits) of foreign language is strongly recommended. Most philosophy baccalaureate programs require at least one year of foreign language

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## 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, coaching, or a minor in health education. The suggested coursework normally fulfills the first half of baccalaureate degree requirements for physical education at the University of Idaho.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
BIOL	227 Anatomy and Physiology I	4
BIOL	228 Anatomy and Physiology II	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 Foundation of Physical Education	3
PE	220 Sports Ethics	2
PE	221 Fitness Activities and Concepts	2
PE	222 Wellness Lifestyles	3
PE	110 Individual/Team Sports (select 7)	7
or PE	111 Individual/Team Sports (select 7)	(7)
PE	110R Strength Training	1
PE	243 Play and Game Theory	2
PE	288 First Aid	3
PSYC	101 Introduction to Psychology	3
SOC	101 Introduction to Sociology	3
—	— Mathematics Elective <sup>1</sup>	3
—	— Arts and Humanities Electives	3
—	— Social Science Electives <sup>1</sup>	3
	(HIST 111, 112, or POL 101)	

**Notes:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

### COACHING OPTION

(13 additional credits; no minor needed)

BIOL	207	Concepts in Human Nutrition	3
PE	248	Athletic Injuries	3
SOC	155	Drug Abuse: Fact, Fiction & Future	3

**Coaching Methods (select 2):**

PE	241A	Coaching Basketball	2
PE	241B	Coaching Volleyball	2
PE	241C	Coaching Football/Soccer	2
PE	241D	Coaching Baseball/Softball	2
PE	241E	Coaching Track & Field/Cross Country	2
PE	241F	Coaching Wrestling	2

### OUTDOOR OPTION

(15 additional credits; no minor needed)

A student may qualify for a Technical Certificate by completing all courses within the Outdoor Option, along with prior completion of PE 288 (First Aid). A grade of C or higher is required for all courses.

PE	237A	Wilderness Backpacking	3
PE	237B	Wilderness Survival	3
PE	237C	Whitewater Guiding	3
PE	237D	Mountaineering	3
PE	237E	Outdoor Program/Leadership	3

### HEALTH EDUCATION MINOR

BIOL	207	Concepts in Human Nutrition	3
PE	222	Wellness Lifestyle	3
PE	288	First Aid	3
PSYC	223	Stress Management	3
SOC	155	Drug Abuse: Fact, Fiction, and Future	3
SOC	220	Marriage and Family	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 such as mechanics, acoustics, and electricity. 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 No.	Title	Credit Hrs
CHEM 111	Principles of Gen. College Chemistry I	4
CHEM 112	Principles of Gen. College Chemistry II	4
COMM 101	Introduction to Speech Communication	3
CS 150	Computer Science I	4
CS 240	Digital Computer Fundamentals	4
ENGL 101	English Composition	3
ENGL 102	English Composition	3
ENGR 210	Statics	3
ENGR 220	Dynamics of Rigid Bodies	3
ENGR 240	Electric Circuits I	4
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 Diff. Equations	3
PHYS 211	Engineering Physics I	5
PHYS 212	Engineering Physics II	5
—	P.E. Activity/Dance	2
—	Social Science Electives <sup>1</sup>	6
—	Arts and Humanities Electives <sup>1</sup>	9

Program Total 78

**Note:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## POLITICAL SCIENCE AND PRE-LAW

### Transfer Program

The Associate of Arts degree program leads to career opportunities in government, teaching, and law (law school), while 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 defined by intended transfer institutions.

## ASSOCIATE OF ARTS DEGREE

Course No.	Title	Credit Hrs
COMM 101	Intro 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 Math	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 <sup>1</sup>	2-3
—	—	Arts and Humanities Electives <sup>1</sup>	9
—	—	Laboratory Science Electives <sup>1</sup>	8

Program Total 71-72

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

## ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs	
COMM 101	Intro. to Speech Communication	3	
CS 100	Intro to Computer Science	3	
EDUC 201	Introduction to Teaching	3	
ENGL 101	English Composition	3	
ENGL 102	English Composition	3	
ENGL 292	Creative Writing	3	
MATH 123	Contemporary Math	3	
PHIL 201	Logic and Critical Thinking	3	
POLS 101	American National Government	3	
POLS 102	State and Local Government	3	
POLS 105	Introduction to Political Science	3	
—	—	P.E. Activity/Dance	2
—	—	Laboratory Science Electives <sup>1</sup>	8
—	—	Arts and Humanities Electives <sup>1</sup>	6
—	—	Social Science Electives <sup>1</sup>	6
—	—	General Electives	7

Program Total 65-67

**Note:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

The University of Washington and the University of Idaho require 16 credits of foreign language; other institutions require 10 credits. Students should check with their advisor.

## 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 No.	Title	Credit Hrs
BIOL 115	Introduction to Life Sciences	4
BIOL 202	General Zoology	4
BIOL 203	General Botany	4
BIOL 231	General Ecology	3

BIOL	241	Systematic Botany	4
BIOL	250	General Microbiology	4
CHEM	111	Principles of Gen College Chemistry I	4
CHEM	112	Principles of Gen College Chemistry II	4
COMM	101	Intro to Speech Communication	3
ECON	201	Principles of Economics (Macro)	3
ECON	202	Principles of Economics (Micro)	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	130	Finite Math	4
—	—	P.E. Activity/Dance	2
—	—	Social Science Elective <sup>1</sup>	3
—	—	Arts and Humanities Electives <sup>1</sup>	6
—	—	Business Elective 100-level or higher	3

Program Total 65-67

**Note:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## PRE-MEDICAL RELATED FIELDS

### Transfer Program

Options within the pre-medical field are available for students completing this general program such as 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 coursework in other disciplines. Professional schools are extremely competitive. It is important to contact an advisor at your 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 requirements in the Pre-Medical Related Field options. Course selection should be tailored to match requirements of the transfer institution.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
BIOL	115 Introduction to Life Sciences	4
BIOL	207 Concepts in Human Nutrition	3
BIOL	227 Human Anatomy and Physiology I	4
BIOL	228 Human Anatomy and Physiology II	4
BIOL	250 General Microbiology	4
CHEM	111 Principles of Gen College Chemistry I	4
CHEM	112 Principles of Gen College Chemistry II	4
CHEM	277 Organic Chemistry I <sup>1</sup>	(3)
CHEM	278 Organic Chemistry I Lab	(1)
CHEM	287 Organic Chemistry II <sup>1</sup>	(3)
CHEM	288 Organic Chemistry II Lab	(1)
COMM	101 Intro 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 <sup>2</sup>	6-9

Program Total 68-71

**Notes:**

<sup>1</sup> See requirements for specific transfer institutions.

<sup>2</sup> Select electives from A.S. degree requirements on page 56.

## 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 No.	Title	Credit Hrs
BIOL	115 Introduction to Life Sciences	4
BIOL	227 Human Anatomy and Physiology I	4
BIOL	228 Human Anatomy and Physiology II	4
BIOL	250 General Microbiology	4
CHEM	111 Principles of Gen College Chemistry I	4
CHEM	112 Principles of Gen College Chemistry II	4
COMM	101 Intro to Speech Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3
MATH	147 Precalculus	5
MATH	148 Mathematics Technology	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 <sup>1</sup>	6-9
—	— Social Science Electives <sup>1</sup>	3-6

Program Total 65-71

**Note:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## 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 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 be tailored to match requirements defined by intended transfer institutions.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
BIOL 115	Introduction to Life Sciences	4
BIOL 202	General Zoology	4
CHEM 111	Principles of Gen College Chemistry I	4
CHEM 112	Principles of Gen College Chemistry II	4
CHEM 277	Organic Chemistry I	3
CHEM 278	Organic Chemistry I Lab	1
COMM 101	Intro to Speech Communication	3
ENGL 101	English Composition	3
ENGL 102	English Composition	3
MATH 143	College Algebra	3
MATH 144	Analytic Trigonometry	2
or MATH 147	Precalculus	(5)
or MATH 148	Graphing Calculator	(1)
or 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 <sup>1</sup>	6-9
___	Social Science Electives <sup>1</sup>	3-6
___	General Electives	<u>6</u>

Program Total 64-65

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

It is recommended that students also complete MATH 253 Principles of Applied Statistics.

## 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 (master's 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 No.	Title	Credit Hrs
COMM 101	Intro 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 Behavioral Sciences	4
___	P. E. Activity/Dance	2
___	Mathematics Elective <sup>1</sup>	3-4
___	Computer Science Elective <sup>1</sup>	2-3
___	Laboratory Science Electives <sup>1</sup>	8
___	Social Science Electives <sup>1</sup>	6
___	Arts and Humanities Electives <sup>1</sup>	6
___	Cultural Diversity Elective <sup>1</sup>	3-4
___	General Electives	<u>12</u>

Program Total 64-67

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

## RADIOGRAPHY TECHNOLOGY

### Professional-Technical Program

The Radiography Technology program prepares students to become a technologist and member of a healthcare team. A radiography technologist performs diagnostic and therapeutic radiography procedures on clients in a variety of health care settings. The program integrates knowledge from the biological sciences, social sciences, and math with the theory and practice of radiography technology to prepare students as entry-level technologists. Upon successful completion of this program students will graduate with an associate of applied science degree and be eligible to become certified by taking the registry examination of the American Registry of Radiologic Technologists (AART).

The Radiography Technology program has a selective admis-

sion process. The application and selection processes were not available at the time this catalogue was printed. Students interested in this program are encouraged to contact the Health Professions Office at 208.676.7132 or their academic advisor to get the necessary information.

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**First Semester**

Course No.	Title	Credits
BIOL 227	Human Anatomy & Physiology I	4
BUSO 109	Medical Terminology	3
ENGL 101	English Composition	3
MATH 143	College Algebra	3
RADT 101	Introduction to Radiography	1
RADT 102	Patient Care in Radiography	4
<i>Semester Total 18</i>		

**Second Semester**

BIOL 228	Human Anatomy & Physiology II	4
RADT 103	Radiographic Procedures I	4
RADT 104	Radiographic Images	4
RADT 105	Radiation Protection	1
RADT 107	Radiography Physics	3
RADT 110	Law and Ethics	2
<i>Semester Total 18</i>		

**Third Semester**

COMM 101	Intro to	3
RADT 190	Clinical Education I	7
<i>Semester Total 18</i>		

**Fourth Semester**

PSYC 101	Introduction to Psychology	3
or SOC 101	Introduction to Sociology	(3)
RADT 201	Pharmacology in Radiography	2
RADT 203	Radiographic Procedures II	5
RADT 290	Clinical Education II	7
<i>Semester Total 17</i>		

**Fifth Semester**

RADT 295	Clinical Education III	14
<i>Semester Total 14</i>		
<i>Program Total 77</i>		

**RECEPTIONIST/OFFICE SPECIALIST**

**Professional-Technical Program**

The Receptionist/Office Specialist program provides coursework required for a technical certificate that prepares students for entry-level career positions in today's offices. Students who complete this program earn a technical certificate and will have the foundation to earn an advanced certificate or an associate of applied science degree in any of NIC's Business and Office Technology programs. Students develop skills to enhance their opportunities for employment, including interpersonal skills, telephone skills, and customer relations skills. Students also become proficient using up-to-date computer applications, including word processing, spreadsheets, database, and presentation software.

**TECHNICAL CERTIFICATE**

**First Semester**

Course No.	Title	Credit Hrs
BUSO 101A	Basic Keyboarding <sup>1</sup>	1
BUSO 101B	Keyboarding Speed Development <sup>1</sup>	1
BUSO 173	Word Processing	3
BUSO 175	Grammar Skill Building	3
CAPS 100	Introduction to Windows	1
CAPS 135	Spreadsheets	3
ENGL 099	Fundamentals for Writing	3
or ENGL 101	English Composition <sup>3</sup>	(3)
MATH 025	Elementary Algebra (or higher)	3
or MATH 108	Intermediate Algebra	(3)
<i>Semester Total 18</i>		

**Second Semester**

BUSO 115	Records Systems Management	3
BUSO 174	Word Processing Applications	3
BUSO 186	Receptionist/Office Specialist Internship 1	1
BUSO 295	Office Procedures	3
CAPS 140	Intro to Database	1
CAPS 180	Microsoft Office Integration	3
COMM 101	Intro to Speech Communication <sup>2</sup>	3
or COMM233	Interpersonal Communication	(3)
<i>Semester Total 17</i>		
<i>Program Total 35</i>		

**Notes:**

- <sup>1</sup> Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B. BUSO 101A and 101B are prerequisites for BUSO 173.
- <sup>2</sup> Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.
- <sup>3</sup> Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.

**RESORT/RECREATION  
MANAGEMENT**

**Professional-Technical Program**

This program leads to opportunities in recreationally based organizations. Students will complete a core of classes and choose an area(s) of interest in the industry i.e. hotel and restaurant hospitality, resort management, outdoor recreation to include topics of wilderness/whitewater training, skiing, golfing, etc.,. Students will receive classroom instruction and field experience. The Resort and Recreation industry is the fastest growing industry in the nation. Job demand will be high in this exciting field.

**OUTDOOR LEADERSHIP TECHNICAL CERTIFICATE**

**First Semester**

Course No.	Title	Credit Hrs
HOSP 100	Introduction to Hospitality & Tourism Management	3
RRM 120	Natural Resource Conservation & Management	3

PE	237E	Outdoor Programming & Leadership	3
ENGL	099	Fundamentals of Writing	3
—	—	Electives (select two courses totaling at least 4 credits)	<u>4-6</u>
			<i>Semester Total 16-18</i>

**Second Semester**

ATEC	117	Occupational Relations	2
RRM	250	Risk Management in the Resort Industry	3
RRM	110	Wilderness First Responder	3
MATH	025	Elementary Algebra	3
—	—	Electives (select 1-2 courses totaling at least 3 credits)	<u>3</u>
			<i>Semester Total 14</i>

**Technical Certificate Degree Electives**

(7-9 credits are required from the following list)

PE	237A	Wilderness Backpacking	3
PE	237C	Whitewater Guiding	3
PE	237D	Mountaineering	3
RRM	130	Terrain Park Management	2
RRM	135	Introduction to Ski Instruction	1
PE	110/111	Individual and Team Sports (rock climbing, whitewater kayaking, rowing, etc.)	<u>1</u>
			<i>Program Total 30-32</i>

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**First Semester**

Course No.	Title	Credit Hrs
BUSA	221 Principles of Marketing	3
CAPS	100 Intro to Windows	1
CAPS	120 Intro to Word Processing	1
ENGL	101 English Composition	3
MATH	123 or higher	3-4
—	— Program Electives	<u>4-5</u>
<i>Total 15-17</i>		

**Second Semester**

CAPS	130	Intro to Spreadsheets	1
CAPS	140	Intro to Database Management	1
COMM	101	Intro to Speech Communication	3
ENGL	272	Business Writing	3
RRM	150	Conflict Resolution	1
—	—	General Education Elective	3-4
—	—	Program Electives	<u>3</u>
			<i>Semester Total 15-16</i>

**Third Semester**

ACCT	138	Managerial Accounting	3
BMGT	256	Problem Solving Through Team Dynamics	3
FDBV	110	Food and Beverage Customer Service Management	3
HRA	125	Overview of Employment Law	3
—	—	Program Electives	<u>3</u>
			<i>Semester Total 15</i>

**Fourth Semester**

PHIL	103	Ethics	3
RRM	290	Resort/Rec. Management Internship	3

RRM	250	Risk Management in Resort Industry	3
—	—	Program Electives	<u>6</u>
			<i>Semester Total 15</i>
			<i>Program Total 60-63</i>

**A.A.S. Degree Electives**

BUSA	211	Principles of Management	3
HOSP	100	Intro to Hosp. & Tourism Management	3
HOSP	105	Food & Beverage Service & Sanitation	3
HOSP	110	Front Office Procedures	3
HOSP	120	Supervisory Housekeeping	3
HOSP	125	Hospitality Maintenance & Engineering	3
HOSP	130	Hotel Security Management	3
HOSP	210	Food & Beverage Controls (or FDBV 210)	3
HOSP	215	Bar & Beverage Management (or FDBV 230)	3
HOSP	220	Hotel/Restaurant Management Principles	3
HOSP	225	Meeting and Convention Management	3
HRA	110	Diversity and Human Relations	3
HRA	210	Recruiting, Selection, and Retention	3
HRA	260	HR Management Practices	3
LAND	140	Turf Management	2
PE	110/111	Topic of student's choice, 2 credit max.	2
PE	237A	Wilderness Backpacking	3
PE	237B	Wilderness Survival	3
PE	237C	Whitewater Guiding	3
PE	237D	Mountaineering	3
PE	288	First Aid	3
RRM	110	Wilderness First Responder	3
RRM	120	Natural Resource Conservation & Mngt	3
RRM	130	Terrain Park Management	2
RRM	135	Intro to Ski Instruction	1

**SOCIAL WORK**

**Transfer Program**

This program is for students planning to transfer to a bachelor's degree program in social work (BSW). Career opportunities in social work include social services at federal, state, and local levels; health care social work in nursing homes, hospitals, and outpatient care facilities; mental health facilities; children and youth services; aging services 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 core requirements at 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 intended transfer institutions. Students planning to attend Lewis-Clark State College should pursue the associate of science degree program.

**ASSOCIATE OF ARTS DEGREE**

Course No.	Title	Credit Hrs
COMM	101 Intro. to Speech Communication	3
CS	100 Intro to Computer Science	3
ENGL	101 English Composition	3

ENGL	102	English Composition	3
MATH	130	Finite Math (or higher)	4
PHIL	201	Logic and 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 <sup>1</sup>	3-4
—	—	Laboratory Science Electives <sup>2</sup>	8
—	—	Arts & Humanities Electives <sup>2</sup>	
—	—	(Group 1 & 2)	6
—	—	Social Science Electives <sup>2</sup>	
—	—	(Group 2 & 3)	6
—	—	General Electives	<u>9-10</u>

*Program Total 68-70*

**Notes:**

<sup>1</sup> Intermediate Foreign Language strongly recommended, preferably Spanish.

<sup>2</sup> Select electives from A.A. degree requirements on page 54.

**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 No.	Title	Credit Hrs
BIOL	175 Human Biology	4
COMM	101 Intro. to Speech Communication	3
ENGL	101 English Composition	3
ENGL	102 English Composition	3
MATH	130 Finite Math (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 <sup>1</sup>	4
—	— Laboratory Science Electives <sup>2</sup>	4
—	— General Electives	<u>19</u>

*Program Total 64*

**Notes:**

<sup>1</sup> Intermediate Foreign Language recommended, preferably Spanish.

<sup>2</sup> Select electives from A.S. degree requirements on page 56.

**Recommended General Electives:**

ANTH	225	Native People of North America	3
PSYC	205	Developmental Psychology	3
PSYC	211	Abnormal Psychology	3
PSYC	223	Stress Management	3
SOC	102	Social Problems	3
SOC	155	Drug Abuse	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.

**ASSOCIATE OF ARTS DEGREE**

Course No.	Title	Credit Hrs
COMM	101 Intro to Speech Communication	3
CS	100 Intro to Computer Science	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 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 <sup>1</sup>	3-4
—	— Social Science Electives <sup>1</sup>	9
—	— Arts and Humanities Electives <sup>1</sup>	6
—	— Laboratory Science Electives <sup>1</sup>	<u>8</u>

*Program Total 65-66*

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

**THEATRE**

**Transfer Program**

This program is designed for students who want to emphasize the theatre arts in the planning of their undergraduate 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, theatre prepares students for success in many different professions. There are no program prerequisites. Previous experience is helpful. Scholarships are available. Participation in theatre requires some evenings and weekends.

**ASSOCIATE OF ARTS DEGREE**

Course No.	Title	Credit Hrs
COMM	101 Intro. 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	Stagecraft II	3
THEA	105	Basics of Performance I	2
THEA	106	Basics of Performance II	2
THEA	163	Basics of Scene Design	2
THEA	190	Theatre Practice	1
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 Electives <sup>1</sup>	3
—	—	Cultural Diversity Elective <sup>1</sup>	3-4
—	—	Computer Science Elective <sup>1</sup>	2-3
—	—	Mathematics Elective <sup>1</sup>	3-4
—	—	Laboratory Science Electives <sup>1</sup>	8
—	—	Social Science Electives <sup>1</sup>	<u>12</u>

*Program Total 78-81*

**Note:**

<sup>1</sup> Select electives from A.A. degree requirements on page 54.

### ASSOCIATE OF SCIENCE DEGREE

Course No.	Title	Credit Hrs
COMM	101 Intro. 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 I	2
THEA	106 Basics of Performance II	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 Electives <sup>1</sup>	6
—	— Mathematics Elective <sup>1</sup>	3-4
—	— Laboratory Science Electives <sup>1</sup>	8
—	— Social Science Electives <sup>1</sup>	<u>6</u>

*Program Total 67-68*

**Note:**

<sup>1</sup> Select electives from A.S. degree requirements on page 56.

## WELDING TECHNOLOGY

### Professional-Technical Program

The Welding Technology program is designed to prepare students for entry-level employment as welders through a one-year technical certificate program.

The program complies with national standards established by the American Welding Society (AWS). 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, and safety.

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 the college assessment test. Students who wish to upgrade skills in those areas are encouraged to do so through the Bridge Program. (see page 51).

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

### TECHNICAL CERTIFICATE

#### First Semester

Course No.	Title	Credit Hrs
MATH	015 Basic Math (or higher)	3-4
WELD	100A Welding Theory	2
WELD	111 Safety	1
WELD	120 Blueprint Reading	3
WELD	160L Oxyfuel Gas Principles and Practices	5
WELD	165L Shielded Metal Arc Welding	<u>5</u>

*Semester Total 19-20*

#### Second Semester

A TEC	117 Occupational Relations <sup>1</sup>	2
ENGL	099 Fundamentals for Writing	3
or ENGL	101 English Composition	(3)
WELD	100B Welding Theory	2
WELD	130 Advanced Blueprint Reading	2
WELD	170L Flux Cored 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	<u>1</u>

*Semester Total 19*

*Program Total 38-39*

**Note:**

<sup>1</sup> Students may substitute another course with written permission of instructor and division chair.



**North Idaho College 2007-2008**

**Course Descriptions**



## DEFINITIONS

### Corequisite

A corequisite in the course description means there is a requirement to enroll concurrently in another course or courses unless the corequisite has been previously completed with at least a "C-" grade.

### Prerequisite

A prerequisite in the course description means there is a requirement that must be met prior to enrolling in the course. This may include, but is not limited to: completion of other courses, acceptance in certain programs, sophomore standing, instructor permission, and prescribed test scores. If the prerequisite is another course, then that course must have been completed with a minimum grade of "C-" in order to satisfy the pre-enrollment requirement.

### Recommendation

A recommendation in the course description identifies previously established skill levels or completed courses that are important in assuring a successful enrollment. Recommendations should be carefully considered, but are not required.

## COLLEGE-WIDE COURSE NUMBERS

### 203 Workshop

*Credits arranged*

Certain courses that are of a short duration are typically called workshops. They can be conducted by qualified NIC faculty members 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 internship is an off-campus experience directed by an on-site supervisor, but overseen by a faculty member designated 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

A practicum is 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*

Independent study includes individual study involving reading or a project and is 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 the first two weeks of Summer Session.

**Prerequisite:** Sophomore standing (26 credits completed); 3.00 GPA and permission of the instructor.

## ACCOUNTING

### ACCT 110

*3 Credits*

### Small Business Accounting

*Offered Each Semester*

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

**Lecture/Lab:** 3 hours per week

**Corequisite:** CAPS 135

### 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.

**Lecture/Lab:** 3 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 are 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. Completion of a payroll practice set is required.

**Lecture/Lab:** 3 hours per week

**Prerequisite:** ACCT 110

### ACCT 138

*3 Credits*

### Accounting for Managers

*Offered Fall Semester*

This course is an introduction to accounting from a user's perspective. Students will explore accounting information's

role in the decision-making process and how to use various types of accounting information found in financial statements and annual reports. This course will emphasize what accounting information is, why it is important, and how it is used by economic decision makers. This course is required in the Resort/Recreation Management program. Understanding how accounting information can be used to make better business decisions can benefit all students, regardless of their major course of study or chosen career. Prior completion of other courses is not required.

**ACCT 140**  
3 Credits

**QuickBooks Pro**  
Offered Fall Semester

ACCT 140 is an introduction to accounting and computers using QuickBooks. The course will focus on accounting for service and merchandising businesses 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

**ACCT 150**  
1 Credit

**10-Key Skill Building**  
Offered Each Semester

This course is a self-paced course provided by online delivery. It is intended to introduce the methods used for 10-key data entry and calculators using a computer program and number key pad. Students must master the correct keystrokes and a minimum speed of 9,000 keystrokes per hour with no mistakes for minimum successful completion (a passing grade of C). Students must be in the Accounting Assistant program.

Lab: Online delivery  
Recommended: BUSO programs and some keyboarding proficiency.

**ACCT 201**  
3 Credits

**Principles of Accounting**  
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. It fulfills the accounting course requirement for all Business and Office Technology programs. Upon completion of ACCT 201 students may not receive credit for ACCT 110 and/or 111.

Lecture/Lab: 3 hours per week

**ACCT 202**  
3 Credits

**Managerial Accounting**  
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.

Lecture/Lab: 3 hours per week  
Prerequisite: ACCT 201

**ACCT 244**  
3 Credits

**Credit and Collections**  
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**  
3 Credits

**Current Business Taxes**  
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**  
4 Credits

**Accounting Internship**  
Offered Spring Semester

ACCT 248 is the capstone course for the Accounting Assistant Program and should be taken after the completion of all required accounting courses. This course consists of on-campus meetings, as well as 135 hours of an off-campus internship which allows for the practical application of concepts learned throughout the program. Emphasis will be on accounting records of an existing business, records management, efficient telephone use, employee/employer relations, customer service, resumes, cover letters, interview techniques, and stress/time management.

Lecture: 15 hours  
Internship: 135 hours of site work  
Prerequisite: ACCT 113, 140, 244, 246

## ALLIED HEALTH

**ALTH 101**  
1 Credit

**Introduction to Allied Health**  
Offered Each Semester

This course provides an overview of traditional health care delivery systems and current social, economic, and political influences. It introduces students to health occupation roles and addresses consumer health needs, trends, and issues. This course is required for students planning to enroll in the Pharmacy Technology program.

Lecture: 1 hour per week

**ALTH 102**  
1 Credit

**Introduction to Allied Health Lab**  
Offered Each Semester

This lab includes 16 hours of job shadowing and interviewing in addition to meeting weekly. It provides opportunities to explore one or more health careers. Students will complete several self-awareness/self-interest surveys. By analyzing self and career interests, students refine and clarify their career goals. It also assists students to develop beginning observation, recording, and reporting skills based on their selected

field exploration areas. This is a required course for Pharmacy Technology students.

Lab: Approximately 2 hours per week

Corequisite: ALTH 101

**ALTH 105**

2 Credits

**Infection Prevention**

*Offered Each Semester*

This course is an introduction to concepts regarding infection/prevention and control with major emphasis on the blood-born pathogens HIV and Hepatitis B. Modes of transmission, prevention and OSHA standards for blood-born 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

**ALTH 107**

1 Credit

**Communication Skills**

*Offered Fall Semester*

This seminar provides allied health students the opportunity to develop communication skills necessary for effective helping and teamwork relationships. This course is required for Practical Nursing program completion.

Seminar: 2 hours per week

**ALTH 110 Over the Counter & Herbal Medications**

2 Credits

*Offered Fall Session*

This course provides an overview of the significance of over-the-counter (OTC) and herbal drug therapy in our society. The role of the pharmacy technician in selling and providing information about OTC and herbal therapy will be reviewed. Therapeutic drug classifications, indications, dosage forms, major ingredients, common side effects, and significant drug interactions will be covered for OTC drugs. For herbal medications, students will learn to associate the names of herbal medications with common uses, recognize potential adverse effects, and be aware of potential drug interactions between herbs and conventional medication. Federal regulation of OTC and herbal medications will be reviewed.

Lecture: 2 hours per week

**ALTH 115 Human Body Structure and Function (Previously PN 104)**

3 Credits

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. 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.

**ALTH 130**

5 Credits

**Nursing Assistant (CNA)**

*Offered Each Semester*

This course serves as an introduction to health care as a provider. It prepares students to provide basic physical and environmental care for individuals in a variety of health care and home care settings. The course is designed as competency-based education, meaning that students will be required to demonstrate the knowledge and skills they have acquired. At the completion of this course, students will be eligible to take

the state mandate written and clinical skills exams. Successful completion of the state exams meets the requirements of P.L. 100-203, Omnibus Budget Reconciliation Act (OBRA) of 1987.

Lecture: 4 hours per week

Lab: 4 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, religious practices, music, art, 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. 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

Recommended: Completion or concurrent enrollment in ENGL 101 and ANTH 101

**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 human abilities to live in all of earth's environments. This class satisfies a social science course requirement for the A.A. and A.S. degrees.

Lecture: 3 hour per week

**ANTH 102 Introduction to Social and 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. This class 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 Native Americans and their relationship with the environment. This course satisfies 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**                      **Introduction to Archaeology and World Prehistory**  
3 Credits                                      Offered Spring Semester

This course offers classroom instruction in the ways archaeologists unearth the remains of ancient peoples. Included is a brief look at what those archaeologists have discovered in various places throughout the world from the earliest stone tools to the invention of agriculture. ANTH 230 is an interesting course for those students curious about the human past in both the Old and New Worlds, as well as students wishing to satisfy the Group 4 Social Science requirement for the A.A. degree or three social science credits toward an A.S. degree.

Seminar: 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. The student will prepare a document based on those readings. This course is intended for anthropology majors wishing to transfer to B.A. granting institutions.

Instructor Contact: 3 hours per week

Prerequisite: ANTH 101, ANTH 102, ANTH 230, and ENGL 102

## 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 atten-

tion 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, 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. This course creates a higher understanding of the parallels and interconnections of visual art and the societies that made them. It enables students to thoughtfully view creative expression in its communicative function in relation to contemporary society and culture. This course 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 Graphic Design 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: 4 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. 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 Graphic Design program, for transfer programs in fine arts and architecture, and for personal enjoyment.

Lecture/Lab: 4 hours per week

Prerequisite: ART 111

**ART 121**                                      **2D/Design Foundations**  
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 to 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 Graphic Design program and for some transfer programs.

Lecture/Lab: 5 hours per week

**ART 122** **3D/Design Foundations**  
3 Credits *Offered Spring Semester*

ART 122 offers instruction in the use of basic art fundamentals as applied to three-dimensional art work and the creative concepts evolving from these properties. This course helps students to channel conceptual thinking and organize and master skills of the basic elements of art as they relate to three-dimensional expression. Design II is important for artists and designers in all fields and is a required course in the Graphic Design program and for some transfer programs.  
Lecture/Lab: 5 hours per week

**ART 217** **Life Drawing I**  
3 Credits *Offered Fall Semester*

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both anatomical analysis and 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. ART 217 or 218 are required courses in the Graphic Design program.  
Lecture/Lab: 5 hours per week  
Prerequisite: ART 111 and 112

**ART 218** **Life Drawing II**  
3 Credits *Offered Spring Semester*

Life Drawing II is 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. ART 218 or 217 are required courses in the Graphic Design program.  
Lecture/Lab: 5 hours per week  
Prerequisite: ART 111 and 112

**ART 231** **Beginning Painting I**  
3 Credits *Offered Fall Semester*

Beginning Painting I develops competence with the oil paint medium through specific assignments designed to emphasize composition and the fundamentals of painting and color. 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. ART 231 or 232 are required courses in the Graphic Design program. Class supplies are to be purchased by the student.  
Lecture/Lab: 5 hours per week

**ART 232** **Beginning Painting II**  
3 Credits *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. ART 232 or 231 are required courses in the Graphic Design program. Class supplies are to be purchased by the student.  
Lecture/Lab: 5 hours per week

**ART 241** **Sculpture I**  
3 Credits *Offered Fall Semester*

Sculpture I provides an introduction to ideas and materials designed to facilitate the student's response to three-dimensional forms. Emphasis is 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 Graphic Design program.  
Lecture/Lab: 5 hours per week

**ART 242** **Sculpture II**  
3 Credits *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 Graphic Design program.  
Lecture/Lab: 5 hours per week

**ART 245** **Intermediate Painting I**  
3 Credits *Offered Fall Semester*

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques. It promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. It is intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline and is a recommended elective for the Graphic Design program. Class supplies are to be purchased by the student.  
Lecture/Lab: 5 hours per week  
Prerequisite: ART 231, 232

**ART 246** **Intermediate Painting II**  
3 Credits *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 Graphic Design program.  
Lecture/Lab: 5 hours per week  
Prerequisite: ART 231, ART 232

**ART 251** **Printmaking I**  
3 Credits *Offered Fall Semester*

Printmaking I explores the relief printmaking processes of woodcut, linocut, wood engraving, and collagraph. Emphasis is on developing compositional and design skills using the various methods, techniques, and exploration of materials. Additional focus will be placed on the historical influence of each medium and its relationship to other artistic expressions. The course is structured around individual instruction, group critiques, lectures/slides, and studio time. ART 251 is a recommended elective for the Graphic Design program.  
Lecture/Lab: 5 hours per week

**ART 252**

3 Credits

**Printmaking II**

Offered Spring Semester

Printmaking II provides additional exploration of the relief printmaking process. While concentrating on linocuts and one other medium of choice, the class explores various techniques and methods of printmaking. Focus is on developing compositional and design skills, using color, and developing personal expression. The course is structured around individual instruction, group critiques, lectures/slides, and studio time. ART 252 is a recommended elective for the Graphic Design program.

Lecture/Lab: 5 hours per week

**ART 253**

2 Credits

**Letterform Design**

Offered Fall Semester

ART 253 offers instruction in 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 graphic design and illustration fields. Letterform Design provides a fundamental knowledge of hand lettering.

Lecture/Lab: 4 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 Graphic Design 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 and is 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 Graphic Design program and 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 design 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

**AUTOMOTIVE TECHNOLOGY**

**NOTE: Course enrollment requires prior acceptance into the Automotive Technology Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**AUTO 105**

1 Credit

**Orientation, Safety, General Shop Practices**

Offered Fall Semester

This course will introduce students to on-campus services including the library and College Skills Center. It will teach students 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 and drilling out broken bolts. Students will also work on Heli-coils, double flares, soldering, and the care of equipment and floors.

**AUTO 115L**

4 Credits

**Auto Lab**

Offered Fall Semester

This course gives students hands-on exposure in a shop setting to those subjects covered in AUTO 105, 123 and 130 theory classes. Instruction utilizes a 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, using tools and equipment, or handling asbestos-containing materials.

**AUTO 116L**

5 Credits

**Auto Lab**

Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in AUTO 126 and AUTO 141 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, using tools and equipment, or handling asbestos-containing materials.

**AUTO 123**

5 Credits

**Brakes/Powertrain**

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 also learn the operation, construction and repair of clutch systems, drivelines, and constant velocity joints.

**AUTO 126 Steering, Suspension, and Alignment**  
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 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 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 explore a variety of accessory electrical circuits. Some of these include windshield wipers, power windows, door locks, seats, and cruise control systems, as well as in-depth instruction on troubleshooting procedures and theories.

**AUTO 215L Advanced Auto Lab**  
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."

**AUTO 216L Advanced Auto Lab**  
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. Instruction will utilize a variety of mock-ups, training aids, components, and live work.

**AUTO 222 Engine Performance**  
5 Credits *Offered Fall Semester*

This course will teach basic combustion theory, general tune-up 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. Instruction will include emission control systems and related regulations, as well as the use of the four-gas analyzer. Students will learn about "drivability" and how each of the systems work together to produce it.

**AUTO 250 Computer Controls**  
2 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.

**AUTO 260 Computer Controlled Systems**  
4 Credits *Offered Spring Semester*

Students will receive instruction on various automobile systems that are computer controlled such as fuel injection, anti-lock brakes, supplemental inflatable restraints, On-Board Diagnostics (OBD) II and III, and current industry trends.

**AUTO 270 Trans/Transaxle**  
4 Credits *Offered Spring Semester*

This course will cover the general theory of manual and automatic transmission and transaxle operation, as well as differential and four-wheel drive systems. Students will learn appropriate testing, disassembly, and repair procedures.

**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.

## BIOLOGY

**BIOL 100 Fundamentals of Biology**  
4 Credits *Offered Each Semester*

This introductory course provides a general overview of evolution, the five kingdoms, 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 115 or BIOL 175.

Upon completion of BIOL 175 or BIOL 115, BIOL 100 will count as elective science credits only and will not satisfy core lab science credits. This course may not be accepted as fulfilling biology course requirements for biology majors or some medical programs. Students should get clearance from their prospective transfer institution prior to taking this course. This course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees except after completing BIOL 175 or BIOL 115.

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 natural resources management professions. Students will explore various career opportunities in natural resource management. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 1 hour per week



**BIOL 111** **Living with the Environment**  
3 Credits *Offered Each 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 115** **Introduction to Life Sciences**  
4 Credits *Offered Each Semester*

BIOL 115 is an introduction to the fundamental principles that govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution. **Upon completion of BIOL 100 or BIOL 175, BIOL 115 will count as elective science credits only and will not satisfy core lab science credits.** 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 115L)

Recommended: One year high school biology or chemistry

**BIOL 175** **Human Biology**  
4 Credits *Offered Each 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 100 or BIOL 115, BIOL 175 will count as elective science credits only and will not satisfy core lab science credits.** 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 lab science course requirements for the A.A., A.S., and A.A.S. degrees except after completing BIOL 100 or BIOL 115.

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 often required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, and biology majors. Students should get clearance from their prospective transfer institution prior to taking this course to assure that it is a requirement. This course fulfills a laboratory science requirement for the A.S., A.A. and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 115

**BIOL 203** **General Botany**  
4 Credits *Offered Fall Semester*

BIOL 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion through gymnosperms and angiosperms. When 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 interested in a survey of the plant kingdom. BIOL 203 satisfies a lab science course requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 115

**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. BIOL 205 emphasizes is on the fundamental principles of soil processes and soil formation with examples drawn from numerous disciplines. This course is designed for a variety of majors such as crop sciences, forestry, landscape architecture, wildlife and fisheries, agribusiness, biosystems engineering, or agricultural education. This course satisfies the laboratory science requirement for the A.S., A.A., and A.A.S. 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 food selection for individual needs. Topics covered 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. BIOL 207 provides important basic knowledge in making personal dietary decisions. This course does not fulfill a lab science requirement for an associate degree.

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.A., A.S., and A.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 115

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

This course offers a homeostatic approach to the study of the human body from the level of the cell to organ systems with emphasis on normal structure and function, as well as selected physiological imbalances. Systems covered include integument, skeletal, muscular, and nervous. 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 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., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: CHEM 101

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

This course is a continuation of BIOL 227. Systems covered include cardiovascular, digestive, urinary, respiratory, and reproductive, as well as the sense organs and metabolism. It is designed for students enrolled in health-related fields. This course 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.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

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

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

This introductory course shows relationships between living and non-living components of the environment. It 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., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Prerequisite: BIOL 100 or 115

**BIOL 241 Systematic 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 a plant collection. It is designed for students pursuing a degree in biology, botany, or forestry and for those interested in the identification of local plants. BIOL 241 fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 2 hours per week

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

Recommended: BIOL 100 or 115

**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 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., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 115; CHEM 101

**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 a laboratory science requirement for an associate degree.

Lecture: 2 hours per week

Prerequisite: BIOL 100 or 115

**BIOL 290 Principles of Wildlife Biology**  
2 Credits *Offered Spring Semester Alternate Years*

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 an associate degree.

Lecture: 2 hours per week

Prerequisite: BIOL 100 or 115

Recommended: BIOL 202 or 203

**BUSINESS ADMINISTRATION**

**BUSA 100 Introduction to Computers**  
3 Credits *Offered Each Semester*

BUSA 100 is the study of computer systems and applications. This course includes computer terminology, an introduction to computer hardware, application and system software, and Internet concepts. It also includes societal issues and concerns of security, privacy, computer crime, and viruses. This course is required for the Business Administration, Business Education, and Accounting Assistant programs. It meets the computer science requirement for the A.A. degree.

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, Business Education, Office Information Specialist, and Accounting Assistant programs.

**Lecture:** 3 hours per week

**Recommended:** MATH 025

### **BUSA 180**

*1 credit*

### **Personal Finance**

*Offered Upon Demand*

Personal Finance is designed to empower students to analyze and develop their own personal financial plan. Students will be challenged to develop solid financial management skills through effective tax and savings strategies. Various financing options for large purchases such as automobiles and housing will also be discussed, along with developing techniques for controlling consumer credit. Students will learn how to evaluate different insurance options including life, health, and disability insurance. This course will also include some basic stock market strategies, including the choice to invest in stocks, mutual funds, or bonds.

**Lecture:** 15 hours

### **BUSA 211**

*3 credits*

### **Principles of Management**

*Offered Upon Demand*

BUSA 211 provides an overview of theories and practices of management. 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, and it also helps in upgrading management skills. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

### **BUSA 221**

*3 credits*

### **Principles of Marketing**

*Offered Upon Demand*

This is an introductory course designed to provide an overview of 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; it also helps in upgrading marketing skills. This is a required course in the Resort/Recreation Management program. Prior completion of other courses is not required.

**Lecture:** 3 hours per week

### **BUSA 240**

*3 Credits*

### **Computer Systems & Business Applications**

*Offered Each Semester*

This course provides applied instruction using computer systems, networks, and an Office suite of application software within the business environment. The course includes a lec-

ture and hands-on learning and emphasizes practical concepts of file management; using communications and network systems; exploring methods to secure a computer system against unauthorized intrusion and destruction of data; the creation of documents using word processing, spreadsheets, databases, and presentation software; use of the Internet to access and retrieve data; and the creation and use of Web pages within the business environment. This is a highly recommended course for students majoring in the Business Administration and Business Education associate of science degree programs and meets the computer science requirements for the A.A. degree.

**Lecture:** 3 hours per week

**Prerequisite:** Keyboarding skills (BUSO 101A) and math skills (MATH 025 or higher).

**Recommended:** Basic computer literacy skills (BUSA 100 or CS 100 or equivalent).

### **BUSA 250**

*3 credits*

### **International Business**

*Offered Upon Demand*

This course provides an overview of the international business environment and conditions affecting firms that do business overseas. The course explores the economic and cultural context for global business, cross-border trade and investment, the global monetary system, and competition in the global environment. The course addresses issues of international marketing, research and development, production and operations management, and human resource management. This course is useful for those who are considering a career in business or who want an overview of what the study of international business encompasses.

**Lecture:** 3 hours per week

**Prerequisite:** BUSA 101

### **BUSA 255**

*3 credits*

### **E-Commerce**

*Offered Upon Demand*

This is a principles course in e-commerce covering the business strategies used in e-commerce and the technology needs. The course focuses on entry strategies, emerging web-based business models, legal and privacy issues, online payment systems, as well as contemporary web marketing, regulatory, technological, social, and ethical issues. Website development processes and website architectures are also presented. The course provides a solid foundation in conducting business in the networked economy. Emphasis is placed on online consumer behavior, customer service, online order and fulfillment, as well as capital and human infrastructure needs to make effective business decisions. This course should be of interest to students pursuing a career in business or anyone considering launching a web-based business, using e-commerce as a component of a traditional business or pursuing employment in occupations that involve e-commerce activities.

**Lecture:** 3 hours per week

### **BUSA 260**

*3 credit*

### **Principles of Banking**

*Offered Upon Demand*

Principles of Banking is an introduction to basic money, banking, and financial market concepts. The course includes an analysis of financial instruments, markets, and interest rates. In addition, depository institutions and the financial industry structure is discussed. A brief review of bonds and stock and the role the equity markets play in the banking sector is

included, along with a look at various risk management tools such as futures, options and swaps.

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, Paralegal, Legal Administrative Assistant, and Administrative Assistant programs.

Lecture/Lab: 3 hours per week

**BUSA 271 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 the student 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/Lab: 4 hours per week

Prerequisite: MATH 130, 143, or MATH 147

**BUSA 280 Investment and Retirement Planning**  
2 credit *Offered Upon Demand*

Investment and Retirement Planning will assist students in taking an active role in the planning process for their retirement. This course evaluates the problems associated with accumulating assets for retirement and managing assets to create and sustain retirement income. The course takes an in-depth look at the various investment products available as well as the associated risks. Students will have the opportunity to prepare a retirement plan "road map" designed to maximize assets, and maintain a predetermined standard of living.

Lecture: 30 hours

**BUSINESS MANAGEMENT**

**BMGT 210 How to Start a Small Business**  
1 credit *Offered Upon Demand*

This course provides a practical guide to the process of successfully launching and growing a small business. The course will cover a broad range of topics from opportunity recognition and feasibility analysis, assessing the financial viability, developing the necessary plans to secure financing and facilities, developing strategies to compete in the marketplace, and the process involved to meet the challenge of building a new venture team and planning for growth.

Lecture: 15 hours

**BMGT 220 Business Plan Development**  
2 credit *Offered Upon Demand*

This course covers the important topic of writing a business plan which is a step that all start-up firms should do. Topics include the reasons for writing a business plan, a description of the audience for the business plan, what the audience is looking for, and guidelines to follow when preparing a writ-

ten business plan. Students will work with an outline for preparing a business plan and develop the material for each section and then cover strategies for presenting the plan to the target audience.

Lecture: 30 hours

**BMGT 230 Introduction to Entrepreneurship**  
3 credit *Offered Upon Demand*

This course gives students an understanding of the entrepreneurial process. It will include a discussion of entrepreneurship, the characteristics of successful entrepreneurs, the role of entrepreneurship in the economy, and practical financial and business considerations for the successful entrepreneur.

Lecture: 3 hours per week

**BMGT 256 Problem Solving Through Team Dynamics**  
3 credits *Offered Upon Demand*

This course explores the creation of teams and their utilization to solve problems. Team dynamics and strategies, brainstorming, information gathering methods, interpersonal communication, interdependence, and synergy are examined. Prior completion of other courses is not required.

Lecture: 3 hours per week

**BMGT 260 Human Resource Management**  
3 credits *Offered Upon Demand*

This is an introductory class to Human Resource Management. It is designed to give students an overview of the challenges faced by an organization in using employees in a legal and ethical manner. Emphasis will be placed on the legal issues and ethical dilemmas faced by business on a daily basis. This course will be useful to any students contemplating a career in business, as well as others who are interested in managing human resources. Prior completion of other courses is not required.

Lecture: 3 hours per week

**BMGT 266 Small Business and Entrepreneurial Management**  
3 credits *Offered Upon Demand*

This is an intensive course that applies management and marketing concepts to planning, owning, and operating a small business. Topics covered include entrepreneurial opportunities, developing a business plan, marketing and management, financial management, and the social and legal environment of business. A major emphasis is on the business plan. Some knowledge of accounting, management, and marketing are recommended.

Lecture: 3 hours per week

**BUSINESS MARKETING**

**BMKT 231 Principles of Retailing**  
3 credits *Offered Upon Demand*

This 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 retail marketing analysis and segmentation, buying and selling, inventory planning and control, and price setting and

adjustment. The focus is on the evaluation of the role of a retail and service enterprise within a given economy through self-directed/team building activities. The course creates an awareness of the operational and administrative activities of a marketing manager and helps to upgrade marketing skills.

Lecture: 3 hours per week

**BMKT 241 Fundamentals of Promotion and Advertising**

3 credits

Offered Upon Demand

This introductory course presents an overview of the basic principles and procedures in promoting a product, service or idea. Principles covered include target marketing positioning, buyer behavior, creative development (copy writing, art direction, and production), media planning and selection, and measurement of promotional effectiveness and related cost. Emphasis is placed on small business budgets. Prior completion of other courses is not required.

Lecture: 3 hours per week

**BMKT 261 Principles of Professional Selling**

3 credits

Offered Upon Demand

This is an introductory course in the fundamentals of selling and sales management. The course explores the evolution of selling techniques, learning selling skills, communicating 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. There will also be some discussion on managing a sales force. Prior completion of other courses is not required.

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 Accounting Assistant, Pharmacy Technology, Computer Information Technology programs and all Business and Office Technology 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.

Lecture/Lab: This is an open-entry/open-exit course. Students may enroll through the 10th week of the semester. For information call 769-3409.

**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 Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Claims Assistant, Medical Transcriptionist, and Receptionist/Office Specialist programs.

Lecture/Lab: This is an open-entry/open-exit course. Students may

enroll through the 10th week of the semester. For information call 769-3409.

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 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, Medical Billing Specialist, Medical Receptionist, Medical Transcriptionist, and Pharmacy Technology programs and is helpful for any medical or legal paraprofessional. This is an elective course in the Human Services Certificate program.

Lecture/Lab: 3 hours per week

**BUSO 110 Medical Transcription**

2 Credits

Offered Each Semester

This course is 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 proof-reading and editing of medical reports. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant, Medical Receptionist, and Medical Transcriptionist programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 109 and BUSO 176

**BUSO 115 Records Systems Management**

3 Credits

Offered Each Semester

This course provides instruction in the management of manual and electronic records. The life cycle of records from creation through disposal or permanent retention is covered. Emphasis is placed on the classification of records, application of the ARMA filing rules, the organization and management of manual and electronic information, types of records storage facilities, the importance of records retention programs, and the necessity of providing for the safety and security of information. The use of manual, mechanical, and automated methods of information storage and retrieval including micrographic and optical disk storage is also discussed. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, Medical Transcriptionist, Receptionist/Office Specialist, and Paralegal programs.

Lecture/Lab: 3 hours per week

Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173

Recommended Corequisite: CAPS 140

**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 bill-

ing. In addition, students will produce various lists and reports and learn to handle insurance claims both on paper forms and electronically. The concepts learned in this course are general enough to cover most medical administrative software packages, and 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, Medical Billing Specialist, Medical Receptionist, and Pharmacy Technology programs.

Lecture/Lab: 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 all Business and Office Technology programs.

Lecture/Lab: 3 hours per week  
Prerequisite: BUSO 101B  
Pre- or Corequisite: CAPS 100

**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 Medical Transcriptionist programs.

Lecture/Lab: 3 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, Medical Transcriptionist, Medical Receptionist and Receptionist/Office Specialist programs.

Lecture/Lab: 3 hours per week

**BUSO 176** **Machine Transcription and Document Formatting**  
2 Credits *Offered Each Semester*

This course provides students with an introduction to document formatting, including formatting letters, memos, reports, 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. Emphasis is placed on developing proofreading and editing skills to produce mailable documents. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal

Administrative Assistant, Medical Administrative Assistant, Medical Transcriptionist, Medical Receptionist, and Receptionist/Office Specialist programs.

Lecture: 1 hour per week

Prerequisite: BUSO 173 and BUSO 175 or concurrent enrollment in BUSO 173 and BUSO 175

**BUSO 185** **Business Math**  
3 Credits *Offered Each Semester*

BUSO 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 Billing Specialist, and Medical Administrative Assistant programs.

Lecture: 45 hours

Prerequisite: MATH 025 or COMPASS, ACT, or SAT placement score for entry into MATH 108.

**BUSO 186** **Receptionist/Office Specialist Internship**  
1 Credit *Offered Each Semester*

This course provides supervised training in office skills through on-the-job experience. It provides a practical application of office skills learned in the Receptionist/Office Specialist program. Students work in an office environment six hours per week for eight weeks. It is a required course in the Receptionist/Office Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-the job Activities: 6 hours per week for eight weeks

Prerequisites: Prior completion of the first semester of the Receptionist/Office Specialist program.

Corequisite: BUSO 115, 173, and 295

**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, confidentiality and privileged communication, medical records and informed consent, and workplace legalities. This is a required course in the Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, and Medical Transcriptionist programs.

Lecture/Lab: 1 hour per week

Prerequisite: BUSO 109

**BUSO 205** **Legal Terminology**  
3 Credits *Offered Spring Semester*

This course provides an introduction to the spelling, pronunciation, definition, and usage of legal terminology. Emphasis is placed on the correct use of terms in the major areas law. BUSO 205 is a required course in the Legal Administrative Assistant and Paralegal programs. Keyboarding knowledge is recommended.

Lecture/Lab: 3 hours per week

**BUSO 206****Legal Transcription and Document Formatting**

3 Credits

*Offered Fall Semester*

This course provides an introduction to the transcribing and formatting of the legal documents required in different types of law. Legal procedures required for these different types of law are emphasized. BUSO 206 is a required course in the Legal Administrative Assistant and Paralegal Programs.

Lecture/Lab: 3 hours per week

Prerequisite: BUSO 176 and 205

**BUSO 210****Advanced Medical Transcription**

2 Credits

*Offered Each Semester*

This course builds 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 and Medical Transcriptionist programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 110

**BUSO 257****Medical Coding**

3 Credits

*Offered Spring Semester*

This course is designed to help learners 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 provides an overview of all aspects of coding, including billing, reimbursement, audit, and appeals. Exercises will cover all medical specialties including dermatology, cardiology, primary care, and orthopedics, and addresses 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 and Medical Billing Specialist programs.

Lecture/Lab: 3 hours per week

Prerequisite: Sophomore standing and BUSO 109

**BUSO 281 Medical Billing Specialist Internship I**

4 Credits

*Offered Each Semester*

This course provides supervised training in medical accounts receivables/insurance billing through on-the-job experience in a medical facility. It provides practical application of medical accounts receivables/insurance billing as a part of the learning process and involves approximately 11 hours per week of on-site work. This is a required course in the Medical Billing Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 11 hours per week

**Prerequisites:** Sophomore standing; prior completion of ACCT 110; BUSA 185; CAPS 135; BUSO 109, 115, 257; and ENGL 101; and prior completion or concurrent enrollment in ACCT 111; BUSO 156, 194; and ENGL 272

**BUSO 282****Medical Claims Billing Specialist Internship II**

4 Credits

*Offered Each Semester*

The Medical Claims Billing Specialist Internship II is a continuation of BUSO 281. It is a required course in the Medical Billing Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 11 hours per week

Prerequisite: BUSO 281

**BUSO 283 Medical Transcriptionist Internship I**

3 Credits

*Offered Each Semester*

The Medical Transcriptionist Internship I provides supervised training in medical transcription skills through on-the-job experience in a medical facility. This course provides practical application of medical transcription as a part of the learning process. It involves approximately 9 hours per week of on-site work. This is a required course in the Medical Transcriptionist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 9 hours per week

**Prerequisites:** Sophomore standing and prior completion of BUSO 110, 115, 176, and ENGL 101; and prior completion or concurrent enrollment in BIOL 227; BUSO 174, 194, 210, 295; ENGL 272; and PHAR 151

**BUSO 284 Medical Transcriptionist Internship II**

3 Credits

*Offered Each Semester*

The Medical Transcriptionist Internship II is a continuation of BUSO 283. It is a required course in the Medical Transcriptionist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 9 hours per week

Prerequisites: BUSO 283

**BUSO 287 Medical Receptionist Internship**

3 Credits

*Offered Fall Semester*

This course provides supervised training in medical receptionist skills through on-the-job experience in a medical-related office. It provides a practical application of medical receptionist skills as part of the learning process and involves approximately 9 hours per week of in-office work. This is a required course in the Medical Receptionist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

**Prerequisites:** Prior completion of BUSO 109, 173 and 175, and prior completion or concurrent enrollment in BUSO 110, 115, 156, 194, and 295

**BUSO 288****Medical Administrative Assistant Internship**

3 Credits

*Offered Each Semester*

This course provides supervised training in administrative medical office skills through on-the-job experience in a medical-related office. It provides a practical application of administrative medical office skills as part of the learning process and involves approximately 9 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.

tory basis. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** BUSO 110

**Pre-Corequisites:** BUSO 115 and 257

**Corequisites:** BUSO 295

**BUSO 289 Administrative Assistant Internship I**  
3 Credits *Offered Each Semester*

This course provides supervised training in administrative skills through on-the-job experience in a business office. It provides practical application of administrative office skills as a part of the learning process and involves approximately 9 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. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** Sophomore standing, BUSO 176; ENGL 101

**Corequisites:** ACCT 110 or 201; BUSA 185; BUSO 115, 174, 295; and ENGL 272

**BUSO 290 Administrative Assistant Internship II**  
3 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. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** BUSO 289

**BUSO 291 Legal Administrative Assistant Internship I**  
3 Credits *Offered Each Semester*

This course provides supervised training in administrative skills through on-the-job experience in a legal-related office. It provides a practical application of legal administrative office skills as part of the learning process and involves approximately 9 hours per week of in-office work. This is a required course in the Legal Administrative Assistant program for the A.A.S. degree and advanced technical certificate and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** Sophomore standing and prior completion of BUSO 176; ENGL 099 or 101; and prior completion or concurrent enrollment in ACCT 110 or 201; BUSA 185; BUSO 115, 174, or CAPS 180; BUSO 205, 295

**BUSO 292 Legal Administrative Assistant Internship II**  
3 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. Instructor permission is required.

**In-Office Work:** 9 hours per week

**Prerequisites:** BUSO 291

**BUSO 295 Office Procedures**  
3 Credits *Offered Each Semester*

This course is designed to provide students with the informa-

tion necessary to be successful in today's rapidly changing office environment. In addition to providing students with opportunities to practice and use previously learned skills and abilities, topics include office technology; the global economy; increased diversity in the workplace; career planning and preparation; the importance of interpersonal, oral, and written communication skills; teamwork; critical thinking skills; ethical issues in the work environment; learning and applying effective telephone techniques; handling office callers; scheduling appointments, meetings and conferences; making travel arrangements; handling the office mail; and stress and time management. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Receptionist, Medical Transcriptionist, and Office Receptionist programs.

**Lecture/Lab:** 3 hours per week

**Corequisites:** BUSO 186, 281, 283, 284, 287, 288, 289 or 291

**CARPENTRY**

**NOTE:** Course enrollment requires prior acceptance into the Carpentry Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

**CARP 151 Carpentry Theory I**  
4 Credits *Offered Summer Session*

This course covers the carpentry trade and its applications as a career. 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 class project, much emphasis is placed on construction-related math, blueprint reading, building codes, site preparation and foundation layout.

**CARP 151L Carpentry Laboratory I**  
2 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.

**CARP 152 Carpentry Theory II**  
8 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.

**CARP 152L Carpentry Laboratory II**  
8 Credits *Offered Fall Semester*

The primary focus of this course is on the house project. Emphasis will be on practicing and refining previously learned skills as the house construction progresses. The project allows students to experience a "real life" job situation. Special attention will be paid to safety, accuracy, speed, and production. Most work will be performed in small groups with all



students having the opportunity to both lead and follow within their groups.

**CARP 153** **Carpentry Theory III**  
8 Credits *Offered Spring Semester*

Topics covered in this course will coincide with the house project. 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 covered throughout.

**CARP 153L** **Carpentry Laboratory III**  
8 Credits *Offered Spring Semester*

As the project house nears completion, students will focus on sharpening and refining those skills taught in previous courses as well as applying new concepts such as drywall, siding, and exterior/interior finish. As students prepare to find jobs in the carpentry field, much of the emphasis will be placed on work ethics, habits, and teamwork. Depending on the progress of the project house, other carpentry projects that benefit the NIC campus or the local community may be introduced.

**CARP 251** **Carpentry Management I**  
4 Credits *Offered Fall Semester*

This course consists of weekly theory and field study. Students will obtain experience in planning and management of various construction projects that are part of the program's laboratory curriculum. Cost and materials estimating, advanced math concepts applied to construction projects, worksite issues/ethics, advanced communication skills, and construction scheduling and estimating are applied under supervision. In addition, advanced specialty construction skills will be addressed according to student's individual preferences. Weekly seminars will provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying theory concepts to field experience.

**Prerequisite:** Successful completion of the first year of the Carpentry program and instructor permission

**CARP 252** **Carpentry Management II**  
4 Credits *Offered Spring Semester*

This course provides students with opportunities to further their skills in advanced carpentry techniques and to advance their supervisory skills through on-site supervision of students in the first-year Carpentry program. Students will continue to meet weekly to share experiences, debrief, and obtain faculty assistance in applying theory concepts to field experience. During their supervised experience, students will be evaluated on their performance of program outcomes.

**Prerequisite:** Successful completion of the first year of the Carpentry program and instructor permission

## CHEMISTRY

**CHEM 100** **Concepts of Chemistry I**  
4 Credits *Offered Each Semester*

CHEM 100 a non-mathematical course designed to acquaint students with the science of chemistry as it relates to modern technological society. It is designed for non-science majors

who would like to learn about chemistry in the context of their everyday lives or find it useful in their intended careers. CHEM 100 fulfills a laboratory science course requirement for the A.S., and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM 100L, 3 hours per week

**CHEM 101** **Intro to Essentials of General Chemistry I**  
4 Credits *Offered Each Semester*

CHEM 101 is a survey of the basic concepts of inorganic chemistry that includes quantitative concepts and development of problem solving methods. It is designed for allied health majors. This course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM 101L (3 hours per week)

**Prerequisite:** MATH 025 or COMPASS Algebra >40, ACT >18, or SAT >430

**CHEM 102** **Intro to Essentials of General Chemistry II**  
4 Credits *Offered Each Semester*

CHEM 102 is a continuation of CHEM 101 and surveys basic concepts of organic and biochemistry. It is designed for health science degrees and to satisfy general core requirements. CHEM 102 satisfies a laboratory science requirement for the A.S. and A.A. degrees.

**Lecture:** 3 hours per week

**Corequisite Lab:** CHEM 102L (3 hours per week)

**Prerequisite:** CHEM 101 or passing scores on an ACS examination held during the first week the class meets and an assessment of laboratory skills equivalent to CHEM 101L

**CHEM 111** **Principles of General College Chemistry I**  
4 Credits *Offered Each Semester*

CHEM 111 is a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however many applications are examined. Students entering CHEM 111 are expected to have some chemistry background. This may be satisfied by completing at least one year of high school chemistry or CHEM 101. CHEM 111 satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees, and is a required course for many transfer degree programs in sciences and engineering.

**Lecture:** 4 hours per week

**Corequisite Lab:** CHEM 111L (3 hours per week)

**Prerequisite:** MATH 108 or COMPASS Algebra >45, ACT >19, or SAT >460.

**CHEM 112** **Principles of General College Chemistry II**  
4 Credits *Offered Each Semester*

CHEM 112 is a continuation of a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however, many applications are examined. CHEM 112 satisfies a

laboratory science course requirement for the A.S., A.A. and A.A.S. degrees and is a required course for many transfer degree programs in sciences and engineering.

Lecture: 4 hours per week

Corequisite Lab: CHEM 112L (3 hours per week)

Prerequisite: CHEM 111/111L.

### CHEM 114

2 Credits

### Qualitative Analysis

Offered Spring Semester

CHEM 114 investigates the chemistry of separation and identification of selected cations and anions and includes the theory of chemical equilibrium of acids, bases, buffers, complexions. CHEM 114 is designed to accompany CHEM 112 for students whose transfer programs require additional skills in chemistry.

Lecture: 1 hour per week

Corequisite Lab: CHEM 114L (3 hours per week)

Pre- or Corequisite: CHEM 112

### CHEM 253

5 Credits

### Quantitative Analysis

Offered On Demand

CHEM 253 is the first course in the study of analytical chemistry for scientists. Students who are majoring in the physical or life sciences may take this course as an introduction to the basic concepts of quantitative analysis.

Lecture: 3 hours per week

Corequisite Lab: CHEM 253L - Two 3-hour labs per week

Prerequisites: CHEM 112 with a grade of C or better

### CHEM 277

3 Credits

### Organic Chemistry I

Offered Fall Semester

CHEM 277 is the first course in a two-semester sequence of a comprehensive study of the principles and theories of organic chemistry emphasizing properties, synthesis structures, and reactions of organic compounds. CHEM 277 and 287 are required courses for transfer degree programs in chemistry, medicine, dentistry, pharmacy, some engineering programs, and related fields.

Lecture: 3 hours per week

Recommended: CHEM 278 (3 hours per week) is highly recommended, but not required.

Prerequisite: CHEM 112 with a grade of C- or better

### CHEM 278

1 Credit

### Organic Chemistry I Lab

Offered Fall Semester

CHEM 278 is the corresponding lab for CHEM 277. CHEM 278 is a study and development of organic chemistry laboratory techniques and their application to the preparation, isolation, characterization, and investigation of the properties of organic compounds. This course consists of three hours of lab per week.

Prerequisite: Prior completion or concurrent enrollment in CHEM 277

### CHEM 287

3 Credits

### Organic Chemistry II

Offered Spring Semester

CHEM 287 is a continuation of CHEM 277 and includes an introduction to biological molecules.

Lecture: 3 hours per week

Recommended: Concurrent enrollment in CHEM 288 (3 hours

per week) is highly recommended, but not required.

Prerequisite: CHEM 277

### CHEM 288

1 Credits

### Organic Chemistry II Lab

Offered Spring Semester

CHEM 288 is the corresponding lab for CHEM 287. CHEM 288 presents further experience in the fundamental operations of organic chemistry laboratory work, and an introduction to chemistry literature. This course consists of three hours of lab per week.

Prerequisite: CHEM 278 and prior completion or concurrent enrollment in CHEM 287

## CHILD DEVELOPMENT

### CHD 110

3 Credits

### Child Health and Safety

Offered Each Semester

This course introduces the student to essentials in creating a safe and healthy environment for young children, birth to age eight, both typically and atypically developing. 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

### CHD 115

3 Credits

### Early Childhood Curriculum

Offered Each Semester

Students will examine the critical role of curriculum in meeting the physical, social, emotional, and cognitive needs of typically and atypically developing children from birth through age eight. 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. Self reflection and hands-on learning are vital components of this course. Some class sessions will be held at the NIC Children's Center to facilitate this process. Prior completion or concurrent enrollment in CHD 134 is encouraged, but not required.

Lecture: 3 hours per week

### CHD 134

3 Credits

### Infancy through Middle Childhood

Offered Each Semester

CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive, and social-emotional development of typically and atypically developing children will be examined in the context of family and social issues. This is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

Lecture: 3 hours per week

### CHD 150

3 Credits

### Professional Partnerships - Families, Schools, and Community

Fall Semester and Summer Session

This course will cover the essentials for professionally managing an effective early care and education program or classroom by developing partnerships among staff, family, and community members. Topics include the design and imple-

mentation of contracts and policies, record keeping, communication strategies, family involvement, professional affiliations, and the importance of collaboration to supporting typically and atypically developing children and their families. Students will become aware of the impact personal attitudes and philosophies have on building partnerships, solving problems, and resolving conflicts. Students will become familiar with the NAEYC Code of Ethical Conduct and its practical application.

Lecture: 3 hours per week

**CHD 235**                      **Observation and Assessment**  
3 Credits                              *Offered Fall and Spring Semester*

CHD 235 provides students with the skills necessary to observe, record, and interpret the behavior of young children.

Lecture: 2 hours lecture and 2 hours lab each week

Prerequisite: CHD 134

**CHD 243**                      **Early Childhood Education**  
3 Credits                              *Offered Fall Semester*

This course introduces students to the field of early childhood education. Developmentally appropriate practices for programs serving both typically and atypically developing children birth to age eight are examined. Topics include curriculum, play theory, literacy, behavior guidance, early care, education programs in the U.S. and internationally, primary grade education, and working with families.

Lecture: 3 hours per week

**CHD 254**                      **Child Guidance Theory**  
3 Credits                              *Offered Spring Semester*

Techniques are examined for understanding and effectively guiding the behavior of young children, both typically and atypically developing. Included are skills for managing classroom situations, encouraging conflict resolution, effective use of praise, preventing problems, promoting self esteem, and setting individualized goals for young children in a classroom setting. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors. Prior completion or concurrent enrollment in CHD 134 is encouraged, but not required.

Lecture: 3 hours per week

**CHD 298A**                      **Child Development Practicum A**  
3 Credits                              *Offered Each Semester*

This course offers a supervised experience working with young children in the NIC Children's Center and is the first of three practicum experiences for students in the associate of arts or associate of science Child Development program. Students gain practical experience planning, preparing, and implementing curriculum, practicing behavior guidance techniques, working with families, and discussing how to meet the individual needs of children with varying abilities. It is a required course for the Child Development program.

Lecture: 2 seminar hours per week and 4 classroom hours per week

Prerequisite: CHD 134

**CHD 298B**                      **Child Development Practicum B**  
3 Credits                              *Offered Each Semester*

CHD 298B offers continued experience working with young children in a supervised setting. Students may be placed in an approved off campus early childhood setting or continue

practice at the NIC Children's Center. Emphasis is on practicing skills in curriculum development, behavior guidance, and working with families of young children both typically and atypically developing.

Lecture/Lab: 6 hours per week

Prerequisite: CHD 134 and 298A

**CHD 298C**                      **Child Development Practicum C**  
3 Credits                              *Offered Each Semester*

CHD 298C is the final experience working directly with young children in a supervised setting in the NIC Children's Center or in an approved off campus setting. Students continue practicing skills in curriculum development, behavior guidance, assessment, and working with families of young children of varying abilities

Lecture: 2 hours per week and lab 4 hours per week

Prerequisite: CHD 134 and 298B

**CHD 298D**                      **Child Development Practicum D**  
5 Credits                              *Offered Each Semester*

CHD 298D is intended primarily for those students who have completed degree or certificate programs, but need ongoing college credit for professional development purposes. This may include those professionals seeking CDA Certificate renewal, Head Start staff, and community early childhood teachers who have already completed child development courses at NIC but need further skill and development in a particular domain. Topics of study and application will be individualized according to student and program need.

Lecture/Lab: 6 hours per week

Prerequisite: CHD 134 with a grade of C- or higher.

## CINEMA ARTS

**CINA 126**                      **Film and International Culture**  
3 Credits                              *Offered Fall 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, graphic design, 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.

Lecture: 3 hours per week

## COLLEGE SKILLS

**CSC 010**                      **Reading and Spelling Fundamentals**  
3 Credits                              *Offered Each Semester*

CSC 010 provides 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 based on a COMPASS score below 61.

Corequisite: ENGL 045 or ENGL 099

**CSC 013** **Reading Comprehension and Vocabulary Development**

3 Credits *Offered Each Semester*

CSC 013 is 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 based on a COMPASS score of 61 – 80. This class does not fulfill degree requirements.

**CSC 043** **Reading in Applied Technology**

1 Credit *Offered on Demand*

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. Enrollment is based on a COMPASS score between 61-80.

**CSC 100** **College Transition**

1 Credit *Offered Each Semester*

This course is designed to provide the student with a general introduction and transition to the college experience. It will assist students in developing a meaningful education plan in accordance with their personal values, needs, and career goals. Specifically, this class will orient students to the processes, resources, and multiple services available at North Idaho College.

Lecture: 1 hour per week

**CSC 104** **College Reading**

2 Credits *Offered on Demand*

CSC 104 is a college level reading class designed for the skilled reader who would like to learn strategies for improving reading comprehension, enhancing textbook reading skills, and developing flexible reading rates. Reading techniques are applied to reading assignments in content areas such as sciences, social sciences, and humanities. The course is taught using lecture, computer aided instruction, and small group participation.

Lecture: 2 hours per week

Prerequisite: College level reading ability verified with appropriate placement test scores

**CSC 105** **College Study Skills**

2 Credits *Offered Each Semester*

This course provides instruction and 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

**CSC 106** **College Internet Skills**

1 credit *Offered Each Semester*

This course covers the basics of taking an interactive course via the Internet. The student will learn how to use WebCt Vista for Internet classes. This involves developing skills con-

cerning the use of e-mail, online discussion boards, world wide web access, equipment needs, and navigating an online course. Additionally, the student will analyze the difference between online and traditional courses to evaluate his or her learning style in order to develop good academic skills to succeed in online classes. This class provides an excellent opportunity to learn how to navigate classes on WebCt before taking an Internet class.

Lecture: 16 hours

**CSC 107** **College Educational Technology Skills**

1 credit *Offered Each Semester*

This course is designed to introduce students to Dragon Naturally Speaking Voice Recognition software and Kurzweil 3000 scan and read software. Following the introduction of both programs, students will have the choice of focusing on the one program that best meets their needs and interests.

Lecture: 16 hours

**CSC 108** **Tutoring Skills**

1 credit *Offered Each Semester*

This course provides an introduction to learning theories, styles, and techniques as related to tutoring. Topics will include active listening, effective questioning, diversity awareness, implementation of tutoring strategies, and assessment of learning styles and study skills. Participatory classroom activities will be included to develop communication, critical thinking, and problem solving skills. This course provides participants with leadership and communication skills that may be applied throughout the college experience. Students do not need to be a peer tutor to be enrolled in this course.

Lecture: 16 hours

## COLLISION REPAIR TECHNOLOGY

**NOTE: Course enrollment requires prior acceptance into the Collision Repair Technology Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**ACRR 151** **Collision Repair Technology Theory I**

6 Credits *Offered Fall Semester*

Collision Repair Technology Theory I offers classroom instruction in all phases of automobile refinishing. Course topics include 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**

5 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**

6 Credits *Offered Spring Semester*

Collision Repair Technology Theory II presents classroom instruction in such areas as 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.

**ACRR 152L Collision Repair Technology Lab II**  
6 Credits *Offered Spring Semester*

This lab offers hands-on shop experience in repair, estimating, replacement of hardware and body panels, alignment of uni-body vehicles and frames, steering, and suspension parts. Other areas included are replacement of auto glass, restoring cooling and air conditioning systems. 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**  
2 Credits *Offered Summer Session*

This course provides hands-on shop experience in wreck rebuilding and meeting production shop time schedules. Quality work is promoted.

## COMMUNICATION

**COMM 101 Intro 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 and 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. It is, however, a complex discipline of reading, writing, research, and performance; therefore, **course success relies strongly on college level reading and writing abilities.** This course is a requirement for both the A.A. and A.S. degrees.

Lecture: 3 hours per week

**Recommendation:** Minimum reading placement scores of 81 on the COMPASS; 19 on the ACT; or 470 on the SAT. Minimum writing scores of 68 on the COMPASS; 18 on the ACT; or 450 on the SAT. Concurrent enrollment in ENGL 101 is also recommended

**COMM 103 Oral Interpretation**  
3 Credits *Offered Each Semester*

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform 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. Stu-

dents 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 the students’ own nonverbal communication style.

Lecture: 2 hours per week

**Recommended:** Strong college-level reading and writing skills

**COMM 209 Argumentation**  
3 Credits *Offered Either Semester*

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed. It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed.

Lecture: 3 hours per week

**Recommended:** COMM 101 and strong college-level reading and writing skills

**COMM 220 Intro 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 we 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 develop-

ing skills necessary for everyday life and living where relationships must be developed and maintained.

Lecture: 3 hours per week

**COMM 236 Small Group Communication**

3 Credits

*Offered Both 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 APPLICATIONS**

**CAPS 100 Introduction to Windows**

1 Credit

*Offered Each Semester*

CAPS 100 provides an introduction to 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 Windows software. This is a required course in the Accounting Assistant program. The course is required for all Business and Office Technology programs.

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

Recommended: Basic keyboarding

**CAPS 103 Intermediate Windows**

1 credit

*Offered Upon Demand*

This course will cover the Windows operating system utilizing MS Windows XP software on IBM compatible computers. It is a valuable resource for those who are looking to enhance their XP experience with tips and tricks included to add to the usefulness of their Windows XP knowledge. This course is intended to provide the student with the ability to become comfortable using the MS Windows operating system for personal and business reasons. A hands-on class using real-world personal and business functions, it is a valuable course for those who want to gain more extensive knowledge of the current Windows technology. Prior completion of other courses is not required.

Lecture: 8 hours

Lab: 16 hours

**CAPS 108 Introduction to Computer Applications**

2 Credits

*Offered Fall Semester*

CAPS 108 is a rich interactive learning experience designed to give students the basic tools and aptitudes they need to meet today's technology challenges. This course explores how computers and their peripheral devices work and the capabilities of software to meet the needs of the user. Emphasis is placed on the use of computers to manage information for personal and professional uses. Software applications in word processing, spreadsheets, and databases are used during the semester. Lab assignments using software applications are a major portion of the course requirement. No prior computer experience is necessary.

Lecture/Lab: 3 hours per week

**CAPS 110**

**Computer Applications for Technical Programs**

3 Credits

*Offered Spring Semester*

This course provides an introduction to DOS, Windows, and Microsoft Office application products. Basic to intermediate skills in operating systems, word processing, spreadsheet, database, presentation software and Internet browsers will be taught. Emphasis will be placed on current industry-recognized business applications. Students will become familiar with the basic operations and performance of personal computers.

Lecture/Lab: 3-4 hrs per week

**CAPS 120 Introduction to Word Processing**

1 Credit

*Offered Each Semester*

CAPS 120 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 Accounting Assistant program. It does not fulfill the word processing requirement for the Business and Office Technology programs. However, this course does count as an 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

Recommended: Some keyboarding proficiency.

**CAPS 125 Intermediate Word Processing**

1 Credit

*Offered Each Semester*

CAPS 125 is a continuation of CAPS 120. It utilizes Word for Windows software. The course provides additional word processing functions, including tables, charts, mail merge, and desktop publishing. This course does not fulfill the word processing requirement for Business and Office Technology programs, but does count as an elective for the Accounting Assistant program.

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

Recommended: Previous word processing experience.

**CAPS 130 Introduction to Spreadsheets**

1 Credit

*Offered Each Semester*

This course is an introduction to spreadsheet fundamentals using MS Excel for Windows. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves hands-on computer use. Some computer knowledge and basic math skills are recommended.

Lecture/Lab: 3-4 hrs per week

**CAPS 135 Spreadsheets**

3 Credits

*Offered Each Semester*

CAPS 135 is a lecture/lab class that will meet four hours per week for a semester. Students will be expected to complete homework assignments and projects outside of class time. This course will cover spreadsheet capabilities from beginning through expert using MS Excel for Windows. It includes spreadsheet construction and layout, commands, graphics, printing, macros, database features, and analysis functions. This course is intended to provide students the ability to be-

come certified as a Microsoft Office User Specialist in Excel at the expert level. Using real-world personal and professional projects, it is a valuable course for those who want to gain extensive spreadsheet software knowledge. This course is required for the Business and Office Technology and Accounting Assistant programs.

**Lecture/Lab:** 4 hrs per week

**Pre-Corequisite:** MATH 025 or placement score for entry into MATH 108 and CAPS 100 or instructor permission.

**CAPS 140 Introduction to Database Management**  
*1 Credit Offered Upon Demand*

CAPS 140 is an introduction to database management fundamentals. It involves hands-on computer experience using MS Access. The software version will be identified in the NIC class schedule. This course introduces students to computer management of database records and provides skills to design and manipulate a database; modify table structure; sort and edit records; design and modify queries, forms, and reports; and introduces database relationships. It is a required course for the Administrative Assistant, Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, Medical Transcriptionist, Receptionist/Office Specialist, and Human Resources Assistant programs.

**Lecture:** 8 hours

**Lab:** 16 hours

**Recommended prerequisite:** CAPS 100.

**CAPS 145 Intermediate Database Management**  
*1 Credit Offered Upon Demand*

CAPS 145 provides students with intermediate database management skills. It involves hands-on database management experience using MS-Access. Students will learn how to share Access database information with other MS-Office programs; import and export data; design advanced queries, reports, labels, charts, and forms; work with wizards and in-design view; and create Data Access Pages. This course may be taken as an elective by students in the Business and Office Technology programs or by others wanting to expand their database management skills.

**Lecture:** 8 hours

**Lab:** 16 hours

**Prerequisite:** CAPS 140 or permission of instructor.

**CAPS 147 Advanced Database Management**  
*1 credit Offered Upon Demand*

CAPS 147 provides students with advanced database management skills. It involves hands-on database management experience using MS-Access. Students will learn how to manage database objects, create macros, create modules and use Visual Basic for database management applications, work with wizards and in-design view, and create Data Access Pages. This course may be taken as an elective by students in the Business and Office Technology program or by others wishing to expand their database management skills.

**Lecture:** 8 hours

**Lab:** 16 hours

**Recommended:** CAPS 145 or instructor permission.

**CAPS 150 Introduction to PowerPoint**  
*1 Credit Offered Each Semester*

CAPS 150 provides an introduction to presentation software

fundamentals using PowerPoint on a Windows platform. A hands-on class that uses business-oriented examples, it includes planning, creating, storing, retrieving, editing, formatting, and viewing presentations. This is a valuable course for those that want to learn how to use presentation software. This course can be an 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

**Recommended:** Some keyboarding proficiency

**CAPS 160 Introduction to Desktop Publishing**  
*1 credit Offered Upon Demand*

CAPS 160 provides an introduction to desktop publishing fundamentals using Microsoft Publisher for windows software on IBM compatible computers. A hands-on class, it includes creating, storing, retrieving, editing, and printing business publications.

**Lecture:** 8 hours

**Lab:** 16 hours

**Recommended:** CAPS 100 and some keyboarding proficiency.

**CAPS 165 Intermediate Desktop Publishing**  
*1 credit Offered Upon Demand*

CAPS 165 is a continuation of CAPS 160. This class will take an intermediate look at desktop publishing using Microsoft Publisher for IBM compatible computers. This course is hands-on and will further explore desktop publishing techniques and terminology. This is a valuable course for those who will create in-house publications.

**Lecture:** 8 hours

**Lab:** 16 hours

**Prerequisite:** CAPS 160 or permission of instructor

**CAPS 170 Introduction to the Internet**  
*1 credit Offered Upon Demand*

This course will cover the Internet utilizing MS Internet Explorer software on IBM compatible computers. It includes information about the Internet, the World Wide Web, connecting to and researching on the Internet, using e-mail, exploring blogs, exploring copywrite issues concerning publishing to and using information from the Internet, privacy and security concerns, and creating a web page. This course is intended to provide the student with the ability to become comfortable with using the Internet for personal and business reasons. This is a hands-on class using real-world personal and business websites and is a valuable course for those who want to gain a beginning and more extensive knowledge of current Internet technology. Prior completion of other courses is not required.

**Lecture:** 8 hours

**Lab:** 16 hours

**CAPS 173 Introduction to the Internet for Seniors**  
*1 credit Offered Upon Demand*

This course will cover the Internet utilizing MS Internet Explorer software on IBM compatible computers. It includes information about the Internet, the World Wide Web, connecting to and researching on the Internet, using e-mail, exploring blogs, exploring copywrite issues concerning publishing to and using information from the Internet, and privacy

and security concerns. This course is intended to provide the student with the ability to become comfortable with using the Internet for personal and business reasons. This is a hands-on class using real world personal and business websites and is a valuable course for those who want to gain a beginning and more extensive knowledge of current Internet technology. Prior completion of other courses is not required.

Lecture: 8 hours

Lab: 16 hours

**CAPS 175 Introduction to the Computer for Seniors**

*1 Credit Offered Upon Demand*

CAPS 175 will cover understanding and using the computer for word processing and spreadsheets. Using MS Windows operating system, this class will include an understanding of Windows and file management, using text and graphics in Word, and understanding and using basic formulas and functions in Excel. A hands-on class using real world applications and uses, it is a valuable course for those who want to gain a beginning knowledge of technology. Prior completion of other courses is not required.

Lecture: 8 hours

Lab: 16 hours

**CAPS 176 Introduction to the Computer for Seniors Part II**

*1 Credit Offered Each Semester*

This course covers the intermediate understanding and using the computer for word processing and spreadsheets. Using MS Windows operating system, this class will include a further understanding of Windows and file management, using text and graphics in Word, understanding defaults, and understanding and using basic formulas and functions in Excel. A hands-on class using real-world applications and uses, it is a valuable course for those who want to gain an intermediate knowledge of technology.

Lecture/Lab: 24 hours

Prerequisite: CAPS-175 with a C- or higher.

**CAPS 177 Introduction to Word Processing for Seniors**

*1 Credit Offered Each Semester*

This course covers the understanding and use of word processing software on a MS Windows based computer. Using MS Word software, this class will include an understanding of MS Word and file management, using text and graphics in Word, and using basic creating, saving, editing, and printing features. This is a hands-on class using real-world applications. It is a valuable course for those who want to gain a beginning knowledge of word processing.

Lecture/Lab: 24 hours

**CAPS 180 Microsoft Office Integration**

*3 Credits Offered Spring Semester*

CAPS 180 is a lecture/lab class which meets four hours per week for a semester. Students will be expected to complete homework assignments and projects outside of class time. This course will cover the Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook. Using real-world personal and professional situations, CAPS 180 shows how various Microsoft Office software components work to-

gether. This course is intended to provide information for students to become certified through the Microsoft Office User Specialist Program. It is ideal for individuals who want to use the entire Microsoft Office suite effectively and efficiently. This course is required for Business and Office Technology programs.

Lecture/Lab: 4 hrs per week

Prerequisite: BUSO 173 and CAPS 135

**CAPS 190 Introduction to Quicken**

*1 Credit Offered Upon Demand*

CAPS 190 provides an introduction to personal finance using Quicken Basic software on IBM compatible computers. A hands-on class, it includes creating accounts to track cash, income and expenses, and creating and printing financial reports. This is a valuable course for those who want to learn a basic accounting software. No prior courses are required.

Lecture: 8 hours

Lab: 16 hours

Recommended: Some keyboarding proficiency.

**CAPS 195 Personal Digital Assistant (PDA)/ Handheld Computer Basics**

*1 Credit Offered Upon Demand*

This course provides instruction in the basic uses and applications of the handheld computer using a Palm operating system. The course will help students achieve the most from a Palm handheld device including recording and looking up contacts and appointments, discovering new software, and going online. Learn how to protect data with better security. No matter which Palm handheld model you eventually own or use, maximize its potential, including working on documents, updating databases, and managing schedules while on the go. Palm devices will be provided for classroom use.

Lecture: 8 hours

Lab: 16 hours

**COMPUTER INFORMATION TECHNOLOGY (CITE)**

**CITE 110 Introduction 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 students will be able to effectively create and manage files, run programs, and use system devices. MS Windows and MS-DOS 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 Introduction to PC Hardware**

*3 Credits Offered Fall Semester*

This introductory course is about setting up and working with microcomputer hardware. The course includes hands-on experience in component installation and upgrading. Troubleshooting techniques will be emphasized including debugging system problems. Peripheral devices will be discussed from a



compatibility and capability standpoint. Students will install and work with diagnostic software used for troubleshooting microcomputer hardware. This is a required course in the Computer Information Technology certificate program.

**Lecture/Lab:** 4 hours per week

### **CITE 130 Introduction to Internet Technologies**

*3 Credits*

This course prepares students to take the CIW Foundations ID0-410 exam. This Prosoft curriculum teaches the fundamental knowledge and skills required to work in an Internet technology-enabled environment. Students learn how to use key Internet technologies, such as Web browsers, e-mail, newsgroups, File Transfer Protocol (FTP), Telnet, and search engines. Students gain experience developing Web pages in a text editor and a graphical user interface (GUI) editor. Students also learn how to use Cascading Style Sheets (CSS) and Extensible Hypertext Markup Language (XHTML), JavaScript, Dynamic HTML (DHTML) and the Document Object Model (DOM). This course also includes fundamental networking concepts, networking architecture and standards, networking protocols, TCP/IP, Internet servers, server-side scripting, database connectivity, and security. Information about technology certification is available at [www.ciwcertified.com](http://www.ciwcertified.com). This is a required course in the Computer Information Technology certificate program.

**Lecture/Lab:** 4 hours per weeks

### **CITE 150 Introduction to Networking**

*3 Credits*

This course is designed to provide students with the background to understand local area networking information including industry language, data communication protocols, and an overview of microcomputers and network user basics. Topics include operating systems, network operating systems, network card configuration, and installations 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. This class is geared towards preparing students for Network+ Certification.

**Lecture/Lab:** 4 hours per week

### **CITE 151 Managing a Microsoft Windows Server 2003 Environment**

*4 Credits*

*Offered Spring Semester*

This course provides students with the knowledge and skills to manage accounts and resources in a Microsoft Windows Server™ 2003 environment. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory® director service; and implementing Group Policy to manage users and computers.

This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server™ 2003 curriculum. (Microsoft course 2274).

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisite:** A+ certification, or equivalent knowledge and skills.

### **CITE 153 Maintaining a Microsoft Windows Server 2003 Environment**

*3 Credits*

*Offered Spring Semester*

This course provides students with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft Windows Server™ 2003 family. (Microsoft course 2275).

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisite:** CITE 151 or equivalent knowledge and skills.

### **CITE 161 Implementing and Supporting Microsoft Windows XP Professional**

*3 Credits*

*Offered Fall Semester*

The purpose of this course is to address the implementation and desktop support needs of customers that are planning to deploy and support Windows® XP Professional in a variety of stand-alone and network operating system environments. It provides in-depth, hands-on training for Information Technology (IT) professionals responsible for the planning, implementation, management and support of Windows XP Professional.

**Lecture/Lab:** 8 hours per week for 8 weeks

### **CITE 165 Linux System Administration**

*3 Credits*

*Offered Fall Semester*

This course is for anyone interested in gaining a greater understanding of Linux. It contains essential information for anyone responsible for providing basic installation, operation, and troubleshooting services on Linux workstations and servers. This course will also appeal to Microsoft professionals seeking to gain Linux expertise.

**Lecture/Lab:** 8 hours per week for 8 weeks

**Prerequisite:** Proficiency in one or more non-Linux operating systems.

### **CITE 166 New and Emerging Technologies**

*1 Credit*

*Offered Each Semester*

This course introduces new and emerging technologies in the Information Technology industry. These could include: desktop and network operating systems; network services; and hardware. The purpose of this course is to introduce the learning to these new and emerging technologies with an emphasis on design, installation and support.

**Lecture/Lab:** 16 hours

### **CITE 167 Scripting for Network Administration**

*1 Credit*

*Offered Each Semester*

This course provides students with the knowledge and fundamental experience to develop their own administrative scripts with Microsoft Visual Basic Scripting Edition and Microsoft Visual Basic Scripting Edition and Microsoft Windows Script Host. This course focuses on writing scripts for commonly encountered administrative tasks.

**Lecture/Lab:** 16 hours

### **CITE 170 Systems Analysis and Design Methods**

*3 Credits*

This course provides an overview of the field of systems analysis, basic systems design tools, and the procedures for conducting a systems analysis. It will cover the life cycle of sys-

tems 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  
**Prerequisite:** CAPS 108, 117

**CITE 171** **Internetworking 1**  
*4 Credits* *Offered Spring Semester*

This course teaches skills to prepare participants for configuration of networks using Cisco routers and switches. Participants learn network topologies, the OSI model, cabling (pulling, terminating, punching down, testing, standards), IP addressing, subnetting, ARP/RARP, routing protocols, network media, LAN design, network management, and electrical and safety considerations. Lab work is designed to simulate real-world internetworking. This is the first of four courses leading to the Cisco Certified Network Associate (CCNA certification). This course is part of the Cisco Network Academy Program and introduces students to the networking field.

**Lecture/Lab:** 8 hours per week for 8 weeks  
**Prerequisites:** A+ certification or equivalent knowledge and skills. Network+ certification or equivalent knowledge and skills.

**CITE 172** **Internetworking 2**  
*3 Credits* *Offered Spring Semester*

This course is titled "Internetworking 2: Introduction to Cisco Router Configuration" and begins with an overview of LAN's covered in Internetworking 1 and continues to Wide Area Networks (WAN). Topics include Network layer, Cisco IOS (Internetwork Operating System), software user interface, display router configuration information, router startup and setup configuration, router configuration, sources for Cisco IOS software, TCP/IP, configuring router interfaces with IP addresses, router configuration and routing protocols (RIP and IGRP), and access lists. This is the second of four courses leading to the Cisco Certified Network Associate (CCNA certification). This course is part of the Cisco Network Academy Program.

**Lecture/Lab:** 8 hours per week for 8 weeks  
**Prerequisite:** CITE 171

**CITE 204A** **Managing and Maintaining a Microsoft Windows Server 2003**  
*3 Credits* *Offered Fall Semester*

This course provides students with the knowledge and skills that are required to manage accounts and resources, maintain server resources, monitor server performance, and safeguard data in a Microsoft Windows Server TM 2003 environment. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows 2003 curriculum. (Microsoft course 2273).

**Lecture/Lab:** 8 hours per week for 8 weeks  
**Prerequisites:** A+ certification or equivalent knowledge and skills. Network+ certification or equivalent knowledge and skills.

**CITE 204B** **Fundamentals of Wireless LANs**  
*3 Credits* *Offered Spring Semester*

This course is an introduction of Wireless LANs, focusing on the design, planning, implementation, operation and troubleshooting of Wireless LANs and bridging. It will cover a comprehensive overview of technologies, security and design best practices with particular emphasis on hands on skills in the following areas: Wireless LAN setup and troubleshooting, 802.11a and 802.11b technologies, products and solutions, Site Surveys, Resilient WLAN design, installation and configuration, WLAN Security, vendor interoperability strategies. The Fundamentals of Wireless LANs will map against the Cisco Wireless LAN Support Specialist designation.

**Prerequisites:** CITE 270 and CITE 272, or a valid CCNA certification, or equivalent knowledge and skills.  
**Lecture/Lab:** 4 hours per week for 16 weeks

**CITE 210** **Advanced PC Operating Systems**  
*4 Credits*

This in-depth course covers the latest generation of operating systems for microcomputers. General operating system commands and utilities will be introduced as well as advanced concepts such as system configuration, formatting and partitioning the hard disk, directory structures, and system administration. MS Windows registry files and policy editor are utilized to illustrate these concepts. This is a required course for the PC/User Support option in the Computer Information Technology A.A.S. degree program.

**Lecture/Lab:** 5 hours per week

**CITE 212** **Advanced PC Hardware**  
*4 Credits*

This course is 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. This is a required course in the PC/User Support Technician option of the Computer Information Technology A.A.S. degree program.

**Lecture/Lab:** 5 hours per week  
**Prerequisite:** CITE 112

**CITE 216** **Fundamentals of Networking for PC/User Support**  
*4 Credits*

This course focuses on the installation of PC related network software and the prevention, diagnosis, and resolution of hardware and software related networking problems. It provides students with the knowledge and skills needed to install and configure servers on a local area network (LAN) and to provide quality network support. These skills include installation, configuration, customization, optimization, network integration, administration and security, troubleshooting, messaging, and other support issues. This course also emphasizes problem-solving and communication skills. Using creative hands-on exercises and case projects, students apply their knowledge and develop 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/User Support

port Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisite: CITE 210

**CITE 218 Customer Support**  
3 Credits

This course is designed to demonstrate how customer support can provide guidance and assistance in consulting and troubleshooting roles. Training techniques are based on current hardware and software products. Understanding the customer's business environment and troubleshooting and resolving PC/User problems are stressed. This is a required course in the PC/User Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

**CITE 220 PC/User Support Project Lab**  
4 Credits

Students will be given a series of supervised projects that will enable them to demonstrate PC repair skills. The projects will progressively increase in difficulty to simulate real-work situations. Tasks will include PC peripherals, network connectivity 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. This is a required course in the PC/User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

**CITE 224 PC Software Installation/Configuration**  
4 Credits

This course offers an in-depth study of software use, and performance capabilities in relation to hardware, software design, and the operating system. Operating system add-ons and virus protection is also covered. Typical utility packages will be examined and demonstrated, including diagnostic utilities, desktop organizers, maintenance software, and backup and recovery software. Support techniques for word processing, spreadsheets, database, and presentation suites will also be examined. This is a required course in the PC/User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

**CITE 232 Introduction to Web Page Design**  
3 Credits

This hands-on course is designed to cover the basic concepts of designing for the World Wide Web and provides experience for students in 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 CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130 and acceptance into the Internet Support

Technician option

Corequisites: CITE 234, 236, and 238

**CITE 234 Web Design Methodology & Technology**  
4 Credits

This course prepares students to take the CIW Site Designer 1D0-420 exam. This Prosoft curriculum teaches how to design and publish Web sites. Students will work with popular production tools such as Microsoft FrontPage and Macromedia Dreamweaver, Flash, and Fireworks. Students study design technologies such as Java applets, plug-ins and multimedia while exploring the extensibility of design tools, incompatibility issues surrounding these tools, and the functionality of current Web browsers. Students will learn to manage the Web site production process through hands-on development and the perspective of Web site users. Students will take the role of Web designer and project manager, and work through the development process bringing mission-critical business information to the Internet and intranet environments. Information about technology certification is available at [www.ciwcertified.com](http://www.ciwcertified.com). This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: CITE 130

**CITE 236 Web Based Applications**  
3 Credits

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

Prerequisite: CITE 130

Corequisites: CITE 232, 234, and 238

**CITE 238 Designing for Web Market I**  
3 Credits

This course introduces students to the principles of layout and design as it applies to visual communication. Students are introduced to computer graphics programs and are taught to utilize basic design elements to prepare comprehensive layouts. Through a variety of problemsolving approaches, students are instructed to create layouts that are polished in concept, execution, typography, and composition. 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

Prerequisite: CITE 130

Corequisites: CITE 232, 234, 236

**CITE 242 Advanced Web Page Design**  
3 Credits

This course prepares students to take the CIW E-Commerce Designer 1D0-425 exam. This Prosoft curriculum teaches e-commerce strategies and practices. Students learn how to conduct business online and how to manage the technological

issues associated with constructing an electronic-commerce Web site. Students will implement a genuine transaction-enabled business-to-consumer Web site, examine strategies and products for building electronic-commerce sites, examine how sites are managed, and explore how they complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage various parties in electronic transactions. Information about technology certification is available at [www.ciwcertified.com](http://www.ciwcertified.com). 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

Prerequisite: CITE 130

**CITE 244**

**Visual Basic**

3 Credits

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. The course is designed for students to become proficient in Visual BASIC and the principles of good program design. Students 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 CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

**CITE 246**

**Web Languages**

4 Credits

This course prepares students to take the CIW JavaScript Fundamentals ID0-435 exam and the CIW Perl Fundamentals ID0-437 exam. This Prosoft curriculum teaches the features of JavaScript language to design client-side, platform-independent solutions. Students learn how to write JavaScript programs and use its most popular applications. In addition, this course teaches students how to utilize the Perl programming language, the Perl syntax, the basics of using regular expression, how to use Perl data types, and how to access and manipulate files. Information about technology certification is available at [www.ciwcertified.com](http://www.ciwcertified.com). This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisite: CITE 130

**CITE 248**

**Designing for Web Market II**

3 Credits

This course is structured to give students additional hands-on experience in developing proficiency with graphic design tools used in the Web market. Emphasis is placed on design as it applies to the creation of Web pages. This course is valuable in building visual literacy, expanding conceptual and artistically-technical skills, plus improving creative problem solving. This is a course in the Internet Support Technician option of the CITE A.A.S. degree program and will be offered upon sufficient demand.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130, 232, 234, 236

Corequisites: CITE 242, 244

**CITE 251**

**Managing a Microsoft Windows Server 2003 Environment**

3 Credits

*Offered Spring Semester*

This course provides students with the knowledge and skills to manage accounts and resources in a Microsoft Windows Server™ 2003 environment. The course is intended for systems administrator and systems engineer candidates who are responsible for managing accounts and resources. These tasks include managing user, computer, and group accounts; managing access to network resources; managing printers; managing an organizational unit in a network based on Active Directory® director service; and implementing Group Policy to manage users and computers. This is the first course in the Systems Administrator and Systems Engineer tracks for Windows Server 2003 and serves as the entry point for other courses in the Windows Server™ 2003 curriculum. (Microsoft course 2274).

Lecture/Lab: 8 hours per week for 8 weeks

Prerequisite: A+ certification, or equivalent knowledge and skills. Network+ certification, or equivalent knowledge and skills.

**CITE 253**

**Maintaining a Microsoft Windows Server 2003 Environment**

3 Credits

*Offered Fall Semester*

This course provides students with the knowledge and skills that are needed to effectively maintain server resources, monitor server performance, and safeguard data on a computer running one of the operating systems in the Microsoft Windows Server™ 2003 family. (Microsoft course 2275).

Lecture/Lab: 16 hours per week for approximately 3 weeks

Prerequisite: CITE 251 or equivalent knowledge and skills.

**CITE 255**

**Implementing a Microsoft Windows Server 2003 Network Infrastructure**

3 Credits

*Offered Fall Semester*

The goal of this course is to provide students with the skills and knowledge necessary to configure a Windows-based computer to operate in a Microsoft Windows Server 2003™ networking infrastructure. (Microsoft course 2276).

Lecture/Lab: 16 hours per week for 3 weeks

Prerequisite: A+ certification or equivalent knowledge and skills. Network+ certification or equivalent knowledge and skills. CITE 253 or equivalent knowledge and skills.

**CITE 257**

**Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure**

3 Credits

*Offered Fall Semester*

This course provides students with the knowledge and skills to implement, manage, and maintain a Microsoft Windows Server™ 2003 network infrastructure. The course is intended for systems administrator and systems engineer candidates who are responsible for implementing, managing, and maintaining server networking technologies. These tasks include implementing routing; implementing, managing, and maintaining Dynamic Host Configuration Protocol (DHCP), Domain Name System (DNS), and Windows Internet Name Service (WINS); securing Internet Protocol (IP) traffic with Internet Protocol security (IPSec) and certificates; implementing a network access infrastructure by configuring the connections for remote access clients; and managing and monitoring network access. (Microsoft course 2277).





**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 skills.

**Lecture:** 3 hours per week

**Recommended:** Prior programming experience in a structured language. This requirement may be met with a course in Java, C, or other high level language.

**CS 212 Languages for the World Wide Web**  
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 information resources, current markup and scripting languages, and creating applications utilizing current Web technologies. 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, and browsing data, the societal impact of the Internet, security, cryptography, and freedom of speech will be covered.

**Lecture:** 3 hours per week

**Recommended:** Experience using the World Wide Web and the Internet

**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

**Recommended:** High level language programming class such as C++ or permission of the instructor

**CS 214 Languages of Computer Science: C#**  
3 Credits *Offered Either Semester on Demand*

CS 214 provides an introduction to computer programming, using the unique visual and object-oriented features of the C# language and the Visual Studio.NET integrated development environment. Topics include object-oriented programming, Windows and Web applications, Web forms, database access using ADO.NET, file access, exception handling, and other current topics as time allows.

**Lecture:** 3 hours per week

**Recommended:** Prior programming experience in a structured and/or object oriented language such as Visual Basic Java, C, or C++

**CS 228 Introduction to UNIX**  
2 Credits *Offered Each Semester*

CS 228 is offered with the primary goal of providing Computer Science majors with UNIX operating system experience to facilitate their transfer to a four-year university. It is

also helpful for students who are interested in learning about the UNIX operating system which is used extensively in business and on the Internet. Course topics typically include basic command line use of the UNIX operating system; the file structure and permissions; using text editors; creating scripts; the shells, network and Internet tools; graphical environments; and an introduction to UNIX administration. Students will be expected to complete homework that may be completed on campus, on a PC or MAC using a UNIX variant, or via the Internet. Students will have accounts on a UNIX or Linux server on campus that can be accessed via the Internet.

**Lecture:** 2 hours per week

**Recommended:** Prior computer experience such as that gained in CS 100 including significant experience using the Internet and some programming experience is strongly recommended.

**CS 240 Digital Logic**  
4 Credits *Offered Either Semester On Demand*

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and programmable 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:** CS 240L (2 hours per week)

**Prerequisites:** MATH 170 or 187 or instructor permission

**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, and trees. Graphs are presented and explored through manipulation methods specific to each. Other topics include a continued development of skills in the analysis of algorithms, abstract data types, dynamic memory use, and the use of external files.

**Lecture:** 3 hours per week

**Corequisite Lab:** CS 250L (2 hours per week)

**Prerequisites:** CS 160 and MATH 187

**CS 270 Computer Organization and Assembly Language**  
3 Credits *Offered Either Semester On Demand*

Course topics include register and processor level design of computer systems covering the ALU, control unit, assembly language, interrupts, DMA, cache control, scheduling algorithms, addressing methods, linkers, and loaders.

**Lecture:** 3 hours per week

**Prerequisites:** CS 150 and CS 240

**CRIMINAL JUSTICE****CJ 103 Introduction to Criminal Justice**  
(same as LAWE 103)

3 Credits *Offered Each Semester*

This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering criminal justice service. Students discuss crime, the criminal, traffic, and vice as social problems; the function of the courts;

prosecution and defense attorneys; correctional and penal institutions; and probation and parole. This course will introduce the student to the various agencies and employment opportunities within the criminal justice system. This is a required course in the Law Enforcement program.

**CJ 202** **Corrections in America**  
(same as LAWE 202)  
*3 Credits* *Offered Fall Semester*

This course includes a survey of the historical, philosophical, and legal bases of correctional procedures and institutions. It also includes an examination of current problems and innovations.  
Prerequisites: LAWE or CJ 103 or permission of instructor.

**CJ 205** **Criminal Procedure**  
(same as LAWE 205)  
*3 Credits* *Offered Spring Semester*

This course includes an examination of the procedural aspects of criminal law. It will include specific applications of procedures by actors in the criminal justice process including police, prosecutors, defense attorneys, judges, and corrections officials. This examination will provide a basic understanding of state and local legal codes, as well as current applications of law in both arrest and search and seizure.

**CULINARY ARTS**

**NOTE:** Course enrollment requires prior acceptance into the Culinary Arts program.

**CULA 150** **Sanitation and Safety**  
*1 Credit* *Offered Fall Semester*

This course focuses on the basics of safety and sanitation as it applies to the food service industry. On completion of this course students will be certified by the National Restaurant Association in Applied Food Safe Sanitation. Students will be instructed in the basics of first aid as it relates to food service.

**CULA 151** **Introduction to Food Service**  
*3 Credits* *Offered Fall Semester*

Through lecture and demonstration, this course includes an introduction to tools and equipment used in the food service industry. Students will also learn basic cooking principles and methods including the art of seasoning and flavoring. Recipe and menu development will also be taught, as well as forms and functions, measurements, conversions and food costs.

**CULA 152** **Breakfast Cookery and Food Presentation, Garnish, Quick Breads**  
*1 Credit* *Offered Fall Semester*

This course will focus on the preparation of breakfast foods including eggs, dairy products, and meats. Basic bakeshop principles as they relate to an assortment of foods and breads, will also be explored. An introduction to food presentation and buffet service will also be included.

**CULA 155** **Preparation of Stocks, Soups, and Sauces**  
*1 Credit* *Offered Fall Semester*

This course will focus on the fundamental knife skills and basic food organization and preparation. Students will be in-

roduced to techniques required for preparing stocks, soups, and sauces. A variety of sauces will be introduced including mother sauces, small sauces, clear soups, cream soups, chowders, purees, and specialties.

**CULA 156** **Preparation of Meats, Poultry, Fish, and Shellfish**  
*1 Credit* *Offered Spring Semester*

Students will gain an understanding of the composition and structure of meats, fish, poultry, and shellfish as they relate to the industry. Field trips to a production meat company and fishmonger will be included. Application of theories will be experienced in lab.

**CULA 157** **Preparation of Vegetables, Starches, Sandwiches, and Salads**  
*2 Credits* *Offered Spring Semester*

Students will gain an understanding of the different techniques and methods used to prepare vegetables and starches as these techniques relate to quality. In addition, students will learn about various types of salads and dressings, as well as hot and cold sandwich preparation.

**CULA 158** **Bakeshop**  
*2 Credits* *Offered Spring Semester*

Preparation techniques and procedures for a variety of baked goods will be explored. Breads, cakes, icings, cookies, pies, and pastries will be among specific items discussed.

**CULA 165** **Intro to Customer Service**  
*3 Credits* *Offered Fall Semester*

This course will focus on the basics of customer service. Quality customer service will be at the center of all discussions. Special attention will be placed on front-end restaurant and dining service procedures. Students will apply principles learned in class during the "on-the-job" lab in the College restaurant. A skills development log and completion of written assignments will be required. This course consists of approximately 30 hours of theory and 45 hours of lab.

**CULA 165L** **Intro to Customer Service Lab**  
*0 Credits* *Offered Fall Semester*

On-the-job training lab to be taken in conjunction with CULA 165. Principles taught in CULA 165 will be applied in this lab.

**CULA 166** **Restaurant Customer Service Operations**  
*3 Credits* *Offered Spring Semester*

This course will explore advanced customer service relations, dining room procedures, and internal customer service. Students will learn and experience a variety of front-end positions including service supervisor. Special service situations will be addressed as well as standards for industry communications. Students will apply principles learned in class during the "on-the-job" lab in the College restaurant. A skills development log and completion of written assignments will be required. This course consists of approximately 30 hours of theory and 45 hours of lab.



**CULA 166L Restaurant Customer Service Operations Lab***0 Credits**Offered Spring Semester*

This is an on-the-job training lab to be taken in conjunction with CULA 166. Principles taught in CULA 166 will be applied in this lab.

**CULA 170 Culinary Arts Lab I***6 Credits**Offered Fall Semester*

Students apply skills taught in theory while operating "Emery's," the College restaurant located in the Hedlund Building. Throughout the semester students will rotate to a variety of "stations" that are similar to those in the food service industry. Emphasis is placed on "hands-on" application.

**CULA 171 Culinary Arts Lab II***6 Credits**Offered Spring Semester*

Students will continue to apply the knowledge taught in theory classes by exploring more advanced complexities of menu offerings while operating Emery's Restaurant.

**Prerequisite:** Completion of CULA 170

**CULA 172 Specialty Food Design and Event Menu Planning***3 Credits**Offered Summer Session*

Students will gain an appreciation for the complexities in planning a special function with emphasis on food preparation. In addition, they will learn the art of cake and pastry decorating as well as the fundamentals of vegetable/fruit art as it relates to aesthetics and taste.

**CULA 175 Culinary Arts Internship***1 Credit**Offered Summer Session*

This course provides supervised training in culinary arts through on-the-job experience in a restaurant or related facility. It provides a practical application of culinary skills as part of the learning process and involves 45 hours of hands-on production. This is a required course in the Culinary Arts program and is graded on a satisfactory/unsatisfactory basis.

**Onsite work:** 45 hours

**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 one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits

**Activity:** 2 hours per week

**DANC 111 Beginning Rhythm and Movement***1 Credit**Offered Each Semester*

This class will explore the many different forms of dance, from the Charleston to the waltz to jazz. It also covers different periods of history, styles, and rhythms.

**Activity:** 2 hours per week

**DANC 112***1 Credit***Social/Swing Dance I***Offered Each Semester*

Students will learn East Coast Swing dance, a popular couple dance. Single, double, and triple rhythm will be covered, along with both 6-count and Lindy Hop 8-count step versions. Other related dances (West Coast Swing, Jive, Foxtrot) may be introduced depending on the students' interests and skill level. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance, and posture. This course satisfies one of the P.E. requirements for the A.A. and A.S. degrees and may be repeated for a total of 4 credits. No prior dance experience is required.

**Activity:** 2 hours per week

**DANC 112A Social/Swing Dance I for Seniors***1 Credit**Offered Each Semester*

Seniors will learn a variety of social dances with an emphasis on East Coast Swing, Foxtrot, Waltz, Cha Cha, and Rumba. Basic footwork and beginning figures will also be covered, giving students the ability to dance to a variety of musical styles. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance, and posture. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of two credits. No prior dance experience is required.

**Activity:** 2 hours per week

**DANC 113***1 Credit***Jazz Dance I***Offered Each Semester*

Dance 113 is an introduction to the movements and styles of 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 one of the P.E. requirements for the A.S. and A.A. degrees. May be repeated for a total of four credits.

**Activity:** 2 hours per week

**DANC 114***1 Credit***Jazz Dance II***Offered Spring Semester*

This is a continuation of DANC 113, exploring movements and styles of 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 one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

**Activity:** 2 hours per week

**Recommended:** DANC 113 or some knowledge of jazz dance

**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. It 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. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees. It may be repeated for a total of four credits.

Activity: 2 hours per week

**DANC 117**

1 Credit

**Ballet: Beginning I**

Offered Each Semester

This course focuses on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form. DANC 117 helps improve flexibility, muscle strength and control, and mental discipline over the body and promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and it may be repeated for a total of two credits.

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 and enhances an appreciation of the art form as technique improves. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees. It may be repeated for a total of two credits.

Activity: 2 hours per week

Prerequisite: DANC 117 or equivalent

**DANC 119**

1 Credit

**Multicultural Dance**

Offered Each Semester

Students will learn authentic ethnic group dances and steps from such countries as Ireland, Africa, Japan, Greece, Romania, Mexico, the United States, and others. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance and posture. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of 4 credits. Prior dance experience is not required.

Activity: 2 hours per week

**DANC 120**

1 Credit

**Latin Social Dance**

Offered Each Semester

Students will learn popular and exciting Latin couple dances, with an emphasis on Salsa and Cha cha. Students will learn steps, techniques, and Latin motion style particular to these social dances. Other Latin dances may be introduced (Rumba, Samba, Merengue) depending on students' interest and skill level. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits. Prior dance experience is not required.

Activity: 2 hours per week

**DIESEL TECHNOLOGY**

**NOTE: Course enrollment requires prior acceptance into the Diesel Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**DSLTL 105 Orientation/Safety/Gen. Shop Practices**

2 Credits

Offered Fall Semester

This course introduces students to on-campus services such as the library and College Skills Center. It includes instruction about the industry, including wages, job opportunities, and the nature of the work. This course also teaches students about safety equipment and procedures. Instruction is provided on general shop practices such as drilling and tapping holes, drilling out broken bolts, installing Heli-coils, double flares, soldering, and the care of equipment and floors.

**DSLTL 117L**

2 Credits

**Diesel Lab**

Offered Summer Session

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL 195 theory class. Instruction utilizes a variety of mock-ups, training aids, components, and limited live customer work. Primary emphasis will be placed on suspension system and steering diagnostics and repair.

**DSLTL 118L**

2 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**

1 Credit

**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 diesel engine components and their respective systems.

**DSLTL 122**

4 Credits

**Electrical Systems**

Offered Fall Semester

This course will include instruction on 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 associated testing and repair procedures for each system.

**DSLTL 128L**

2 Credits

**Powertrain Lab**

Offered Spring Semester

This course provides students with hands-on exposure in a

shop setting on the subjects covered in the DSLT 130 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**DSLT 129L** **Brake Systems Lab**  
1 Credit *Offered Spring Semester*

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLT 132 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**DSLT 130** **Powertrain**  
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.

**DSLT 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.

**DSLT 195** **Specialization Study**  
2 Credits *Offered Summer Session*

This course teaches students the operation, construction, components, and repair of various truck and heavy equipment suspension systems including spring, pad, and air suspensions. Instruction also covers construction, components, and adjustments of truck steering systems as well as alignment procedures. Class B Commercial Drivers License training will also be covered.

**DSLT 218L** **Advanced Tune-Up Lab**  
2 Credits *Offered Fall Semester*

This course will give students hands-on exposure in a shop setting to those subjects covered in DSLT 221 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**DSLT 219L** **Computerized Engine Lab**  
2 Credits *Offered Fall Semester*

This course will give students hands-on exposure in a shop setting to those subjects covered in diesel theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**DSLT 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 for control devices, governors, and other controls related to diesel engines.

**DSLT 222** **Computerized Engines**  
4 Credits *Offered Fall Semester*

This course teaches 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.

**DSLT 228L** **Undercarriage/Powershift Lab**  
2 Credits *Offered Spring Semester*

This course gives students hands-on experience in a shop setting. It is designed to provide opportunities for application of subjects covered in the DSLT 230 theory class. Instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**DSLT 229L** **Hydraulics Lab**  
2 Credits *Offered Spring Semester*

This course gives students hands-on exposure in a shop setting to those subjects covered in DSLT 232 theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

**DSLT 230** **Undercarriage/Powershift Transmissions**  
4 Credits *Offered Spring Semester*

This course teaches students the operation, construction, and repair of heavy equipment undercarriages and heavy-duty power-shift transmissions. Instruction covers construction and repair of various power-train components used in the heavy equipment industry. Students will also gain an understanding of the operation, construction, and theory of torque converters and final drives.

**DSLT 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.

## DRAFTING AND DESIGN TECHNOLOGY

**NOTE: Course enrollment requires prior acceptance into the Drafting and Design Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**DRFT 102** **Intro to Theory of Drafting**  
4 Credits *Offered Spring Semester*

DRFT 102 will focus on basic theory of drafting 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. Concepts will be reinforced through hands-on activities that focus on these skills.

**DRFT 104** **Intro to Technical Sketching**  
2 Credits *Offered Fall Semester*

DRFT 104 teaches skills to convey a thought or idea on pa-

per. Students will develop an ability to visualize and sketch orthographically and pictorially. Concepts will be reinforced through hands-on activities that focus on these skills.

**DRFT 106** **3-D Descriptive Geometry**  
2 Credits *Offered Spring Semester*

DRFT 106 will focus on developing the knowledge and skills necessary for solving problems using descriptive geometry. Students will develop line projections, true size and shape of lines or planes, and piercing points of lines and planes in space. In addition, they will develop graphical solutions of force vectors. AutoCAD will be used as the instructional platform. Concepts will be reinforced through hands-on activities that focus on theories discussed.

**DRFT 107** **Technical Graphics I**  
3 Credits *Offered Fall Semester*

DRFT 107 is designed for the beginning AutoCAD user and provides an introduction to Computer Assisted Drafting (CAD) using Windows NT as the operating system. The latest version of AutoCAD will be used as the basic drafting platform. A major focus will be to develop the visualization skills necessary to develop working line drawings. Concentrated efforts will be made to stress the importance of accuracy and clarity of drawings, while at the same time developing confidence and drafting speed. After accomplishing visualization skills the student must be able to produce hard copies of the proper scale. In the lecture/lab environment students will be presented with hands-on activities to reinforce their learning.

**DRFT 108** **Technical Graphics II**  
3 Credits *Offered Fall Semester*

DRFT 108 is a continuation of concepts learned in DRFT 107. It is designed for the student who is knowledgeable in the basics of AutoCAD, but has not had the opportunity to use all the commands and procedures available in the latest versions. The latest version of AutoCAD will be used as the basic drawing platform. A major focus will be to develop skills to visualize and draw in the third dimension. Plotting to scale through the use of Paper Space will be practiced. This course is designed to prepare students for entry into DRFT 112.

**DRFT 112** **Industrial CAD Graphics**  
6 Credits *Offered Spring Semester*

This course will focus on 3-dimensional modeling and presentation. The course will develop a thorough understanding of the user coordinate system in order to draw and visualize in 3-D. Parametric design and solid modeling will also be introduced. Emphasis will be placed on using CAD as a tool in the process of creating working drawings and pictorial renderings.

Lecture/Lab: 8 hours per week

**DRFT 130** **Intro to Blueprint Reading**  
2 Credits *Offered Fall Semester*

DRFT 130 is intended as an introduction to blueprint reading. The student will be introduced to architectural, civil and mechanical plans, blueprints, and working drawings. The student will develop a skill set that allows them to read and interpret basic documents.

**DRFT 214** **Surveying**  
4 credits *Offered Fall Semester*

DRFT 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry. This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations.

Lecture: 3 hours per week

Corequisite Lab: DRFT 214L, 3 hours per week

Prerequisite: MATH 147 or COMPASS College Algebra > 51, ACT > 27, SAT > 620.

**DRFT 231** **Architectural Design & Its History**  
5 Credits *Offered Fall Semester*

This course introduces students to the concepts, practices, standards, and drafting techniques needed for architectural design. A major focus will be to develop a clear understanding of the evolutionary processes of architectural styles and how they relate to present day architectural design. Students will study the concepts of form follows function; including the factors that affect exterior and interior design, and the relationship between rooms and their sizes. Upon completion the student will be able to go from conceptual design, to design development, to the production of usable blueprints. Students will explore the fundamental concepts of 3D parametric modeling by designing several different types and styles of residential buildings. Successful completion of DRFT 112 and DRFT 130 and/or permission of instructor is required.

**DRFT 233** **Architectural Design & Construction Practices**  
5 Credits *Offered Spring Semester*

This course further emphasizes the architectural design process while relating these principles to general construction practices. Students will further enhance their drafting skills using selected 3D Parametric Modeling software. A major focus will be to develop complete sets of working blueprints, construction plans, and construction documentation. Utilizing architectural specific software, students will create a full set of residential and commercial plans including floor plans, elevation views, details, bill of materials, and cost estimates. Successful completion of DRFT 112, DRFT 130, and DRFT 231 and/or instructor permission is required.

**DRFT 234** **Blueprint Reading, Building Codes & Estimating**  
5 credits *Offered Fall Semester*

Building on the skills and knowledge learned in DRFT 130, this course will focus on advanced blueprint reading and building codes in the area of architectural design. Students will become familiar with industry standard symbols facilitating the reading and interpretation of architectural design plans, blueprints, and working drawings. A minor component of estimating and modeling will be added as appropriate. Successful completion of DRFT 130 and/or permission of the instructor is required.

**DRFT 235**

2 Credits

**Building Codes***Offered Fall Semester*

DRFT 235 deals with 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 is a unit of Uniform Building Codes, including occupancy classifications, fire safety requirements, handicapped access requirements, energy conservation issues, and type of material available.

**DRFT 237**

3 Credits

**Blueprint Reading & Estimating Architecture***Offered Fall Semester*

Building on the skills and knowledge acquired in DRFT 130, this course will focus on advanced blueprint reading in the area of architecture design. Students will become familiar with industry standard symbols facilitating the reading and interpretation of architectural design plans. Successful completion of DRFT 130 and/or instructor permission is required.

**DRFT 239**

4 Credits

**Structural Design and Modeling***Offered Spring Semester*

This class uses a hands-on approach to learning. Students will develop modeling skills with special emphasis placed on the design and construction of roofs, walls, floors, and stair details. Consideration will be given to what is aesthetically pleasing and what is practical in terms of construction. This class will also focus on the structural aspects of architecture with emphasis on structural strength and acceptable building practices. The study of the five basic methods of spanning open spaces between columns using the lintel, corbel, arch cohesive construction, and truss is included. Successful completion of DRFT 130 and/or instructor permission is required.

**DRFT 241**

4 Credits

**Introduction to Civil Design***Offered Fall Semester*

This course covers the basics of interpreting survey information and transforming the data into a digital terrain model. The focus is on horizontal layout of proposed roads, lots, utilities, and building pads incorporated with existing boundaries and features. Students will create Records of Survey, ALTA Land Title Survey Maps, parking lot layout proposals, and subdivision layout proposals. Students must be concurrently enrolled in ENGR 214 and/or have instructor permission.

**DRFT 243**

4 Credits

**Advanced Civil Design***Offered Spring Semester*

DRFT 243 is a continuation of DRFT 241. A natural progression will be made to vertical design. This course will cover road profiles, cross sections, and cut and fill design. Vertical design for piping sewer, irrigation, and water lines will also be covered. Students will make volume calculations and be able to discuss the effect vertical design has on horizontal layout. Successful completion of DRFT 241 and ENGR 214 and/or instructor permission is required.

**DRFT 245**

3 Credits

**GIS/Cartography***Offered Spring Semester*

DRFT 245 is an introduction to the creation and use of a geographic information system database. Industry standard software will be utilized. Facilities management and cartography, as well as the influence of global positioning systems

and the Internet will be covered. Successful completion of ENGR 214 and/or instructor permission is required.

**DRFT 247**

2 Credits

**Adv Blueprint Reading-Civil***Offered Fall Semester*

Building on knowledge learned in DRFT 130 and Blueprint Reading, this course will focus on advanced blueprint reading in the area of civil design. Students will become familiar with industry standard symbols facilitating the reading and interpretation of civil design plans. Successful completion of DRFT 130 and/or instructor permission is required.

**DRFT 249**

2 Credits

**Land Planning***Offered Fall Semester*

DRFT 249 will address artistic issues of land development with discussion and evaluation of competing theories in feature placement. The artistic license of the designer will be explored within the limitations of state and local ordinances and requirements, such as road type and location, lot size and shape, and building site orientation and layout. Historical models will be compared with contemporary models. Students must be enrolled in or have taken DRFT 241 and/or have instructor permission.

**DRFT 251**

4 Credits

**Introduction to Mechanical Design***Offered Fall Semester*

This course presents the elements and principles involved in conventional design and analysis of mechanical components, assemblies, and drawings. Mechanical design will be emphasized through parametric design of parts and assemblies. The focus of this course will be a combination of learning feature-based parametric software and the fundamentals of mechanical design. Students will produce actual parts through cooperation with the Machine Technology program as well as producing rapid prototype parts. The design portion of this course is intended to dovetail with the design portion of DRFT 253. Successful completion of MATH 143 and MATH 143D is required for the A.A.S. degree. Successful completion of MATH 024 is required for the technical and advanced two-year certificate.

**DRFT 253**

4 Credits

**Advanced Mechanical Design***Offered Spring Semester*

This course places further emphasis on learning feature-based parametric software for the creation of parts, assemblies, and drawings while gaining further knowledge in drafting and design practices of contemporary production methods. The focus of this course will be in combination of the use of parametric software and design intent. Students will continue to produce actual parts through cooperation with the Machine Technology program. Successful completion of MATH 143 and MATH 143D are required for the A.A.S. degree. Successful completion of MATH 024 is required for the technical or advanced two-year certificate.

**DRFT 254**

2 Credits

**Power Transmission***Offered Spring Semester*

DRFT 254 is an introduction to kinematic, static, and dynamic analysis of mechanical application and the transmission of power. Using selected CAD programs, students gain an understanding of cams, gears, linkages, pulleys, belts, sprockets, and chains. Successful completion of or current

enrollment in DRFT 251 or 253 and/or instructor permission is required. Successful completion of MATH 143 and MATH 143D are required for the A.A.S. degree. Successful completion of MATH 024 is required for the technical or advanced two-year certificate.

**DRFT 255 Machine Control Processes**  
3 Credits *Offered Fall Semester*

DRFT 255 teaches the product cycle theory and contemporary machine control processes via CAD/CAM/CAE methodology. Students will learn 3-D geometry/database exchange theory by creating 3-D parts and 2-D drawings in accordance with ASME Y 14.5 Standards for CNC applications. Students will produce parts through the cooperation of the Machine Technology program. Successful completion or current enrollment in DRFT 251 or 253 and/or instructor permission is required.

**DRFT 257 Geometric Dimensioning & Tolerancing**  
3 Credits *Offered Fall Semester*

Building on knowledge learned in DRFT 130, this course will focus on Geometric Dimensioning and Tolerancing (GD&T) principles as they relate to mechanical design. Topics include symbols, annotation, theory, and applications. Students will read, interpret, and apply industry-standard symbols to drawings. Successful completion of or current enrollment in DRFT 130 and/or instructor permission is required.

**DRFT 258 Statics and Strength of Materials**  
3 Credits *Offered Spring Semester*

This course introduces the basics of statics and strength of materials without calculus. Students will study stress and strength factors of rigid bodies toward practical mechanical design problems. A good understanding of trigonometry and knowledge of Microsoft Excel and CAD systems are recommended to solve a variety of problems. Minimum competency levels in reading, writing, and mathematics and/or instructor permission is required.

**ECONOMICS**

**ECON 201 Principles of Economics (Macro)**  
3 Credits *Offered Each Semester*

This course is an introductory study 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, and the Accounting Assistant programs. It satisfies a social science requirement for the A.S., A.A. and A.A.S. degrees.

Lecture: 3 hours per week

Recommended: MATH 108 or two years of high school algebra

**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 con-

sumer 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 and Business Education programs. It satisfies a social science requirement for the A.S., A.A. and A.A.S. degrees. Prior completion of other courses is not required.

Lecture: 3 hours per week

Recommended: Sophomore standing. MATH 108 or two years of high school algebra; ECON 201 also helps to provide familiarity with vocabulary and methodology

**ECON 225 International Economics**  
3 credits *Offered Upon Demand*

ECON 225 investigates aspects of international economics such as international trade, exchange rates, and related monetary matters. Emphasis is placed on understanding why nations trade, the impact of tariffs and non-tariff barriers, and measures taken to liberalize international trade. The course also includes a historic look at the United States' commercial policy, international and regional trade organizations, trade problems of developing countries as well as international financial relations, exchange rates, and international currency systems. Focus is placed on critical factors essential to understanding the interdependence among different facets of international economics. This course is useful for those who are considering a career in business or who want an overview of what the study of international economics encompasses.

Lecture: 3 hours per week

Prerequisites: ECON 201 and ECON 202

**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 will be facilitated through reflection and analysis of the student's observations and participation in 30 hours of field experience in public schools. This course is required for some education transfer degrees. Its goals are to assist students in making an educated decision about teaching as a career choice, develop communication and interpersonal skills, encourage creativity and critical thinking, and 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. It provides knowledge about exceptional individuals 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

## ENGINEERING

**ENGR 105 Engineering Graphics**  
2 Credits *Offered Each Semester*

This course provides instruction in computer-aided engineering drafting with emphasis on visualization of points, lines, planes, and solids in space; freehand sketching; orthographic projection; isometric and oblique drawing; sectioning; dimensioning; descriptive geometry; and 3D modeling. It provides engineering students with beginning skills in computer-aided engineering drawing, but is not intended to train AutoCAD technicians.

**Lecture/Lab:** 4 hours per week

**Prerequisites:** MATH 025 or COMPASS Algebra > 40, ACT > 18, or SAT > 430

**ENGR 210 Statics**  
3 Credits *Offered Fall Semester*

ENGR 210 is a study of vector analysis, resolution of forces, free body diagrams, equilibrium, friction, centroids, moments of inertia, statics of rigid bodies, trusses, frames, machines, and cables. The course provides basic engineering skills in mechanics necessary for analysis of structures and dynamics of rigid bodies.

**Lecture:** 3 hours per week

**Prerequisite:** MATH 170 and PHYS 211

**ENGR 214 Surveying**  
4 Credits *Offered Fall Semester on Demand*

ENGR 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry. This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations.

**Lecture:** 3 hours per week

**Corequisite Lab:** ENGR 214L, 3 hours per week

**Prerequisite:** MATH 147 or COMPASS College Algebra > 51, ACT > 27, or SAT > 620

**ENGR 220 Dynamics of Rigid Bodies**  
3 Credits *Offered Spring Semester On Demand*

ENGR 220 is the study of kinematics and kinetics of particles and rigid bodies. Topics include position, velocity, acceleration, relative velocity and acceleration, translation and rotation by Newton's 2nd Law, energy, momentum methods, collisions, and vibrations. It provides basic engineering skills that apply to all machines and other engineering bodies in motion.

**Lecture:** 3 hours per week

**Prerequisite:** MATH 175 and ENGR 210

**ENGR 223 Engineering Analysis**  
3 Credits *Offered Fall Semester*

ENGR 223 introduces a combination of numerical analysis skills, problem solving and design techniques, and various computer software as they are utilized in basic engineering applications. Students will utilize oral and written communication skills in presenting their solutions.

**Lecture:** 2 hours per week and 2 hours of lab

**Corequisite:** MATH 175

**ENGR 240 Circuits I**  
4 Credits *Offered Fall Semester*

ENGR 240 presents a study of Ohm's Law, analysis methods, network theorems, Ideal Operational Amplifiers, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers.

**Lecture/Lab:** 3 hours of lecture per week, 2 hours of lab per week

**Prerequisite:** MATH 175 or permission of instructor

**Corequisite Lab:** ENGR 240L

**ENGR 241 Circuits II**  
4 Credits *Offered Spring Semester*

Circuits II presents a study of power, three phase, transformers, filters, Fourier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers.

**Lecture:** 3 hours per week

**Corequisite Lab:** ENGR 241L (2 hours per week)

**Prerequisite:** ENGR 240

**ENGR 295 Strength of Materials**  
3 Credits *Offered Spring Semester on Demand*

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, torsion, deformation, modes of failure, and column analysis. The course provides a basic understanding of how structures and machines should be designed to prevent failure.

**Lecture:** 3 hours per week

**Prerequisite:** ENGR 210, MATH 175

**Note:** This course is equivalent to U of I Engineering 350

## ENGLISH

**THE WRITING CENTER:** The Writing Center, a comprehensive facility serving the entire campus, is located in the Lee Hall Annex. It is open daily from 8 a.m. to 3 p.m. The English Division encourages all NIC students and faculty to

drop in for assistance in document organization, sentence style, grammar, and punctuation. Computers and resource materials are available for use. Mini-courses and one-on-one tutoring are available to all programs, students, faculty, and staff.

**NOTE: Once placed in an English class, students must pass that class with a C- or above before enrolling in the next class in the sequence. Classes in a sequence cannot be skipped once the student has been placed. Students should be prepared to provide a hard copy of their placement scores to their instructor.**

**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. A grade of C- or above allows the student to enroll in ENGL 099.

Lecture: 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test-either between 0-30 on the COMPASS Writing, or 0-14 on the ACT English, or 0-370 on the SAT Verbal.

**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. ENGL 099 positively influences college success by providing entry-level skills necessary to tackle required English composition courses. It will not fulfill A.A. or A.S. degree requirements, but applies toward a Certificate of Completion in the Professional/Technical programs. A grade of C- or above allows the student to enroll in ENGL 101.

Lecture: 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test-either between 31-67 on the COMPASS Writing, or between 15-17 on the ACT English, or between 380-440 on the SAT Verbal, OR a grade of C- or above in ENGL 045.

**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. A grade of C- or above allows the student to enroll in ENGL 102.

Lecture: 3 hours per week

**Prerequisite:** Entry is based on a satisfactory writing sample (writ-

ten during the first week of class) and an appropriate score on the placement test-either 68-94 on the COMPASS Writing, or 18-24 on the ACT English, or 450-560 on the SAT Verbal, OR a grade of C- or above in ENGL 099.

**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 with a grade of C- or above. A score of 95-98 on the COMPASS Writing, or 25-30 on the ACT English, or 570-690 on the SAT Verbal will result in placement into ENGL 102 and credit for ENGL 101. A score of 31-37 in the ACT English, or 700-800 in the SAT Verbal will result in credit for ENGL 101 and ENGL 102.

**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 and 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 Each 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

**Recommended:** ENGL 101

**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, 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.



**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 art, mythology, poetry, architecture, music, culture, and travel. Emphasis is placed on the student's own writing of essays and explications based on the five-step critical thinking method. This course encourages students to practice and learn the steps in the writing process.

Lecture: 3 hours per week

Prerequisite: ENGL 101, 102

**ENGL 210**

3 Credits

**Literary Analysis***Offered Each Semester*

ENGL 210 introduces the basic methods and theories of literary analysis, research, and writing. This course provides the critical vocabulary, skills, and methodologies with which to understand not only what a literary (or visual) text means, but also how it means. The course emphasizes the development of the skills necessary for analytical writing about literature and the importance of composing clear, compelling, and valid arguments in the interpretation of a text.

Lecture: 3 hours per week

**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 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 Literature of Western Civilization**

3 Credits

*Offered Fall Semester*

English 257 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 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 Literature of Western Civilization**

3 Credits

*Offered Spring Semester*

English 258 is the study of Western (European and North American) classics from the mid-1600s to the present. This course includes internationally acclaimed writers who are representative of the major literary movements (Enlightenment, Romantic, Realist, and Modernist traditions) and who are significant in shaping Western Civilization. ENGL 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

**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. It includes business writing strategies for memos, letters, and reports, and emphasizes audience analysis, content planning, language effectiveness, and message layout. ENGL 272 helps develop writing skills necessary for effective business communication. It is required for some business and business-related programs.

Lecture: 3 hours per week

Prerequisite: Entry is based on an assessment score of 68-94 on the COMPASS Writing or 18-24 on the ACT English or 450-560 on the SAT Verbal, OR a grade of C- or above in ENGL 099.

Recommended: ENGL 101

**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** **American Indian Literature**  
3 Credits *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

Recommendation: Prior completion of ENGL 175

**ENGL 291** **Creative Writing I**  
3 Credits *Offered Fall Semester*

English 291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. Exact content will depend on student preference. This course helps develop a personal, advanced writing style and an appreciation of literary forms. An above average writing ability and some familiarity with literature are necessary.

Lecture: 3 hours per week

Prerequisite: ENGL 175

**ENGL 292** **Creative Writing II**  
3 Credits *Offered Spring Semester*

English 292 introduces the principles and techniques of fiction and nonfiction writing, examined through exercises and discussions of student and professional writing. The exact content of the course will depend on student preference. This course helps develop a personal, advanced writing style and an appreciation of literary forms. Above average writing ability and some familiarity with literature are necessary.

Lecture: 3 hours per week

Prerequisite: ENGL 175

**ENGL 295** **Contemporary U.S. Multicultural Literature**  
3 Credits *Offered Each Semester*

English 295 provides a study of fiction, nonfiction, poetry, and film across a diverse range of cultures in the United States. Selections each semester will include works from the 1960s to the present, including the perspective of women and men who may represent diverse races, ethnicities, social classes, religions, sexual orientations, ages and abilities. Since the Civil Rights movement, writers once marginalized are now published in the mainstream, expressing diverse themes in challenging, experimental styles. This course fulfills a Cultural Diversity requirement for the A.A. degree or an Arts and Humanities requirement for the A.S. degree.

Lecture: 3 hours per week

Prerequisite: ENGL 101 with a grade of C- or above

**ENGLISH AS A SECOND LANGUAGE**

**ESL 090** **ESL Conversant Program**  
1-2 Credits *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

**ESL 100** **ESL Grammar and Structure**  
4 Credits *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** **ESL Composition**  
3 Credits *Offered Each Semester*

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 is determined by instructor.

Lecture: 3 hours per week

Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

**ENTREPRENEURSHIP**

**ENTP 110** **Starting and Managing the Business Enterprise**  
3 credits *Offered Upon Demand*

This course introduces students to processes for starting a new venture. Topics include the characteristics of an entrepreneur, aspects of starting a business, evaluation of entrepre-

neurial opportunities and risks, and legal structures for new ventures. Focus is on developing new venture concepts, identifying and solving problems, planning for survival and growth, and enhancing profitability. Human resource needs and services for an entrepreneurship will also be covered.

Lecture: 3 hours per week

### **ENTP 120 Marketing the Business Enterprise**

3 credits

*Offered Upon Demand*

This course will help students learn about conducting market research, making strategic marketing decisions, wisely allocating budget funds to implement marketing goals, selecting the proper tools for advertising/sales and public relations to capture business markets, building customer loyalty, and measuring business promotional efforts to effectively enhance their marketing strategies. Emphasis will be on developing a marketing plan using marketing research techniques.

Lecture: 3 hours per week

### **ENTP 130 Finances and Taxes for Entrepreneurs**

3 credits

*Offered Upon Demand*

This course emphasizes consideration and selection of financing vehicles, financial forecasting, and various accounting and legal issues considered in strategic decision-making. Participants will review various types of financial statements in order to analyze business operations. In addition, tax responsibilities, tax forms, and how to access resources to ensure effective financial management for small business opportunities and growth potential will be covered.

Lecture: 3 hours per week

### **ENTP 140 Writing a Business Plan**

3 credits

*Offered Upon Demand*

ENTP 140 offers students the opportunity to write a high-impact business plan. This course integrates all the components of a business plan including the business description and focus, location selection, marketing strategies, financial planning, personnel and management needs, and strategic planning for business growth. Participants will explore and develop a practical business plan for success by establishing realistic goals and objectives, developing strategies for a secure business, preparing for contingencies, and writing a plan.

Lecture: 3 hours per week

## ENVIRONMENTAL SCIENCE

### **ENSI 118 General Environmental Science**

3 Credits

*Offered Each Semester*

ENSI 118 is a non-laboratory course that reviews basic environmental concepts including, but not limited to, the impact of the growth of the human population on energy consumption, natural resource consumption, species extinction, and the pollution of the local and global environment. This course is designed for individuals wanting basic environmental information without exposure to laboratory techniques. This course does not satisfy a laboratory science course requirement for the A.S., A.A., or A.A.S. degrees. This course can not be used as a substitute for ENSI 119 or considered to be a prerequisite or corequisite for ENSI 119L.

Lecture: 3 hours per week

Prerequisite: MATH 025 with a C- or higher, or COMPASS Col-

lege Algebra score >40, ACT >19, or SAT >430.

### **ENSI 119 Introduction to Environmental Science**

4 Credits

*Offered Each Semester*

ENSI 119 reviews basic concepts of chemistry, biology, the growth of human population, man's use of energy and other resources, species extinction, and pollution of the environment. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: ENSI 119L (2 hours per week)

Prerequisite: MATH 025 or COMPASS College Algebra > 40, ACT > 19, or SAT > 430

## FOOD AND BEVERAGE MANAGEMENT

### **FDBV 110 F & B Customer Service Management**

3 credits

*Offered Fall Semester*

This theory course will focus on basic principles for creating an exceptional dining experience for customers. Students will cover topics such as menu development, restaurant supplies and equipment, facility requirements, labor costs and revenue, casual/theme restaurant environments, banquets and catered events and on-site food service operations. Upon completion of this course, students will demonstrate a thorough understanding of guest-driven service.

Lecture: 3 hours per week

### **FDBV 210 F & B Purchasing Controls (same as HOSP 210)**

3 Credits

*Offered Fall Semester*

This course is an introduction to the principles and procedures used in the purchase of foods in quantity and the use of standards to calculate costs. Selection and procurement methods used in the hospitality business and methods for maintaining an effective system of food, labor, and sales income will be addressed.

Lecture: 3 hours per week

### **FDBV 230 F & B Operations Management (same as HOSP 215)**

3 credits

*Offered Spring Semester*

This course will focus on profit/cost margins, daily balance sheets, banking procedures, charting and forecasting products and services, personnel development and management, documentation systems, target marketing, and regulations governing the food and beverage industry.

Lecture: 3 hours per week

## GEOGRAPHY

### **GEOG 100**

4 Credits

### **Physical Geography**

*Offered Each Semester*

Physical Geography is an introduction to the earth's physical systems and the interaction among the atmosphere, hydrosphere, biosphere, a lithosphere. It emphasizes the atmospheric sciences (weather and climate), landforms, water resources, and soils. Concurrent enrollment in GEOG 100L is required. This course satisfies a laboratory science course requirement

for the A.S. and A.A. degrees, and a general education requirement for the A.A.S. degree.

Lecture: 3 hours per week

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

## 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., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 101L (2 hours per week)

### **GEOL 102**

4 Credits

#### **Historical Geology**

*Offered Each 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., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 101L (2 hours per week)

Recommended: Prior or concurrent enrollment in GEOL 101

### **GEOL 123**

4 Credits

#### **Geology of Idaho and the Pacific Northwest**

*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, focusing 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., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 123L (2 hours per week)

Recommended: Prior or concurrent enrollment in GEOL 101

### **GEOL 255**

4 Credits

#### **Systematic Mineralogy**

*Offered Spring Semester on Demand*

This is a study of the classification and determination of minerals by physical, chemical, and crystallographic and optical

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 includes hands-on testing and identification of mineral samples including utilizing their optical properties in oil mounts and thin section, and field trips to significant mineral locations. Students learn to recognize and identify important ore and industrial minerals, while gaining an appreciation for the application of mineral resources to everyday life. A background in chemistry is helpful. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 255L (3 hours per week)

Prerequisite: GEOL 101, 101L

## GRAPHIC DESIGN

**NOTE: Course enrollment requires student to be a Graphic Design major.**

### **ARTG 131**

3 Credits

#### **Computer Graphics I**

*Offered Fall Semester*

ARTG 131 offers an introduction to Macintosh computer system basics for graphic design students. This course will explore industry standard input devices, hardware, software, and output devices. Students will gain extensive experience with Illustrator as an example of a vector-based art program. This is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week

Prerequisite: Graphic Design major

### **ARTG 132**

3 Credits

#### **Computer Graphics II**

*Offered Spring Semester*

ARTG 132 continues the graphic design student's introduction to Macintosh computer systems. Students will explore industry standard hardware and software and will gain extensive experience with PageMaker as an example of a page assembly software 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 program.

Lecture/Lab: 5 hours per week

Prerequisite: Graphic Design major

### **ARTG 210**

2 Credits

#### **Illustration I**

*Offered Fall Semester*

This course is an introduction to illustration from the perspective of a graphic design professional. Particular emphasis is placed on how to quickly and efficiently visualize and render objects, environments, and figures under the real world constraints of time, media, and imagination. This course is a real media artistic construction class that uses paint, ink, pens, and pencils to teach fundamental skill sets that prepare students for subsequent courses and digital illustration.

Lecture: 1 hour per week

Lab: 3 hours per week

### **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.

Lecture/Lab: 4 hours per week

Prerequisites: ARTG 210 and ARTG 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, painting, drawing, 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, ARTG 222

### **ARTG 255**

2 Credits

### **Design Concepts for the Web**

Offered Fall Semester

One of the primary demands of the graphic designer is that of web page development and marketing. In this class, students will go beyond web page design to learn how to gain priority placement in search engines, write effective metatags, determine and target market development strategies for attracting visitors to a web page, and learn the procedures required to produce a secure site for credit card transactions. Students will understand how to register a domain name and maintain and update websites.

Lecture/Lab: 4 hours per week

Prerequisite: ARTG 131, ARTG 132, ARTG 221, and ARTG 222

### **ARTG 283**

3 Credits

### **Portfolio Development**

Offered Each Semester

The purpose of this course is to provide an overview of the graphic design profession, provide techniques to engage students in the first assembly of their graphic design professional resume and portfolio, and acquire essential job interview skills. The result of combining a first portfolio, while acquiring practical and relevant information about the industry, prepares students for industry internship opportunities. This class is designed to further prepare students toward clients' expectations, to stress deadlines, and to reinforce necessary technical learning. Assigned projects mirror real life assignments, including professional ethics, communication, and production costs. This is a required course in the Graphic Design program.

Lecture: 2 hours per week

Lab: 3 hours per week

Prerequisite: ARTG 131, ARTG 132, ARTG 210, ARTG 211, ARTG 221 and ARTG 222 with a grade of C- or higher.

### **ARTG 284**

3 Credits

### **Capstone**

Offered Each Semester

This class is designed to provide necessary information for developing useful marketing strategies to gain employment as a junior graphic designer. Approximately one hour of each class will be devoted to business strategies development. This class also includes work on the final portfolio (traditional and electronic version) which is the best representation of the student's graphic design skill set. Students will look into best business practices, client/designer interaction, billing and presentation strategies, and how to market themselves. An exit portfolio review is scheduled at the completion of the course. This is a required course in the Graphic Design program.

Lecture: 2 hours per week

Lab: 3 hours per week

Prerequisite: ARTG 131, ARTG 132, ARTG 210, ARTG 211, ARTG 221, and ARTG 222 with a grade of C- or higher.

### **ARTG 290**

3 Credits

### **Internship**

Offered Each Semester

This course is designed to provide students with practical, on-the-job experience in preparation for a successful career in the graphic design field. The internship is paired with in-class learning and weekly meetings with the sponsoring instructor and designated business or agency. An internship is an excellent job market pathway. This is a required course in the Graphic Design program.

Lecture/Lab: 3 hours per week

Prerequisite: Sophomore level and instructor permission.

## HEATING, VENTILATION, AIR CONDITIONING, AND REFRIGERATION

**NOTE:** Course enrollment requires prior acceptance into the Heating, Ventilation, Air Conditioning, and Refrigeration 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. Of the required 5 credits, a maximum of 2 credits can be substituted in an approved internship/co-op with instructor permission.

**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 applies to DC and AC circuits in the HVAC/R industry. 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 will also be covered. Both electrical testing and troubleshooting methods are taught and practiced. 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. Specific areas of study include the different mediums used for heat transfer, electric heat systems, and fossil fuel systems (natural gas, propane and fuel oil). Residential and light commercial system applications will be made throughout the program. Industry professionals 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 prac-

tice 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. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes. Of the required 5 credits, up to 2 credits can be substituted in an approved internship/co-op with instructor permission.

**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, furnaces, and AC combined will be covered. 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 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 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*

This course provides information needed to successfully pass the Gas Fitter License exam and the EPA refrigerant license-Type II level. Students will have the opportunity to take both 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.

## HISTORY

**HIST 101**  
3 Credits

**History of Civilization to 1500**  
*Offered Each Semester*

History 101 explores important chapters of the human past from the earliest civilizations through the middle ages. It focuses on Western cultures which have most influenced ours: Hebrew, Greek, Roman, barbarian, and medieval European. The course considers how people, ideas, and events are interconnected across such broad-ranging fields as politics, religion, social movements, technology, and the arts. This course is recommended for 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

**Recommended:** ENGL 101 and 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. This course 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

Recommended: ENGL 101 and 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 are required to participate in discussions.

Lecture: 3 hours per week

**HIST 111 U.S. History: Discovery-Reconstruction**  
3 Credits *Offered Each Semester*

History 111 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is focused on differing historical interpretations and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

**HIST 112 U.S. History: Gilded Age-The Present**  
3 Credits *Offered Each Semester*

History 112 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Gilded Age (c. 1876) through the present. Attention is focused on differing historical interpretations and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

**HIST 210 Introduction to Modern Latin American History**  
3 Credits *Offered Spring Semester*

This course provides a survey of economic, political, social, and cultural developments in selected Latin American countries each of which represents a larger region, from independence to the present. Students are expected to read and write

at college level and will be required to participate in discussions. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

**HIST 240 American Indian History**  
3 Credits *Offered Spring Semester*

HIST 240 provides a historical overview of post-contact Indian and non-Indian relations and their effect on Indian culture, including reactions, adaptations, and conflicts in social, political, and economic systems. Some emphasis will be placed on prominent Indian personages and geographical groups, their migrations and intertribal and U.S government relationships, including federal Indian policy. Students will gain a deeper sense of "nations" and an understanding of the importance of tribal heritage and identify from a historical perspective. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

Prerequisite: AIST 101, ANTH 225 or HIST 101, or HIST 111 or 112.

**HIST 290 The Historian's Craft**  
3 Credits *Offered Spring Semester*

HIST 290 provides an introduction to the discipline of history, to basic skills for coursework and research, and to major schools of historical writing. This course fulfills a major requirement for transfer institutions in Idaho.

Lecture: 3 hours per week

Prerequisite: ENGL 101

Prerequisite or Corequisite: ENGL 102

**HOSPITALITY****HOSP 100 Introduction to Hospitality Management**  
3 credits *Offered Upon Demand*

This course provides a general overview of hospitality management. It covers the growth and development, organization and structure, and the functional areas of the lodging and food service industry. Included are an explanation of both the management and operational functions of hospitality operations, a discussion of the personal and professional demands of hospitality management, an examination of managing human resources, and an exploration of the future of the industry.

Lecture: 3 hours per week

**HOSP 105 Food & Beverage Service Sanitation**  
3 credits *Offered Upon Demand*

This course provides practical skills and knowledge for effective management of food and beverage service in outlets ranging from cafeterias and coffee shops to room service, banquet areas, and high-check average dining rooms. HOSP 105 presents basic service principles while emphasizing the special needs of guests. The course also emphasizes how to effectively manage sanitation to achieve high standards that will keep

customers coming back.  
Lecture: 3 hours per week

**HOSP 110 Front Office Procedures**  
3 credits *Offered Upon Demand*

Front Office Procedures details the flow of business through a hotel beginning with the reservation process and ending with check-out settlement. Included are examinations of how front desk activities and functions influence other departments and impacts management. The course also addresses ethics and general strategies when dealing with the public.  
Lecture: 3 hours per week

**HOSP 115 Hospitality Field Experience**  
3 credits *Offered Upon Demand*

This is an introduction to actual on-the-job work experience. Exposure to the demands and practices of the hospitality industry is intended to help the student discover whether the hospitality field is an appropriate career choice. This course is waived for students with one full year of appropriate employment experience in the industry. The course includes student, employer, and coordinator evaluations; on-site work visits; written assignments; and oral presentations.  
Lecture: 3 hours per week

**HOSP 120 Supervisory Housekeeping**  
3 credits *Offered Upon Demand*

This course describes the management functions, tools, and practices required in the lodging housekeeping department.  
Lecture: 3 hours per week  
Prerequisites: HOSP 100, 105, 110, and 115

**HOSP 125 Hospitality Maintenance and Engineering**  
3 credits *Offered Upon Demand*

This course is an introduction to the technical knowledge required to establish preventative maintenance procedures.  
Lecture/Lab: 3 hours per week  
Prerequisites: HOSP 100, 105, 110, and 115

**HOSP 130 Hotel Security Management**  
3 credits *Offered Upon Demand*

This course examines the issues surrounding the need for individualized security programs. It also explores how to make a difference in the safety and security of guests, hotel property, and fellow employees.  
Lecture: 3 hours per week  
Prerequisites: HOSP 100, 105, 110, 115

**HOSP 210 Food and Beverage Controls**  
3 credits *Offered Upon Demand*

This course covers the principles involved in an effective system of food, beverage, labor, and sales income controls in the hospitality industry.  
Lecture: 3 hours per week  
Prerequisites: HOSP 100, 105, 110, 115

**HOSP 215 Food and Beverage Controls**  
3 credits *Offered Upon Demand*

This course explores how to balance marketing and control objectives, plan the business, select and train employees, and

establish and maintain control systems. In-depth material on responsible alcohol service and range of beverage products is included.

Lecture: 3 hours per week  
Prerequisite: HOSP 210

**HOSP 220 Hotel /Restaurant Management Principles**  
3 credits *Offered Each Semester*

This course is an introduction to the principles of hotel and restaurant management and their relationship to the overall management of facilities and personnel. The development of supervisory skills and coaching techniques needed to improve the performance of employees emphasized.  
Lecture: 3 hours per week

**HOSP 225 Meeting & Convention Management**  
3 credits *Offered Each Semester*

This course identifies the elements and techniques used in obtaining convention business. This course describes the different types of corporate meetings, the personnel who control these meetings, and the management skills and methods required to communicate with meeting planners.  
Lecture: 3 hours per week

**HUMANITIES**

**HUMS 101 Montage: Introduction to the Humanities**  
3 Credits *Offered Each Semester*

This course explores how the humanities, through many varied types of creative works, comment on human experiences and raise questions of value and meaning. Students will learn an approach to understanding a wide variety of works in art, music, literature, and philosophy, based on questions applicable to all genres. The course is highly interactive, with frequent class discussion and informal written responses to works being explored. This course provides a good foundation for further humanities study in courses focusing on one particular field such as literature, philosophy, or the arts. It is an ideal course for students who intend to focus on areas other than the humanities, but wish to broaden their education. It fulfills an arts and humanities requirement for the A.A. and the A.S. degrees.

Lecture: 3 hours per week  
Prerequisite or Corequisite: ENGL 101

**HUMAN RESOURCES ASSISTANT**

**HRA 110 Diversity and Human Relations**  
3 Credits *Offered Fall Semester*

This course is designed to help human resources professionals recognize the need to incorporate diversity into all phases of the organization. Topics include understanding and valuing diversity, diversity in the workforce, managing diversity, cultural elements, and communication issues.

Lecture: 3 hours per week



**HRA 125 Overview of Employment Laws**  
3 Credits *Offered Spring Semester*

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practice, EEO, affirmative action, and employee rights and protections.

Lecture: 3 hours per week

**HRA 210 Recruiting, Selection, and Retention**  
3 Credits *Offered Fall Semester*

This course introduces the basic principles involved in assisting in the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques; maintaining employee records; and employee retention.

Lecture: 3 hours per week

**HRA 220 Health, Safety, and Security**  
1 Credit *Offered Fall Semester*

This course includes the study of issues related to occupational health, safety, and security. Students will study OSHA goals and the impact of safety related problems; employee occupational health programs/policies and employer liabilities; safety practices; reducing/eliminating risk of loss of organization assets; and other organizational security techniques.

Lecture: 1 hour per week

**HRA 230 Human Resource Development**  
3 Credits *Offered Fall Semester*

This course covers developing, conducting, and evaluating employee training. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources.

Lecture: 3 hours per week

**HRA 240 HR Compensation & Benefit Administration**  
3 Credits *Offered Spring Semester*

This course is designed to study the basic concepts of compensation and benefits administration and its role in rewarding performance. Topics include compensation theory, legal issues, job documentation processes, conducting wage and salary surveys and uses of the results, job analysis, job evaluation techniques, benefits, and pay-for-performance programs.

Lecture: 3 hours per week

**HRA 250 Employee Relations**  
3 Credits *Offered Spring Semester*

This course covers how to assist in developing a strong employee relations program. Topics include effective feedback, performance appraisals, individual employment rights, employee attitudes, behavior problems, and implementing discipline strategies.

Lecture: 3 hours per week

**HRA 260 HR Management Practices**  
3 Credits *Offered Spring Semester*

This course is an overview of human resources management practices. The course covers organizational change and how human resources fits in the organization. The course also covers human resource planning, information systems, quality

and performance management, leadership, employee involvement, and international human resources management.

Lecture: 3 hours per week

**HRA 290 Human Resource Assistant Internship**  
3 Credits *Offered Spring Semester*

Human Resources Assistant Internship provides supervised training in administrative skills through on-the-job experience in a human resources office. This course provides practical application of human resources assistant skills as part of the learning process. It involves approximately nine hours per week of in-office work. It is a required course in the Human Resources Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 135 hours

Prerequisite: BUSO 101A, CAPS 135, ENGL 272, HRA 110, 125, 210

Corequisite: HRA 220, 230, 240, 250, 260

**HUMAN SERVICES**

**NOTE: There is no formal application process for the Human Services Program. Students must proceed through the coursework in sequence and with instructor approval.**

**HSS 101 Introduction to Human Services**  
3 Credits *Offered Fall Semester*

This course provides an overview of human service agencies, institutions, and programs that help meet human services needs. Students explore human service roles, career opportunities, and communication skills required to be successful in the field.

**HSS 102 Introduction to Human Services Lab**  
1 Credit *Offered Fall Semester*

This weekly three-hour course provides students an opportunity to explore human service careers that may be of interest. It assists with developing beginning observation, recording, and reporting skills based on selected field exploration areas. Students will conduct interviews and participate in on-the-job shadowing experiences. This is a required course for all human service students. All students who have a sincere interest in exploring health and human service career options are welcome.

Corequisite: HSS 101

**HSS 110 Human Services I: Direct Care Assessment and Intervention**  
4 Credits *Offered Spring Semester*

This course focuses on assessment and intervention principles and the skills required for working with individuals and groups that need assistance in leading self-directed and meaningful lives. Emphasis will be given to individuals who are mentally, emotionally, and/or developmentally disabled in institutional and community based setting.

Prerequisite: PSYC 101 or SOC 101, 102; HSS 101, 102

**HSS 111 HSS Field Experience I**  
3 Credits *Offered Spring Semester*

HSS 111 provides students the opportunity to develop skills in providing psychosocial, community, and educational ser-

vices 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 HSS Field Experience II**  
4 Credits Offered Summer Session

This eight-week field experience totaling 180 hours provides students opportunities 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. This course includes field trips and seminar participation.

Prerequisite: HSS 111 and permission of the instructor

**HSS 220 Crisis Intervention**  
3 Credits 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 241 Human Services Internship & Seminar**  
4 Credits Offered Spring Semester

Students in the second year of the Human Services program will complete a supervised internship of 180 hours in a community public or private human services agency. Students, preceptors, and the instructor will develop specific learning objectives. The internship is accompanied by a weekly seminar that will address issues, problems, and agency experiences with the goal of assisting students to apply classroom concepts to the field.

Prerequisite: Completion of the Human Services certificate

Pre-corequisite: HSS 220

**JOURNALISM**

**COMJ 100 Sentinel (NIC Newspaper) Staff**  
1 or 2 Credits Offered Each Semester

This course provides technical training and application of journalism theory and techniques. Students are staff members of *The Sentinel*, the NIC student newspaper, and work positions that reflect a professional journalism organization. *Sentinel* students learn the practical workings of a newspaper, including reporting, editing, design, photo journalism, computer technologies, and advertising. Projects contribute to a 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. Previous or concurrent news writing, photo, art and/or web page experience is advised.

Lab Class Coordinating: Varies according to credits

Prerequisite or Corequisite: COMJ 121

**COMJ 121 News Writing**  
3 Credits Offered Fall Semester

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for media. Students develop news stories in lab and outside of

class. Sentence structure competence is necessary. 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 a week combined with lab time

Prerequisite or Corequisite: ENGL 101

**COMJ 140 Mass Media in a Free Society**  
3 Credits Offered Fall Semester

This course examines today's American media - their development, successes, and failures. Career options are explored through tours and guest presentations by working professionals. After completion of COMJ 140, students will know if a media career is an option to pursue. Students will gain a clear view of themselves as media consumers. Topics that will be covered in upper division coursework will be introduced.

Lecture: 3 hours per week

**COMJ 222 Reporting**  
3 Credits Offered Spring Semester

Reporting provides practical experience working with different types of news sources. Students gather and write articles about on-and off-campus events. Assignments include writing multisource stories, features, editorials, columns, and research pieces. Some "deadline critical" situations related to professional newspaper practices are included. Students learn reporter duties in preparation for advancement to upper division coursework and journalism career development.

Lecture/Lab: 3.5 hours per week

Prerequisite: COMJ 121

**COMJ 254 Editing**  
2 Credits Offered Spring Semester

This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses 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 Journalism Practicum**  
2 Credits Offered Each Semester

Journalism Practicum provides on-the-job training and experience through averaging a four-hour weekly internship in a media-related workplace. Developed as a "contract" agreement between the student intern and a "host" organization with permission of the instructor, this 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. This course may be repeated for a total of 8 credits.

Time: Varies according to project

**LANDSCAPE TECHNOLOGY**

**NOTE: Course enrollment requires prior acceptance into the Landscape Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**LAND 105L Landscape Practices Lab I**  
5 Credits *Offered Fall Semester*

Students will study the components of landscape technology and related installation procedures and will apply landscape principles learned in the theory classes to construction sites, commercial sites, gardens, and golf courses in a lab setting.

**LAND 110 Landscape Plants and Materials**  
3 Credits *Offered Fall Semester*

Students will study the identification, landscape features and growing conditions of trees, shrubs, herbaceous flowering plants such as annuals, perennials, bulbs, and herbs in the Northwest. Techniques for the correct plant selection, soil needs, and garden layout will be emphasized.

**LAND 115 Landscape Horticulture**  
2 Credits *Offered Spring Semester*

This course is an introduction to the biological aspects of plant life, including cell structure, anatomy and taxonomy, and the environmental factors which affect plant growth. This course is designed for students who are not majoring in the sciences and emphasis is on the practical application of horticultural principles.

**LAND 120 Pest Management**  
2 Credits *Offered Summer Session*

Students will study basic control methods as they apply to insects, fungi, bacteria, biotic, and other pests in the landscape. Identification of pests as well as mechanical, cultural, biological, and chemical controls will be discussed.

**LAND 125L Landscape Practices Lab II**  
5 Credits *Offered Spring Semester*

This course will further address the components of landscape and hardscape applications. Students will receive an overview of the technical operations of a landscape firm. Students will work on group and individual class projects that will continue to expose them to the practices and application of landscape construction.

**LAND 130 Soils and Plant Nutrition**  
2 Credits *Offered Summer Session*

This course will expose students to soil and plant interrelationships and soil development and terms. Emphasis will be placed on the use of organic and inorganic means to provide optimum environment for plant growth. Soil testing and judging will be extensions of basic topics.

**LAND 135 Landscape History and Design**  
2 Credits *Offered Fall Semester*

Students will study the application of landscape design principles to construction situations. Emphasis will be placed on graphic representations of plant materials and landscape structures.

**LAND 140 Turf Management**  
2 Credits *Offered Summer Session*

This course is an in-depth study of commercial lawn maintenance and installation including fertilization, spraying, mowing, irrigation, soil preparation, selection and establishment, weed and pest identification, and diagnosis of disorders. Emphasis will be placed on cultural practices required in the care of commercial, residential, parks, and golf courses.

**LAND 145 Equipment Operations and Maintenance**  
1 Credit *Offered Spring Semester*

This course covers operating principles related to landscape tools which include hand, power, and large equipment. Maintenance and repair techniques will be discussed as well as safety standards and practices.

**LAND 145L Equipment Operations and Maintenance Lab**  
2 Credits *Offered Spring Semester*

Students will receive hands-on experience operating common landscape hand tools, power tools, and large equipment. Operational procedures, materials, safety, and maintenance techniques will be introduced. Emphasis will be placed on industry standards for scheduling seasonal maintenance operations.

**LAND 150 Landscape Irrigation**  
1 Credit *Offered Fall Semester*

Students will be introduced to the materials used, installation procedures, and maintenance for residential and small commercial spray and drip irrigation systems. Applied math calculations will be used in system layout.

**LAND 150L Landscape Irrigation Lab**  
2 Credits *Offered Fall Semester*

Students will use the knowledge gained in theory to design residential, commercial, and drip irrigation systems.

**LAND 195 Landscape Seminar and Internship**  
3 Credits *Offered Spring Semester*

The Landscape Technology internship is a structured experience with local firms designed to match the student's abilities and career goals. Students will function in a position under the direct supervision of a selected employer.

**LAW ENFORCEMENT**

**NOTE: LAWE 103, 202, and 205 may be taken without being accepted into the Law Enforcement program. All other LAWE courses require application and acceptance into the program before enrolling.**

**LAWE 103 Introduction to Criminal Justice (same as CJ 103)**  
3 Credits *Offered Each Semester*

This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering criminal justice service. Students discuss crime, the criminal,

traffic, and vice as social problems; the function of the courts; prosecution and defense attorneys; correctional and penal institutions; and probation and parole. This course will introduce the student to the various agencies and employment opportunities within the criminal justice system. This is a required course in the Law Enforcement program.

**LAWE 202** **Corrections in America**  
(same as CJ 202)  
3 Credits *Offered Fall Semester*

This course includes a survey of the historical, philosophical, and legal bases of correctional procedures and institutions and an examination of current problems and innovations.  
Prerequisites: LAWE or CJ 103 or permission of instructor.

**LAWE 205** **Criminal Procedure**  
(same as CJ 205)  
3 Credits *Offered Spring Semester*

This course includes an examination of the procedural aspects of criminal law. It will include specific applications of procedures by actors in the criminal justice process including police, prosecutors, defense attorneys, judges, and corrections officials. This examination will provide a basic understanding of state and local legal codes, as well as current applications of law in both arrest and search and seizure.

**LAWE 219** **Self Defense**  
3 Credits *Offered Fall 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 above areas are integral to this course. Students must demonstrate skills taught and pass the Idaho POST firearms qualification courses for handgun and shotgun. This is a required course in the Law Enforcement program.

**LAWE 220** **Basic Police Law**  
2 Credits *Offered Fall Semester*

This course is the study of basic police law as it relates to the U.S. Constitution, Idaho Codes, liquor laws, rules of evidence, criminal law, arrest, search and seizure, traffic code, and Idaho Fish and Game Laws. After completing 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** **Professional Orientation**  
1 Credit *Offered Fall 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** **Police Procedures**  
2 Credits *Offered Fall Semester*

This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. It also includes jail procedures, communication methods,

officer survival, and courtroom demeanor and testifying. This is a required course in the Law Enforcement program.

**LAWE 223** **Patrol Procedures**  
1 Credit *Offered Fall Semester*

This course teaches patrol procedures and techniques for crimes in progress, including responding to armed robberies; low-risk, high-risk, and felony traffic stops; prowler calls, hostage situations; and domestic disputes. This is a required course in the Law Enforcement program.

**LAWE 224** **Practical Problems**  
1 Credit *Offered Fall Semester*

This course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in 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** **Investigation**  
3 Credits *Offered Fall 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. It includes techniques and procedures for drug identification, protection of crime scenes, collecting evidence, fingerprinting, interviewing, notification, and interrogation. This is a required course in the Law Enforcement program.

**LAWE 226** **Enforcement Skills**  
1 Credit *Offered Fall 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** **Police Physical Fitness**  
1 Credit *Offered Fall Semester*

This course provides physical health and conditioning methods and includes 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 230** **Law Enforcement Professionalism**  
2 Credits *Offered on Demand*

This course introduces principles and concepts of law enforcement professionalism. Emphasis is placed on preparing for courtroom testimony, cultural diversity, community policing, and preventing misconduct. Topics include understanding the role in the courtroom, stereotyping, prejudice and discrimination, cultural conflicts, the problem-solving process, ethical dilemmas, and developing integrity as a leader.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 231** **Officer Survival**  
3 Credits *Offered on Demand*

This course is designed to increase officer safety, enhance professionalism, decrease citizen complaints, decrease vicarious liability, and lessen personal stress on the job and at home. The course covers laws regarding the use of force, civil and criminal liability, mental conditioning, post-shooting trauma,

and the dynamics of lethal force. Also included are dealing with gangs, suicide, crisis negotiating, and off-duty officer survival. The principles discussed in this course have applications for a variety of law enforcement operations.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 232** **Career Enhancement**  
3 Credits *Offered on Demand*

This course provides analyses of cutting-edge contemporary criminal justice issues. Topics may include terrorism, public perceptions of crime, legal issues, and school violence. Focus will be on high-impact police leadership and the fundamentals of interpersonal relations, supervising techniques, and professional ethics. Report-writing skills to prepare a legally sound report will also be covered. This course is designed to enhance skills of the already practicing police officer.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 233** **Initial Investigations**  
3 Credits *Offered on Demand*

This course provides an examination of the fundamentals of criminal investigation from the crime site to the courtroom preparation experience. Topics include an analysis of techniques for crime scene procedures, interviews, field notes and reporting, follow-up investigation, developing rapport, lie detection, and rules of evidence. Specific detail is given to investigations involving DUIs, elderly abuse and mentally disturbed persons, computer crime, crash investigations and advanced interviewing techniques.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 234** **Drug Investigations**  
3 Credits *Offered on Demand*

This course provides instruction in the multifaceted aspects of drugs and alcohol within the criminal justice system. The course will teach students theories of addiction, substance abuse identification, seizure procedures and requirements, informant development, investigative techniques, surveillance methods, and risk factors of undercover investigations.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 235** **Enhanced Patrol**  
2 Credits *Offered on Demand*

This course is designed to increase officer safety through enhanced patrol procedures and techniques. Students will examine and practice appropriate responses to active shooters, commercial trucking violations, outlaw bikers, emotionally disturbed persons, robbery, homicide, in-progress crimes, drug interdiction, stolen vehicles, and document forgery. The elements of a successful field training officer program will be introduced. In addition, National Incident Management System (NIMS) and Incident Command Systems (ICS) awareness will be addressed.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 236** **Terrorism**  
2 Credits *Offered on Demand*

This course introduces officers to terrorism, specifically those terrorist acts that present the greatest threat to the United States today. A thorough examination of the causes of terrorism, prevailing terrorist networks including domestic terrorists, operations, common characteristics of terrorists, surveillance detection, hostage survival, and protective measures will be presented. Special emphasis will be placed on basic medical techniques for officers in a critical incident.

**Entry-Level Skills:** Minimum competency levels in reading, writing, and mathematics.

**LAWE 237** **Use of Force**  
1 Credit *Offered on Demand*

This course will introduce students to an overall understanding of techniques and strategies for employing the appropriate level of force in a given situation. Students will learn about the requirements for the application of less-than-lethal force, tactics used in gun retention, and respiratory compliance techniques.

**Entry-Level Skills:** Minimum competency levels in reading, writing and mathematics.

**LAWE 238** **Idaho Law Enforcement**  
3 Credits *Offered on Demand*

This course is designed to provide in-depth instruction in Idaho law enforcement procedures such as laws of arrest, legal liability, use of force, officer's rights, and the court systems for adult detention, juvenile detention, and juvenile probation. Students will also examine and practice appropriate responses in domestic violence, sexual assault, and child abuse situations. In addition, agro-terrorism awareness will be addressed.

**Entry-Level Skills:** Minimum competency levels in reading, writing and mathematics.

**LAWE 290** **Law Enforcement Theory**  
3 Credits *Offered Spring 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:** LAW 219 - 228

**LAWE 293** **Law Enforcement Internship**  
10-12 Credits *Offered Spring Semester*

This is an internship experience with 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. Students will be expected to participate in the enforcement activities performed by the supervising officer. This is a required course in the Law Enforcement program.

**Prerequisite:** LAW 219- 228

## MACHINE TECHNOLOGY

**NOTE: Enrollment requires acceptance into the program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**MACH 151 Machining Technology Theory I**  
4 Credits *Offered Fall Semester*

This basic course consists of learning terminology, measuring systems, and using measuring tools. Some of the instruments used are hand tools, mechanical instruments, 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 Machining Technology Laboratory I**  
6 Credits *Offered Fall Semester*

Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned in theory sessions are transferred to the lab through projects. Students must acquire their own tools, but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.

**MACH 152L Machining Technology Laboratory II**  
5 Credits *Offered Spring Semester*

This lab is a continuation of MACH 151L. Students continue to progressively attempt more difficult projects. 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." Basic Computer Assisted Machining (CAM) will be emphasized.

**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 course is a continuation of MACH 171 with an emphasis on more complex prints, geometric dimensioning, and tolerancing.

**MACH 185 Statistical Process Control and Mechanical Measurements**  
1 Credit *Offered Spring Semester*

This class is geared to real life application in the machine trades and concentrates on the statistical concepts of mode, median, mean, and standard deviation for samples and popu-

lations. Success is dependent on being able to read precision measuring instruments and applying it to real manufactured parts for data gathering. The lab addresses the application of methods of inspection and measurement of mechanical parts. Activities include measuring instruments, gauging equipment, work holding methods, and surface finishes. The lab utilizes tools found in machine shops and inspection departments.

**MACH 231 Computers in Machining**  
3 Credits *Offered Fall Semester*

This course is designed to provide students with extensive experience with CAD/CAM systems. Students will use PCs to prepare for employment in the computerized manufacturing workplace with the opportunity to become certified in Master CAM Mill. Students will also explore other software applications commonly used in the workplace.

**MACH 253L Advanced Machining Laboratory I**  
5 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 152L or instructor permission

**MACH 254L Advanced Machining Laboratory II**  
5 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 make 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. 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 knowledge to "geometric toleranced" drawings. Students will learn the terminology and definitions of geometric dimensioning and tolerancing and how to apply its 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: MACH 253L

### MACH 284

#### Advanced Machining Processes & Techniques

5 Credits

Offered Spring Semester

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: MACH 283

## MAINTENANCE MECHANIC/ MILLWRIGHT

**NOTE: Enrollment requires prior acceptance into the program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

### MM 151

#### Maintenance Mechanic Theory I

10 Credits

Offered Fall Semester

Maintenance Mechanics Theory is an introduction to the principles of oxyacetylene and arc welding; hand, power, precision measuring tools; thread systems and fasteners; industrial materials; safe rigging practices; mechanical drive systems; and equipment installation and alignment.

### MM 151L

#### Maintenance Mechanic Laboratory I

5 Credits

Offered Fall Semester

Maintenance Mechanic Lab applies the skills learned in MM 151, including oxyacetylene and arc welding, precision measuring, tool usage, material usage, rigging, equipment installation, and alignment. Students will work on assigned tasks, projects, and performance tests.

### MM 152

#### Maintenance Mechanic Theory II

7 Credits

Offered Spring Semester

This course provides instruction in the technical skills required in the safe use of GMAW & GTAW welding, industrial electricity, pipe fitting, coupling maintenance and alignment, bearings, packings, seals, and pumps. Prior completion of MM 151 with a grade of C- or better is required.

### MM 152L

#### Maintenance Mechanic Laboratory II

5 Credits

Offered Spring Semester

This laboratory applies the skills learned in MM 152 including exercises in GMAW (wirefeed) welding, coupling alignment and maintenance, bearing maintenance, pipe fitting, electric motor and control maintenance, and pump maintenance. Exercises in hydraulics components and troubleshooting areas are also included. Prior completion of MM 151 and MM 151L with a grade of C- or better is required.

### MM 153

#### Maintenance Mechanic Theory III

2 Credits

Offered Summer Session

This course continues instruction in safety, GTAW (TIG) welding, and industrial mechanic skills including flat pattern layout, sheet metal, and continued electrical practices. Prior

completion of MM 152 with a grade of C- or better is required.

### MM 153L Maintenance Mechanic Laboratory III

4 Credits

Offered Summer Session

This laboratory applies skills learned in MM 153. Students will work on assigned tasks, projects, and performance tests. Prior completion of MM 151 and MM 152L with a grade of C- or better is required.

### MM 155

2 Credits

#### Blueprint Reading

Offered Fall Semester

This course provides the maintenance mechanic/millwright with necessary skills to understand industrial blueprints. Students will learn to read and understand title blocks, bills of materials, dimensions and notes, welding symbols, orthographic projection, auxiliary views, and section views.

### MM 156

3 Credits

#### Hydraulics

Offered Spring Semester

This is a basic course in the fundamentals of fluid power. Students will learn how to effectively troubleshoot industrial hydraulic systems with emphasis on reservoirs, pumps, filters, directional flow and pressure control valves, cylinders, and motors. Hands-on applications are addressed in MM 152L.

## MATHEMATICS

**NOTE: A student initially placed in a developmental mathematics course, (MATH 015, 025, 108), must earn a grade of C- or better in that course and in all subsequent courses in the developmental sequence in order to proceed to a college level mathematics course.**

### MATH 015

3 Credits

#### Basic Mathematics

Offered Each Semester

MATH 015 is an introduction to operations of whole numbers, fractions, ratios and proportions, decimals, percents, positive and negative integers, and geometry. The course format includes informal lecture with instructor assistance. Students are assisted in developing mathematical proficiency in basic computational skill areas required for pre-college level math courses.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, COMPASS Pre-Algebra < 53. This score is under review-refer to the online catalog for up-to-date information.

### MATH 024

3 Credits

#### Technical Mathematics

Offered Each Semester

MATH 024 is designed as a basic math course for students in technical programs. Each section of the course will be specific to one technical program and appropriate applications for that program will be stressed throughout. All sections will review operations of fractions and decimals, percents, ratios and proportions, calculator usage, signed numbers, evaluating formulas, equation solving, geometry, and the metric system. Trigonometry will be introduced when appropriate.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 32 or a grade of C- or

above in MATH 015. These scores are under review—refer to the online catalog for up-to-date information.

**MATH 025** **Elementary Algebra**  
3 Credits *Offered Each Semester*

Math 025 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, exponents, factoring, solving and graphing first-degree equations and inequalities. The course also introduces solving factorable second-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:** Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 44 or a grade of C- or above in MATH 015. These scores are under review—refer to the online catalog for up-to-date information.

**MATH 102 Computational Skills for Allied Health**  
3 Credits *Offered Each Semester*

MATH 102 includes instruction in systems of measurement (including metric and apothecary); conversions; reductions; dimension analysis; interpreting drug orders and labels; calculating oral, parenteral, and pediatric dosages; intravenous (IV) and advanced IV calculations; ratios and proportions; solving linear equations, formulas, and solution; and mixture problems. MATH 102 does not satisfy the core math requirement for the A.A. or A.S. degrees.

Lecture: 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 40, ACT Math > 18, SAT Math > 430, or a grade of C- or above in MATH 025, enrollment limited to Practical Nursing and Pharmacy Technician students.

**MATH 108** **Intermediate Algebra**  
4 Credits *Offered Each Semester*

MATH 108 continues development of mathematical concepts beyond MATH 025 or first year high school algebra. It includes linear and quadratic equations, algebraic fractions, radicals, 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., A.S., or A.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:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 40, ACT Math > 18, SAT Math > 430, or a grade of C- or above in MATH 025. These scores are under review—refer to the online catalog for up-to-date info.

**MATH 123** **Contemporary Mathematics**  
3 Credits *Offered Each Semester*

In MATH 123, mathematical methods and concepts are applied to modern day situations. Intended primarily for liberal arts majors, this course offers many useful techniques and insights for our increasingly technical world. It is assumed that students coming into the course have a working knowledge of algebra at an intermediate level. Topics may vary as

textbooks change, but typically include a variety from the following: voting theory, apportionment, probability, statistics, consumer finance, paths and networks, scheduling, fair division, right-angle trigonometry, similarity and scaling, exponential and logistic growth, renewable resources, linear programming, and game theory. MATH 123 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 45, ACT Math > 19, SAT Math > 460 or a grade of C- or above in MATH 108.

**MATH 130** **Finite Mathematics**  
4 Credits *Offered Each Semester*

MATH 130 is the study of solutions and practical applications to systems of linear equations and inequalities, linear programming, sets, counting techniques, probability, and elementary concepts of statistics. 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., A.A., and A.A.S. 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:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 45, ACT Math > 19, SAT Math > 460 or a grade of C- or above in MATH 108.

**MATH 143** **College Algebra**  
3 Credits *Offered Each Semester*

MATH 143 begins by taking a deeper look at the definition of functions, their properties and notation in both an algebraic and graphical context. The course then focuses on the study of equations and graphs of polynomial, rational, exponential, and logarithmic functions. Additional topics include conic sections and sequences. This course prepares students for MATH 160. The combination of MATH 143 followed by MATH 144 may be used in place of MATH 147 as the prerequisite for MATH 170. MATH 143 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH 143 carries no credit if taken after successful completion of MATH 147.

Lecture: 3 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH 108.

**MATH 143D** **College Algebra-Drafting Applications**  
1 Credit *Offered Each Semester*

MATH 143D is a lab/recitation course for students in the Drafting Technology and Design program. This course includes radian measure, applications of right triangle trigonometry, areas of triangles, Laws of Sines and Cosines, and vectors. Mathematical modeling with drafting emphasis is stressed.

Lecture/Recitation: 1 hour per week

**Prerequisite:** MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test.  
**Corequisite:** MATH 143



**MATH 143E****College Algebra-Electronics Applications***1 Credit**Offered Each Semester*

MATH 143E is a lab/recitation course for students in the Electronic Technology program. This course includes radian measure, applications of right triangle trigonometry, graphs of trigonometric functions, complex numbers, polar coordinates, and vectors. Mathematical modeling with electronics emphasis is stressed.

**Lecture/Recitation:** 1 hour per week

**Prerequisite:** MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test

**Corequisite:** MATH 143

**MATH 144****Analytic Trigonometry***2 Credits**Offered Each Semester*

Math 144 includes angles, trigonometric functions, their graphs and the application thereof, right-triangle trigonometry, trigonometric identity verification, trigonometric formulas, inverse trigonometric functions, and the law of sines and cosines. It satisfies 2 credits towards the mathematics requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH 144 carries no credit if taken after successful completion of MATH 147.

**Lecture:** 2 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS College Algebra >51, ACT Math >27, SAT Math >620 or a grade of C- or above in MATH 143.

**MATH 147****Pre-Calculus***5 Credits**Offered Each Semester*

MATH 147 is designed for the well-prepared mathematics student who wishes to condense the one-year sequence of MATH 143 and 144 into one semester. It 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.A., A.S., and A.A.S. degrees.

**Note:** MATH 147 carries no credit if taken after successful completion of MATH 160 or MATH 170. MATH 147 carries two credits if taken after MATH 143.

**Lecture:** 5 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH 108.

**Prerequisite/Corequisite:** MATH 148

**MATH 148****Mathematics Technology***1 credit**Offered Each Semester*

This course explores the use of technological tools, such as graphing calculators and mathematical software to solve problems in mathematics. Opportunities to perform basic operations including computation, graphing, and manipulation of statistical data are presented. Students are encouraged to compare the different techniques and develop strategies to determine how to effectively utilize the available tools. This course counts as an elective towards the A.A. or A.S. degrees.

**Lecture:** 1 hour per week

**Prerequisite:** MATH 108 with a grade of C- or higher

**Corequisite:** MATH 147 or higher

**MATH 157 Mathematics for Elementary Teachers I***3 Credits**Offered Each Semester*

Math 157 is a lecture/lab course that is required for elementary teacher certification by the State of Idaho. It does not satisfy the math core requirement for the A.A., or A.S. degrees at NIC. This course provides prospective elementary school teachers with a problem-solving approach to the topics of the elementary school math curriculum. Focus is on teaching basic arithmetic operations on the set of real numbers while strengthening prospective teachers' mathematical skills and appreciation of mathematics.

**Lecture:** 3 hours per week

**Lab:** 1 hour per week

**Prerequisite:** Completion of MATH 143 or 147 with a C- or better; or an appropriate score on the placement test, either COMPASS College Algebra >51, ACT Math >27, SAT Math >620.

**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, limits, 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. MATH 160 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

**Note:** MATH 160 carries no credit if taken after MATH 170.

**Lecture:** 4 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620 or a grade of C- or above in MATH 143 or MATH 147.

**MATH 170***4 Credits***Analytic Geometry & 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, 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.

**Lecture:** 4 hours per week

**Prerequisite:** Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51 and Trigonometry > 51, ACT Math > 29, SAT Math > 650 or a grade of C- or above in MATH 147 or MATH 143 and 144.

**MATH 175***4 Credits***Analytic Geometry & Calculus II***Offered Each Semester*

MATH 175 is a continuation of the calculus sequence 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 with a grade of C- or higher

**MATH 187** **Discrete Mathematics**  
4 Credits *Offered Spring Semester*

MATH 187 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. Little or no programming will be done.

Lecture: 4 hours per week

Prerequisite: MATH 147 with a grade of C- or higher

Recommended: Knowledge of programming language such as C++ or Java

**MATH 253** **Principles of Applied Statistics**  
3 Credits *Offered Each Semester*

MATH 253 is an introduction to statistical methods covering both descriptive statistics and inferential statistics, which includes hypothesis testing, correlations and regression, chi-square, and analysis of variance. Probability is included as needed. This course is suitable for a broad range of majors.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH 130, MATH 143, or MATH 147.

**MATH 257** **Math for Elementary School Teachers II**  
3 Credits *Offered Each Semester*

This course is a lecture/lab course that is a continuation of MATH 157 and is required for elementary teacher certification by the State of Idaho. It does NOT satisfy the math requirement for the A.A., A.S., or A.A.S. degree. This course has a topical emphasis on statistics, probability, geometry, and measurement. It demonstrates the usefulness of math in ordinary life, the aesthetic side of math, and the overall richness of the study of geometry.

Lecture: 3 hours per week

Lab: 1 hour per week

Prerequisite: MATH 157 with a grade of C- or higher.

**MATH 275** **Analytic Geometry & 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 multi-variable physical phenomena in the physical science, chemistry, and engineering areas.

Lecture: 4 hours per week

Prerequisite: MATH 175 with a grade of C- or higher

**MATH 335** **Linear Algebra**  
3 Credits *Offered Fall Semester*

This course includes the study of linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and diagonalization of matrices with applications.

Lecture: 3 hrs per week

Prerequisite: MATH 170 with a grade of C- or higher

**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 linear and non-linear systems of equations amid various applications.

Lecture: 3 hours per week

Prerequisite: MATH 275 with a grade of C- or higher

**MODERN LANGUAGES**

**Formerly listed in catalog as "Foreign Languages."**

One full year of high school study in a modern 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 give a student credit for the first elementary level; placement in, and completion of the second semester intermediate level, will give a student credit for the first three semesters of the target language.

NIC will **not** offer to students modern language credit (FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; SPAN 101, 102, 201, 202) in their native language. Native language is defined as the official language(s) of the country where a student is a citizen or the language of primary instruction during the student's secondary school education.

**ASL 101 Elementary American Sign Language I**  
5 Credits *Offered Fall Semester*

This course is designed for students with no previous language study. It creates a visual-gestural environment to introduce to ASL grammar and vocabulary without presenting English equivalents. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common communication settings. ASL 101 will prepare students for ASL 102.

Lecture: 6 hours per week

**ASL 102 Elementary American Sign Language II**  
5 Credits *Offered Spring Semester*

American Sign Language II is designed for students continuing from ASL 101. It creates a visual-gestural environment to introduce to ASL grammar and vocabulary without presenting English equivalents. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common communication settings. ASL 102 will prepare students for intermediate ASL classes at other colleges/universities to satisfy cultural diversity and/or foreign language requirements (depending on the institution).

Lecture: 6 hours per week

Prerequisite: ASL 101 with a grade of C- or higher.

**ASL 201 Intermediate American Sign Language I**  
4 Credits *Offered Fall Semester*

This course is designed for students continuing from ASL 102. It continues the learning process in visual-gestural environment and enforces linguistic/grammatical principles in the use of the target language. The English Glossing and Transcription systems will be introduced to help accelerate vocabulary acquisition. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common and uncommon communication settings. This course fulfills the Cultural Diversity requirement for the A.A. degree and fulfills the arts and humanities requirement for the A.S. degree.

**Lecture:** 4 hours per week  
**Prerequisite:** ASL 102 with a grade of C- or higher.

**ASL 202 Intermediate American Sign Language II**  
4 Credits *Offered Fall Semester*

This course is designed for students continuing from ASL 201. It continues the learning process in visual-gestural environment and enforces linguistic/grammatical principles in the use of the target language. The English Glossing and Transcription systems will continue to be used to help accelerate vocabulary acquisition. This course includes interactive activities, cultural awareness education, and individual feedback. Emphasis is on appropriate language use in common and uncommon communication settings. This course fulfills the Cultural Diversity requirement for the A.A. degree, and fulfills the arts and humanities requirement for the A.S. degree.

**Lecture:** 4 hours per week  
**Prerequisite:** ASL201 with a grade of C- or higher.

**CDA 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)

**CDA 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

**CDA 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 satisfies 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

**FLAN 106 Collaborative Cultural Exchange Program**  
1-2 Credits *Offered Either Semester*

This course is designed to match non-native speakers of English with American, or other native English students, to the mutual benefit of both. They will study and converse with one another in a structured and monitored situation, working on projects in established courses and in short-term EFL programs. The course may be repeated for a total of three credits.

**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 and 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 and lab TBA

**Prerequisite:** FREN 101 or appropriate language placement test score

**FREN 103 Self-Guided Language Study in French**  
1 Credit *Offered Each Semester*

This course provides individualized, self-paced practice in French and is intended to provide students with additional language study and skills development through the use of the Language Lab. It is for students who plan to enter a more advanced language course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

**FREN 104 Open Door to French I**  
2 credits *Offered Each Semester*

This course emphasizes conversation skills, contemporary language, and culture. The content is designed to meet the professional or leisure linguistic needs of the community.

Lecture: 2 hours per week

**FREN 105 Open Door to French 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.

Lecture: 2 hours per week

Prerequisite: FREN 104

**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 and lab TBA

Prerequisite: FREN 102 or appropriate language placement test score

**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 and lab TBA

Prerequisite: FREN 201 or appropriate language placement test score

**GERM 101 Elementary German I**  
5 Credits *Offered Fall Semester*

This course concentrates on the study and application of vocabulary and pronunciation at an introductory level. Students will develop proficiencies in speaking, reading, listening, and writing while enhancing their understanding of the language, culture, and geography of German-speaking countries. A laboratory is included in the credits for this course.

Lecture: 5 hours per week and lab TBA

**GERM 102 Elementary German II**  
5 Credits *Offered Spring Semester*

This course is a continuation of GERM 101, stressing the further expansion of basic fluency in German. A laboratory is included in the credits for this course.

Lecture: 5 hours per week and lab TBA

Prerequisite: GERM 101 or appropriate language placement test score

**GERM 103 Self-Guided Language Study in German**  
1 Credit *Offered Each Semester*

This course provides individualized, self-paced practice in German and is intended to provide students with additional language study and skills development through the use of the Language Lab. It is for students who plan to enter a more advanced language course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

**GERM 124 Open Door to German 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.

Lecture: 2 hours per week

**GERM 125 Open Door to German II**  
2 credits *Offered Each Semester*

GERM 125 is a continuation of GERM 124. This course is designed to meet the linguistic needs of the community.

Lecture: 2 hours per week

Prerequisite: GERM 124

**GERM 201 Intermediate German I**  
4 Credits *Offered Fall Semester*

Intermediate German provides additional development in the language with an emphasis on conversation, reading, grammar, and composition. Varied aspects of the current cultural climate of Germany are woven into the course, so students increase proficiency of their language skills. This course meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. A laboratory is included in the credits for this course.

Lecture: 4 hours per week and lab TBA

Prerequisite: GERM 102 or appropriate language placement test score

**GERM 202 Intermediate German II**  
4 Credits *Offered Spring Semester*

This course is a continuation of GERM 201 and meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. A laboratory is included in the credits for this course.

Lecture: 4 hours per week and lab TBA

Prerequisite: GERM 201 or appropriate language placement test score

**JAPA 123 Conversation Course: Open Door to Japanese Level I***2 Credits Offered Upon Demand*

This introductory course is designed for students who wish to learn elementary communication skills. Subjects discussed include traveling, food, lodging, shopping, and customs. Students will gain practical conversation skills and become familiar with Japanese culture.

Time requirement: TBA

**JAPA 124 Conversation Course: Open Door to Japanese Level I***2 Credits Offered Upon Demand*

This course is a continuation of Japanese 123.

Time requirement: TBA

Prerequisite: JAPA 123

**SPAN 101 Elementary Spanish I***5 Credits Offered Each Semester*

This course includes the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing. Students will enhance their understanding of the language, culture, and geography of the Hispanic world. A laboratory is included.

Lecture: 5 hours per week and lab TBA

**SPAN 102 Elementary Spanish II***5 Credits Offered Each Semester*

This course is a continuation of SPAN 101, emphasizing further development of basic language fluency. A laboratory is included in the course.

Lecture: 5 hours per week and lab TBA

Prerequisite: SPAN 101 or appropriate language placement test score

**SPAN 103 Self-Guided Language Study in Spanish***1 Credit Offered Each Semester*

This course provides individualized, self-paced practice in Spanish and is intended to provide students with additional language study and skills development through the use of the Language Lab. It is for students who plan to enter a more advanced language course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

**SPAN 104 Spanish for the Professions***3 credits Offered Each Semester*

This course is a three semester-hour class focused on the needs of those who are, or will be, working in the community in occupations where a basic knowledge of the Spanish language and culture is needed. The course is not designed as an alternative to the traditional Spanish 101, 102, 201, 202 sequences, but will focus on the special vocabulary, basic grammatical structures, and cultural insights needed to effectively serve the Spanish-speaking community. Special emphasis is placed on oral proficiency as it relates to various real-world applications corresponding to the profession selected for the particular course. Each semester a specific profession is chosen for emphasis on a rotational basis. The one-semester courses include Spanish for Medical Personnel, Spanish for Law En-

forcement, and Spanish for Social Services. This course counts as a non-core elective for students working toward their degrees at NIC. No prior knowledge of Spanish is necessary.

Lecture: 3 hours per week

**SPAN 184 Open Door to Spanish I***2 credits Offered Each Semester*

This introductory course is designed for students who wish to learn elementary communication skills in Spanish. Subjects discussed include traveling, food, lodging, and shopping. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in the Hispanic world.

Lecture: 2 hours per week

**SPAN 185 Open Door to Spanish II***2 credits Offered Each Semester*

SPAN 185 is a continuation of SPAN 184. Prior completion of SPAN 184 with a grade of C- or better is required.

Lecture: 2 hours per week

Prerequisite: SPAN 184

**SPAN 201 Intermediate Spanish I***4 Credits Offered Each Semester*

Intermediate Spanish further develops Spanish fluency with emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are also examined. This course provides a continuation and refinement of language skills and greater depth in the study of cultural aspects. It meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Laboratory work is included.

Lecture: 4 hours per week and lab TBA

Prerequisite: SPAN 102 or appropriate language placement test score

**SPAN 202 Intermediate Spanish II***4 Credits Offered Each Semester*

Spanish 202 is a continuation of SPAN 201. This course has the same degree applications as SPAN 201. Laboratory work is included.

Lecture: 4 hours per week and lab TBA

Prerequisite: SPAN 201 or appropriate language placement test score

**SPAN 205 Intermediate Spanish Conversation***3 Credits Offered Each 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

**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. This course may be taken as an ensemble elective for music majors and it may be repeated for credit. Credit may be transferable. 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. It may be repeated for credit.

Prerequisite: Audition and permission of instructor

**MUS 106** **North Idaho College Wind Symphony**  
1 Credit *Offered Each Semester*

The North Idaho College Wind Symphony 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 students and area residents a chance to enhance their music appreciation through musical performance. 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.

Prerequisite: Audition and permission of instructor

**MUS 109** **Coeur d'Alene Symphony Orchestra**  
1 Credit *Offered Each Semester*

The Coeur d'Alene Symphony Orchestra is an ensemble organized to perform a standard orchestral repertoire. Credit may be transferable. The course may be used as an ensemble elective for music majors and can be repeated for credit. 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, musical theater, etc. Ensemble membership is open to college students and area residents. This course may be repeated for credit.

Prerequisite: Audition and permission of instructor

**MUS 111** **Instrumental Ensemble**  
1 Credit *Offered Each Semester*

Instrumental ensembles are small groups of brass, woodwind, string, percussion, pit orchestra, or mixed instruments organized to perform a standard chamber music repertoire. Credit may be transferable and can be repeated for credit. Ensemble membership is open to college students and area residents.

Prerequisite: Audition and permission of instructor

**MUS 112** **Introduction to Voice**  
1 Credit *Offered Each 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 need no prior musical background. This course may be repeated for credit.

**MUS 113** **North Idaho Jazz Ensemble**  
1 Credit *Offered Each Semester*

North Idaho Jazz Ensemble is an instrumental ensemble designed to perform jazz literature in all 20th century styles. Ensemble membership is open to college students and area residents. This course provides students and area residents a vehicle for jazz appreciation through performance. It may be repeated for credit.

Prerequisite: Audition and permission of instructor

**MUS 114** **Individual Instruction**  
2 Credits *Offered Each Semester*

MUS 114 provides individual instruction for non-majors in voice and on piano, guitar, and all orchestra and band instruments. Individual instruction in an area of choice can assist students of all levels to improve their performance abilities. Special fees apply. Two credits requires one half-hour lesson per week. This course requires public performance and may be repeated for credit.

Lecture/Lab: One half-hour session per week

**MUS 117** **Music Convocation**  
0 Credit *Offered Each Semester*

Concert attendance is required for all music majors. Attendance at six concerts is required each semester.

**MUS 120** **Fundamentals of Music**  
3 Credits *Offered Each Semester*

MUS 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. Fundamentals of Music is for the novice or experienced musician who wants to develop or refresh music reading skills.

Lecture: 3 hours per week

**MUS 124** **Individual Instruction**  
2 or 4 Credits *Offered Each Semester*

MUS 124 provides 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. It 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:** MUS 114 or permission of instructor

**MUS 127** **Survey of American Popular Music Since 1900**  
3 Credits *Offered Each 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** **Introduction to Piano**  
1 Credit *Offered Each 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 need no prior musical background. This course may be repeated for credit.

**MUS 140** **Introduction to Music Literature**  
3 Credits *Offered Spring 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 humanities-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

**Lecture:** 3 hours per week

**MUS 141** **Harmony and Theory I**  
3 Credits *Offered Fall Semester*

MUS 141 is the study and application of the basic materials of music 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:** 3 hours per week

**Corequisite:** MUS 141L

**MUS 141L** **Harmony and Theory I Laboratory**  
1 Credit *Offered Fall Semester*

This laboratory assists students in the development of aural skills such as 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 141

**MUS 142** **Harmony and Theory II**  
3 Credits *Offered Spring Semester*

This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. It fulfills a theory requirement for music majors.

**Lecture:** 3 hours per week

**Corequisite:** MUS 142L

**Prerequisite:** MUS 141

**MUS 142L** **Harmony and Theory II Laboratory**  
1 Credit *Offered Spring Semester*

This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors.

**Lecture:** 2 hours per week

**Corequisite:** MUS 142

**Prerequisite:** MUS 141L

**MUS 145** **Piano Class I**  
1 Credit *Offered Fall Semester*

This is the first in a four-semester sequence designed for music majors and minors preparing for a keyboard competency exam. Emphasis is on developing basic piano technique, music-reading skills, and reinforcement of music theory fundamentals. Music selections range from classic to contemporary. A minimum grade of C- is required to advance to MUS 146. This class may be repeated for a maximum of 2 credits.

**Lecture:** 2 hours per week

**Prerequisite or Corequisite:** MUS 141 or permission of instructor

**MUS 146** **Piano Class II**  
1 Credit *Offered Spring Semester*

This class is a continuation of MUS 145 and prepares music majors and minors preparing for a keyboard competency exam. Technique, sight reading, harmonization, transposition, improvisation, and piano literature are areas of emphasis. A minimum grade of C- is required to advance to MUS 245. This class may be repeated for a maximum of 2 credits.

**Lecture:** 2 hours per week

**Prerequisite:** MUS 145 or permission of instructor

**MUS 163** **Survey of World Music**  
3 Credits *Offered Each Semester*

This course explores musical cultures throughout the world, including but not limited to Africa, the Americas, Asia, Near East, Europe, and South Pacific. The course is designed to enhance the student's appreciation for the diversity of music throughout the world as well as the people that perform it. Students gain an understanding of features in the music that distinguish one style from another and the cultural and social-historical factors that shape the development of music. Lectures, films, recordings, and live presentations assist students in their understanding of topics. Though a knowledge of music is helpful, a music background is not required. It fulfills an arts and humanities requirement for the A.S. degree and a cultural diversity requirement for the A.A. degree.

**Lecture:** 3 hours per week

**MUS 215 Computer Music Notation**  
1 Credit *Offered Each Semester*

This course is an introduction to the use of Finale software (on Macintosh computers) for use of music printing and playback. The course provides musicians training in current technological advances important to the field of music.

**MUS 216 Advanced Computer Music Notation**  
1 Credit *Offered Each Semester*

This is a continuation of MUS 215 with an emphasis on mastery of advanced computer editing skills using Finale software.  
Prerequisite: MUS 215

**MUS 241 Harmony and Theory III**  
3 Credits *Offered Fall Semester*

This course is a continuation of MUS 142 with an emphasis on writing and analysis of music through the Romantic era. It fulfills a theory requirement for music majors.  
Lecture: 3 hours per week  
Corequisite: MUS 241L  
Prerequisite: MUS 142

**MUS 241L Harmony and Theory III Laboratory**  
1 Credit *Offered Fall Semester*

This laboratory 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 Harmony and Theory IV**  
3 Credits *Offered Spring Semester*

This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. It fulfills a theory requirement for music majors.  
Lecture: 3 hours per week  
Corequisite: MUS 242L  
Prerequisite: MUS 241

**MUS 242L Harmony and Theory IV Laboratory**  
1 Credit *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 245 Piano Class III**  
1 Credit *Offered Fall Semester*

MUS 245 is a continuation of MUS 146 and prepares music majors and minors preparing for a keyboard competency exam. Further development of technique, sight reading, harmonization, improvisation, and repertoire with addition of score reading is emphasized. A minimum grade of C- is required to advance to MUS 246. This class may be repeated for a maximum of 2 credits.  
Lecture: 2 hours per week  
Prerequisite: MUS 146 or permission of instructor

**MUS 246 Piano Class IV**  
1 Credit *Offered Spring Semester*

This course is a continuation of MUS 245 and prepares music majors and minors preparing for a keyboard competency exam. Emphasis will be on reviewing previously acquired phases in technique, sight reading, harmonization, transposition, improvisation, and score reading. More complex harmonies will be introduced. The piano repertoire is at an intermediate level. A minimum grade of C- is required to complete pretesting requirements. This class may be repeated for a maximum of 2 credits.  
Lecture: 2 hours per week  
Prerequisite: MUS 245 or permission of instructor

**NURSING: PRACTICAL NURSING**

**NOTE: Course enrollment requires prior acceptance into the Practical Nursing program.**

**PN 106 Practical Nursing Theory I**  
6 Credits *Offered Fall Semester*

This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used to assist students in the theory of oxygenation, circulation, nutritional, fluid, elimination, activity, and safety needs of patients of all ages. Growth and development and an introduction to pediatric and geriatric care will be included.  
Prerequisite: Acceptance into the Practical Nursing program

**PN 106L Practical Nursing Laboratory I**  
6 Credits *Offered Fall Semester*

This course involves supervised practice in providing patient care utilizing the campus laboratory for skills practice and clinical settings such as nursing homes, the hospital, and day care centers for actual practice. It comprises a progression of nursing skills.  
Prerequisite: Acceptance into the Practical Nursing program

**PN 107 Practical Nursing Theory II**  
8 Credits *Offered Spring Semester*

PN 107 explores nursing responsibilities in more complex diseases of major body systems. Medical-surgical nursing, pediatrics, maternity nursing, and psychiatric nursing are included.  
Prerequisite: ALTH 107; BIOL 175; PN 106, and 106L

**PN 107L Practical Nursing Laboratory II**  
6 Credits *Offered Spring Semester*

PN 107L correlates PN 107 theory with practice in clinical settings. Students rotate through medical-surgical, maternity and pediatric units, operating room, recovery room, short stay unit, minor care, EKG, respiratory therapy, and Central Services. Clinical experience in physicians' offices is included.  
Prerequisite: ALTH 107; BIOL 175; PN 106, and 106L

**PN 108 Practical Nursing Theory III**  
3 Credits *Offered Summer Session*

PN 108 covers oncology, death and dying, emergency nursing and will introduce advanced concepts of geriatric care.



An opportunity for review of all previous nursing theory will be provided.

Prerequisite: PN 107 and 107L

**PN 108L Practical Nursing Laboratory III**  
5 Credits *Offered Summer Session*

Supervised clinical experience takes place in various health care settings including acute care hospitals, nursing homes, and physicians' offices. Students complete a clinical preceptorship in a chosen field of interest.

Prerequisite: PN 107 and 107L

**PN 205 Intravenous Therapy for LPNs - Part I**  
1 Credit *Offered On Demand*

This course provides theory and hands-on instruction in skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy and the initiation and maintenance of IV infusion. The course meets the requirements for Part I of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

**PN 210 Intravenous Therapy for LPNs - Part II**  
2 Credits *Offered On Demand*

This course provides theory and hands-on instruction in all skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy, initiation, and maintenance of IV infusions, and monitoring and maintenance of central venous lines. The course meets the requirements of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

**PN 215 Nursing Management for LPNs**  
3 Credits *Offered On Demand*

This course provides theory and hands-on instruction in all skills relating to the LPN's role in nursing management. The course is designed to prepare the LPN to function in the role of charge nurse in long-term care facilities according to federal and state regulations. It gives the LPN the means to perfect management skills and assess them on a continuing basis.

## NURSING: REGISTERED NURSING

**NOTE: Enrollment requires prior acceptance into the program.**

**NURS 190 Nursing Practice I**  
8 Credits *Offered Fall Semester*

NURS 190 provides the foundation for nursing practice and caring relationships. The course focuses on the whole person from birth through the lifespan. The course is directed toward the student's acquiring knowledge, increasing personal and professional understanding, and developing intellectual, interpersonal, and psychomotor nursing skills to assist the person in optimizing health. Learning experiences in health care agencies and community settings provide opportunities for students to apply course content utilizing therapeutic nursing interventions to assist individuals and families in meeting their needs as they adapt to lifespan stressors and environmental stressors.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: BIOL 227, 228; and ENGL 101

**NURS 195 Nursing Practice II**  
8 Credits *Offered Spring Semester*

NURS 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 the application of the 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; BIOL 250; PSYC 101; COMM 101

**NURS 198 Nursing Practice Clinical Practicum**  
1 Credit *Summer Session (Two-week block)*

This course is an elective for students enrolled in the Associate Degree Nursing program. It 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 allows 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 Nursing Practice III**  
8 Credits *Offered Fall Semester*

NURS 290 focuses on providing nursing care for persons/families experiencing pregnancy, childbirth, or acute chronic illness. Emphasis is 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; SOC 101; and a Math course that meets the A.S. degree requirements.

**NURS 295 Nursing Practice IV**  
9 Credits *Offered Spring Semester*

Nursing Practice IV focuses on providing nursing care at any of the six levels of health care: preventative, primary, secondary, tertiary, restorative and continuing care. The course also focuses on providing care for persons/families with mental health disorders. The course emphasizes the development of critical thinking and the development of competencies required to provide care for individuals, families, and groups of patients in a variety of health care settings. Learning experiences take place in mental health facilities, acute care and long-term care facilities, and community health care settings. These experiences provide the student opportunities to develop competencies in providing care, clinical decision making, collaborating with other health care providers, and professional development.

Lecture: 4 hours per week  
 Lab: 15 hours per week  
 Prerequisite: NURS 290

## OUTDOOR POWER/ RECREATIONAL VEHICLE TECHNOLOGY

**OPRV 105      Orientation/Safety/Shop Practices**  
 2 Credits *Offered Fall Semester*

This course introduces students to on-campus services including the library and College Skills Center. It includes instruction about the industry including wages, job opportunities, and the nature of the work. This course also teaches students about shop safety and proper equipment usage. Instruction will be provided on a variety of general shop practices and procedures.

**OPRV 110      2- and 4-Cycle Gas Engines**  
 5 Credits *Offered Fall Semester*

This course teaches students how to identify, repair, rebuild, and/or replace small engines used in outdoor power equipment. Students will learn two-stroke and four-stroke combustion engine theory as well as engine performance criteria. They will gain understanding in the operation and basic principles of the various components and their respective systems related to small engines.

**OPRV 110L      2 and 4 Cycle Gas Engines Lab**  
 2 Credits *Offered Fall Semester*

Students will receive hands-on experience using hand and power tools in performing repairs and maintenance on a variety of 2- and 4-cycle gas engines and related components common to outdoor power equipment. Emphasis will be placed on industry accepted practices and techniques as well as shop safety.

**OPRV 120      Power Equipment Service & Repair**  
 5 Credits *Offered Fall Semester*

This course includes the study of hydraulic system principles and operation, transmission and final drive theory of operation, and advanced electrical system concepts. Students will learn proper disassembly, measuring, reassembly and troubleshooting procedures. They will gain an understanding of the operation and basic principles of the various components and their respective systems related to outdoor power equipment.

**OPRV 120L      Power Equipment Service and Repair Lab**  
 2 Credits *Offered Fall Semester*

Students will receive hands-on experience using hand and power tools in performing repairs and maintenance on outdoor power equipment. Instruction will utilize group and individual class projects including a variety of mock-ups, training aids, components, and limited live customer work.

**OPRV 130      ATV and Snowmobile Systems**  
 5 Credits *Offered Spring Semester*

This course will teach students fundamental principles of operation, troubleshooting techniques, and repair procedures

for all-terrain vehicles and snowmobile equipment. Students will learn the basics of how to identify, repair, rebuild, and/or replace components and systems.

**OPRV 130L      ATV and Snowmobile Systems Lab**  
 2 Credits *Offered Spring Semester*

Students will receive hands-on experience using hand and power tools in performing repairs and maintenance on various types of ATVs and snowmobiles. Instruction will utilize group and individual class projects including a variety of mock-ups, training aids, components, and limited live customer work.

**OPRV 140      Motorcycle Systems**  
 5 Credits *Offered Spring Semester*

This course will teach students the theory and principles of operation for various motorcycle systems. Students will be introduced to concepts related to engines, powertrains, chassis, suspension, electrical, warranty, pre-delivery, service and repair procedures, and performance characteristics.

**OPRV 140L      Motorcycle Systems Lab**  
 2 Credits *Offered Spring Semester*

Students will receive hands-on experience using hand tools, power tools, and related shop equipment in performing troubleshooting, repairs and maintenance on various types of motorcycles. Instruction will utilize group and individual class projects including a variety of mock-ups, training aids, components, and limited live customer work.

**OPRV 150      Advanced Service Procedures**  
 2 Credits *Offered Summer Session*

This course introduces students to advanced principles and concepts related to motorcycles, ATVs, and snowmobiles. Students will learn performance tuning and set-up procedures for various vehicle systems as well as racing and aftermarket applications.

**OPRV 150L      Advanced Service Procedures Lab**  
 2 Credits *Offered Summer Session*

This course introduces students to advanced performance applications as related to motorcycles, ATVs, and snowmobiles. In addition, students will have the opportunity to specialize in particular areas of interest related to occupational opportunities and learn various procedures related to those areas.

## PARALEGAL

**PLEG 101      Introduction to Law & Legal Practice**  
 2 Credits *Offered Fall Semester*

This course is an introduction to the American and Idaho legal institutions and processes. It examines the sources of law, the relationships between the federal and state court systems, legal reasoning, ethical standards, and the role of the paralegal. This course is a required course in the Paralegal and Legal Administrative Assistant programs.

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 course is a required course in the Paralegal program.

Lecture: 2 hours per week

**PLEG 104**

2 Credits

**Civil Litigation***Offered Fall 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 per week

**PLEG 125**

3 Credits

**Contracts***Offered Spring Semester*

This course is a study of contract law as found in the Common Law and Article Two of the Uniform Commercial Code. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: PLEG 101

**PLEG 135**

3 Credits

**Torts***Offered Spring Semester*

This course examines the principles of civil wrongs and liabilities (torts) including causes of action from negligence, industrial injuries, and professional malpractice. The course addresses fault and without-fault actions, strict liability, and intentional torts. Defenses and damages are also explored. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Prerequisites: PLEG 101

**PLEG 201**

1 Credit

**Legal Ethics***Offered on Demand*

This course is a survey of ethics as applied to the legal profession. The Code of Professional Responsibility and the 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 per week

**PLEG 205**

1 Credit

**Law Office Management***Offered on Demand*

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 per week

**PLEG 210**

4 Credits

**Legal Research and Writing***Offered Fall Semester*

This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed

on the use of the legal database and on effective communication of research results through the drafting and preparation of legal documents and instruments. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Lab: 2 hours per week

Prerequisites: PLEG 101 and ENGL 101

**PLEG 220**

4 Credits

**Legal Research and Writing II***Offered on Demand*

This course is a continuation of PLEG 210 with emphasis on the further development of research techniques. Discussion topics include administrative and executive agency research, legislative research, non-legal reference materials, and loose-leaf services. Advanced processes in drafting and preparation of legal documents and instruments are emphasized. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Lab: 2 hours per week

Prerequisite: PLEG 210

**PLEG 230**

3 Credits

**Evidence***Offered Fall 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 per week

Prerequisite: PLEG 101 and PLEG 104

**PLEG 240**

3 Credits

**Real Estate and Property Law***Offered on Demand*

This course explores the law of real property including types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. 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 per week

**PLEG 245**

3 Credits

**Estate and Probate****Practices and Procedures***Offered on Demand*

This course is an introduction to the laws, practices, and procedures involving trusts, wills, guardianships, property transfer, and probate. It includes estate and inheritance taxation and estate planning. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: PLEG 101 and 104

**PLEG 250**

3 Credits

**Family Law***Offered on Demand*

This course is a study of the 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 per week

Prerequisite: PLEG 101 and 104

**PLEG 255**

3 Credits

**Administrative Law**

*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 per week

**PLEG 260**

3 Credits

**Criminal Law**

*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 safeguards; and sentencing and probation. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: PLEG 101, 103, 104

**PLEG 265**

3 Credits

**Business Organizations**

*Offered on Demand*

This course is designed to give the student a basic understanding of the formation and operation of business enterprises, focusing on sole proprietorship, general and limited partnerships, limited liability company, and the business corporation. Students will be introduced to the advantages of each form of business enterprise and will learn how to draft various business-related documents. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

**PLEG 270**

3 Credits

**Bankruptcy and Creditor's Rights**

*Offered on Demand*

This course is an examination of bankruptcy laws and proceedings. Discussion topics include attachments, collection, executions, garnishment, liquidation, and reorganization. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

**PLEG 290**

3 Credits

**Paralegal Internship I**

*Offered on Demand*

This course provides a practical application of paralegal skills in a law office or law-related office. There are approximately nine hours per week of supervised work in the office to add breadth and depth to the student's paralegal experiences. The course is graded on a satisfactory/unsatisfactory basis. This is a required course in the Paralegal program.

In-Office Work: 9 hours per week

Prerequisite: PLEG 101, 104, 201, 205, and 210

**PLEG 291**

3 Credits

**Paralegal Internship II**

*Offered on Demand*

This course is a continuation of PLEG 290. This course is graded on a satisfactory/unsatisfactory basis. This is an elective course in the Paralegal program. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisite: PLEG 290

**PHARMACY TECHNOLOGY**

**PHAR 110**

2 Credits

**Pharmacy Law and Ethics**

*Offered Spring Semester*

This course provides the student with an introduction to federal and state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on recordkeeping and medical ethics to better fulfill the technical needs of the students and bring the program in line with national standards.

**PHAR 151**

2 Credits

**Introduction to Pharmacology**

*Offered Fall Semester*

This course is designed to provide an overview of pharmacologic principles with an emphasis on therapeutic drug classifications. For each therapeutic drug classification, basic mechanism of drug actions, side effects, routes of administration, and common indications will be reviewed. Students will become familiar with common abbreviations and vocabulary terms related to drug therapy. Additionally, the course will prepare students to recognize the top 200 drugs (generic and brand name).

**PHAR 152**

3 Credits

**Advanced Pharmacology**

*Offered Spring Semester*

PHAR 152 is designed to teach students how to categorize commonly prescribed/dispensed oral and injectable drugs into their therapeutic drug classifications. Emphasis will be on the top 200 prescription drugs prescribed in the U.S. For each top 200 drug, the student will distinguish between generic and brand name, recognize common indications and identify available dosage forms, strengths, routes of administration, common dosing regimens, contraindications, side effect profiles, and significant drug interactions. As the therapeutic drug classifications are studied, human medical conditions (as related to anatomy and physiology) will be reviewed.

Prerequisite: PHAR 151

**PHAR 171**

3 Credits

**Applied Pharmacy Tech I**

*Offered Fall Semester*

This course is designed to provide students with the background information and knowledge about pharmacy practice in a variety of settings including ambulatory, home care, and institutional pharmacy. Overviews of prescription processing and filling in both ambulatory and institutional settings will be covered. Students will develop entry skills for prescription interpretation and processing by completing both paper and electronic assignments. In addition to prescription processing, other topics that will be covered include the following: role of the pharmacist and the technician, dosage forms, routes of administration, drug/medical abbreviations, insurance billing, drug information, medication errors, purchasing and inventory control, computer technology, professionalism, and customer service. The knowledge base and skills developed in this course will focus toward preparing students for their first practicum experience during Spring Semester.

Prerequisite: Acceptance into the Pharmacy Technology program.

**PHAR 172 Applied Pharmacy Tech II**  
2 Credits *Offered Spring Semester*

PHAR 172 continues to provide students with the knowledge and skills necessary for competent performance of technical pharmacy tasks in institutional and ambulatory settings. Institutional pharmacy will be emphasized, especially sterile products preparation, pharmacy calculations, and unit dose drug distribution systems. Emphasis will also be on gaining competency (speed and accuracy) in filling ambulatory prescriptions. Extemporaneous compounding will be introduced with students completing basic compounding recipes. Students will develop skills by completing laboratory exercises.  
Prerequisite: PHAR 171; MATH 102

**PHAR 180 Pharmacy Technology Practicum and Seminar I**  
4 Credits *Offered Spring Semester*

This is a supervised pharmacy technician practice in a retail or institutional setting. Instruction and guidance are provided by the staff of participating pharmacies. Emphasis is on application of classroom content in the pharmacy setting.  
Prerequisite: PHAR 151 and 171

**PHAR 185 Pharmacy Technology Practicum and Seminar II**  
4 Credits *Offered Summer Session*

This is a supervised pharmacy technician practice in a retail or institutional setting. Instruction and guidance are provided by the staff of participating pharmacies. Emphasis is on application of classroom content in the pharmacy setting.  
Prerequisites: PHAR 152, 172, and 180

**PHILOSOPHY****PHIL 101 Introduction to Philosophy**  
3 Credits *Offered Each Semester*

This course 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  
Recommended: ENGL 101

**PHIL 103 Ethics**  
3 Credits *Offered Each Semester*

Ethics is the investigation and discussion of personal, social, and professional moral issues and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for decision making in the moral domain. This course provides awareness, sensitivity, insights, and skills essential to the success and moral integrity of the person in today's morally complex world. It fulfills an arts and humanities requirement for the A.S. and A.A. degrees.

Lecture: 3 hours each week  
Recommended: ENGL 101

**PHIL 111 World Religions**  
3 Credits *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. 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  
Recommended: ENGL 101 strongly recommended

**PHIL 131 Introduction to Religion**  
3 Credits *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, and 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 Logic and Critical Thinking**  
3 Credits *Offered Each Semester*

PHIL 201 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  
Recommended: ENGL 101 and/or COMM 101

**PHIL 292 Ethics in Health Care**  
3 Credits *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 181 Introduction to Film Photography**  
3 credits *Offered Each Semester*

This introductory course uses the 35mm S.L.R. film camera to build basic skills in students who have an interest in photography, but no prior experience. Using a combination of lecture, demonstration, and hands-on exercises, this course explores basic photographic techniques and artistic concerns involved in making photographs. These include camera handling, composition, effective use of light, shooting color and black and white film, basic darkroom techniques, and developing a photographic vision. Students must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are responsible for all photographic film and paper.  
Lecture: 3 hours per week

**COMP 183 Introduction to Digital Photography**  
3 credits *Offered Each Semester*

This introductory course uses the advanced digital camera to build basic skills in students who have an interest in photography, but no prior experience. Using a combination of lecture, demonstration, and hands-on exercises, this course will explore the basic photographic techniques and artistic concerns involved in making photographs. These include camera handling, composition, effective use of light, file management, digital image manipulation, and developing a photographic vision. Students entering the course must have (at minimum) a 5 megapixel digital camera with aperture priority, shutter priority, and exposure compensation. Students are also responsible for all digital storage media.  
Lecture: 3 hours per week

**COMP 283 Intermediate Film Photography**  
3 Credits *Offered Each Semester*

This course is designed to expand the photographic knowledge of motivated students who have completed COMP 181. 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 students' abilities through exposure to more challenging concepts including the zone system of exposure control, and 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 181

**COMP 285 Nature Photography**  
3 Credits *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 181, 183, or 281 with a grade of C- or better.

**COMP 287 Intermediate Digital Photography**  
3 Credits *Offered Each Semester*

This intermediate level course is designed to expand the knowledge and abilities of motivated students who have completed COMP 183 Introduction to Digital Photography. Basic photographic and post-process skills learned in COMP 183 will be refined as students work to develop a personal photographic vision. Each student will be challenged visually and intellectually, exploring four major photographic themes. Students will create a portfolio of unique photographs to fit one of those themes. Students entering this course must have (at minimum) a 5-megapixel digital camera with aperture and shutter priority and exposure compensation. Students are also responsible for all digital storage media and purchasing an online book (portfolio) of their work.  
Lecture: 3 hours per week  
Prerequisite: COMP 183 with a grade of C- or better.

**COMP 289 Photojournalism**  
3 Credits *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. Students must have an electronic flash and either a manual control 35mm film camera or a 5 mega pixel digital camera with aperture priority, shutter priority, and exposure compensation. Students are responsible for all photo-making materials.  
Lecture: 3 hours each week  
Prerequisite: COMP 181, 183, or 281 with a grade of C- or better.

**PHYSICAL EDUCATION**

**NOTE: Some physical education activity courses have an extra fee which is payable at registration. These fees are for such courses as golf, kayaking, equitation, racquetball, and whitewater rafting.**

**ACTIVITY COURSES:**

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for a total of 4 credits. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

**PE 105 Varsity Sports**  
1 Credit *Offered Each Semester*

This course is restricted to varsity athletes who compete in soccer, volleyball, wrestling, basketball, and softball. 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. This course fulfills a 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 110/111**

1 Credit

**Individual and Team Sports**

Offered Each Semester

These courses provide fundamental instruction in a variety of courses in many different activities. These courses fulfill 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.

Activity: 2 to 4 hours each week

**PE 112**

1 Credit

**Senior PE Courses**

Offered Each Semester

These courses provide fundamental instruction in a variety of activities. These senior courses do not meet A.A. or A.S. degree requirements. Special activity fees may be required.

Activity: 2 to 4 hours per 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 development and management. It is beneficial for students considering a career in physical education or recreation services.

Lecture: 3 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 recordkeeping.

Lab: 10 hours per week in athletic training room

Prerequisites: PE 248, 288

**PE 220**

2 Credits

**Sports Ethics**

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

This course includes individual fitness development with focus on developing personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.

Lab/Lecture: 2 hours each week

**PE 222**

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 237A**

3 Credits

**Wilderness Backpacking**

Offered Fall Semester

This course teaches skills and knowledge needed for camping and traveling in a wilderness environment with special attention given to trip leadership. The course focuses on trip leadership, minimum-impact techniques, wilderness navigation, equipment selection, and safety issues.

**PE 237B**

3 Credits

**Wilderness Survival**

Offered Spring Semester

This course provides students with basic life-support skills and knowledge to predict and prepare for emergencies encountered in a wilderness environment. Focus is on emergency procedures, life-support skills, signaling, equipment selection, and safety issues.

**PE 237C**

3 Credits

**Whitewater Guiding**

Offered Spring Semester

This course develops whitewater guiding skills and competencies through hands-on experience with attention given to the safety concerns of whitewater rafting. The skill and competencies include trip leadership, risk management, reading whitewater, maneuvering rafts, swiftwater rescue, and outfitting.

**PE 237D**

3 Credits

**Mountaineering**

Offered Spring Semester

This course provides a foundation of mountaineering skills with special attention given to trip leadership. Focus is also on snow and glacier travel, avalanche awareness, winter camping, backcountry travel, rock climbing, minimum-impact techniques, equipment selection, and safety issues.

**PE 237E Outdoor Programming and Leadership**

3 Credits

Offered Fall Semester

This course develops the skills and knowledge needed for leading and programming outdoor adventure sports with special attention given to leadership and teaching methods. This course will focus on trip leadership, risk management, teaching methods, group dynamics, communication, activity selection, and methods of programming.

**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 an endorsement for coaching sports at the interscholastic level.

Lecture: 2 hours each week

**PE 242** **Sports Officiating**  
2 Credits *Offered Fall Semester*

This course is designed to provide students opportunities to acquire knowledge, skill, and experience to function effectively as a sports official. This course stresses philosophy of officiating, officiating tips, code of ethics for officials, dealing with aggressive behavior, and preventative officiating. Other topics covered include personal equipment, pre-game and game duties, post-game duties, rules and regulations, and proper field or floor mechanics. The goal is to develop confidence as an official in order to feel comfortable refereeing intramural, AAU, city recreation, and high school games. If one sport is covered, one credit will be awarded. If two or more sports are covered, two credits will be awarded.

**PE 243** **Play and Game Theory**  
2 Credits *Offered on Demand*

This course offers instruction and practice in the principles of play and game strategy for high- and low-organization activities. It is beneficial for students considering a career in physical education or recreation.

Lecture: 2 hours each week

**PE 248** **Care and Prevention of Athletic Injuries**  
3 Credits *Offered Each Semester*

This course offers instruction and practice in the care, prevention, and evaluation of injuries common to 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** **Lifeguard Training**  
2 Credits *Offered on Demand*

This course offers instruction and skill development for non-surf lifeguarding, including hazard management, rescue procedures, and interaction with the public. Students may elect to qualify for American Red Cross (ARC) certification. This is designed for students interested in aquatic safety and advanced training. To enroll, students must pass a lifeguarding skills test requiring strong swimming ability. Completion of First Aid and CPR training is necessary to qualify for Lifeguard Training Certification.

**PE 266** **Water Safety Instructor**  
2 Credits *Offered on Demand*

This course involves training in water safety for the aquatics instructor and meets requirements for the American Red Cross Water Safety Instructor course. Emphasis is on theory and application of aquatic skills, teaching methods, and practice in instruction. It is designed for students interested in teaching aquatic skills and safety. Students will have the opportunity to qualify for American Red Cross (ARC) certification. **Prerequisite:** A current ARC Emergency Water Safety or Lifeguarding Certificate.

**PE 277** **Lifeguard Instructor**  
1 Credit *Offered on Demand*

This course offers training for those wishing to teach American Red Cross (ARC) Basic Water Safety, Emergency Water Safety, and Lifeguard Training courses. Emphasis is on the practice of teaching ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety.

**Prerequisite:** Current lifeguard training certification is required.

**PE 288** **First Aid**  
3 Credits *Offered Each Semester*

This course offers instruction and practice in the emergency care for victims of injury or sudden illness. Students will have an opportunity to qualify for American Red Cross certification in First Aid and CPR. It is designed for students interested in safety, prevention, and first aid treatment.

**PHYSICS**

**PHYS 101** **Fundamentals of Physical Science**  
4 Credits *Offered Each Semester*

This course is designed for the non-science major interested in an overview of the physical sciences and in developing an appreciation for the nature of the physical universe. It includes physics, chemistry, astronomy, and geology and their relation to the world and universe in which we live. It fulfills one of the laboratory science requirements for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

**Corequisite Lab:** PHYS 101L (2 hours per week)

**Prerequisite:** MATH 025 or COMPASS Algebra > 40, ACT > 17, or SAT > 430

**PHYS 103** **Elementary Astronomy**  
4 Credits *Offered Each Semester*

PHYS 103 is an introductory study of astronomy. Topics include the history of astronomy; the motions and physical properties of the sun, moon, and earth; the electromagnetic spectrum; solar system planets, satellites, and minor bodies; stars; galaxies; evolution of the solar system; the universe; and cosmology. It fulfills a laboratory science requirement for the A.A., A.S. and A.A.S. degrees.

Lecture: 3 hours per week

**Corequisite Lab:** PHYS 103L (2 hours per week)

**PHYS 111** **General Physics I**  
4 Credits *Offered Each Semester*

This course 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:** PHYS 111L (2 hours per week)

**Prerequisite:** MATH 147 or MATH 143 and 144 or COMPASS Trig > 21



**PHYS 112**

4 Credits

**General Physics II***Offered Spring Semester*

This is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: PHYS 112L (2 hours per week)

Prerequisite: PHYS 111 or 211

**PHYS 211**

5 Credits

**Engineering Physics I***Offered Each Semester*

PHYS 211 is the study of physics applicable to engineering, including examination of statics, dynamics, work and energy, sound, and fluids. This course is intended for students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics. It fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 4 hours per week

Corequisite Lab: PHYS 211L (2 hours per week)

Corequisite: MATH 170

Prerequisite: Recent high school physics

**PHYS 212**

5 Credits

**Engineering Physics II***Offered Spring Semester*

This is a continuation of PHYS 211, focusing on the study of heat and thermodynamics, electricity and magnetism, and optics. This course is intended for students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics. It fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 4 hours per week

Corequisite Lab: PHYS 212L (2 hours per week)

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**

3 Credits

**Introduction to Political Science***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. Students will study the nature of politics, government, and international politics; trace the development and changes in political cultures; and 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 in the freshman year. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

Corequisite: ENGL 102 is recommended

**POLS 237**

3 Credits

**International Politics and Problems***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

Recommended: POLS 105

**POLS 298**

1-6 Credits

**Political Involvement Practicum***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 student government 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.

**PROFESSIONAL-TECHNICAL****ATEC 109**

1 Credit

**Occupational Relations***Offered Each Semester*

This course includes instruction on the practical application of on-the-job interpersonal relations as it applies to students as an employee, supervisor, or consumer.

Lecture: 1 hour per week

**ATEC 110**

1 Credit

**Successful Job Search***Offered Each Semester*

This course serves as an introduction to the fundamental techniques necessary to gain entry-level employment. Its under-

lying 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 117 Occupational Relations & Job Search**  
2 Credits *Offered Each Semester*

ATEC 117 is designed to expose students to a variety of skills for workplace success. Topics to be discussed include learning styles, change, communications, conflict, work teams, leadership, and attitude. Students will also explore the fundamental techniques necessary to get a job, such as matching skills to job requirements, writing resumes and cover letters, and learning strategies for successful interviewing.

Lecture: 2 hours per week

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

This course includes instruction in the practical application of on-the-job interpersonal relations as it applies to employees, supervisors, or consumers. A variety of work ethic 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 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: ATEC 120 is 2 credits if ATEC 110 has been completed and 1 credit if ATEC 119 has been completed.

Lecture: 3 hours per week

**ATEC 125 Career Relations and Technology**  
3 Credits *Offered Each Semester*

This course provides instruction in the application of career-related interpersonal relations and the use of technology to improve employability skills. It is structured to provide hands-on experience in developing proficiency with technology used in the workplace. Topics include workplace communications, team problem solving, change in the workplace, labor laws, resume writing, interview techniques, and the use of a computer as a job search tool. Basic computer skills will be taught and industry-specific software will be introduced.

Lecture/Lab: 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 a Professional-Technology program.

**ATEC 195 Cooperative Workbased Learning II**  
1-3 Credits *Offered Spring Semester*

This course is designed to provide the 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 a Professional-Technology program.

**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 a Professional-Technical 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 a Professional-Technical program.

## PSYCHOLOGY

**PSYC 101 Introduction to Psychology**  
3 Credits *Offered Each Semester*

This course provides 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

Recommended: Strong reading and writing skills

**PSYC 204A**

3 Credits

**Multiple Intelligences***Offered Each Semester*

**Special Topic Course:** Many of our limits as individuals are self-imposed, either through internal or external cues. Most of us, however, are not consciously aware of this and how our experiences and traditional notions of education condition and limit our abilities. This course helps students to develop an expansive view of human potential based on Dr. Howard Gardner's concept of multiple intelligences, which challenges us to apply what we know in such a way that our actions are a benefit to ourselves and society. This course is useful for students wishing to get a better understanding of their own potential and for anyone going into a field dealing with people such as teaching, counseling, social work, or other such fields.

Lecture: 3 hours per week

**PSYC 205**

3 Credits

**Developmental Psychology***Offered Each Semester*

This course covers the full spectrum of human development from conception through death. Students examine the biological, cognitive, and social aspects of an individual's development. Individual faculty preparation will determine areas of emphasis. 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 requirement for both the A.A. and A.S. degrees.

Lecture: 3 hours per week

Prerequisite: PSYC 101

Recommended: Strong reading and writing skills

**PSYC 211**

3 Credits

**Abnormal Psychology***Offered Spring Semester*

This course provides a study of the nature, cause, treatment, and prevention of patterns of emotional disturbance and personality disorganization. It introduces the major categories of mental disorders as defined in the DSM-IV-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**

4 Credits

**Intro to Research in the Behavioral Sciences***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: PSYC 218L (2 hours per week)

Prerequisite: PSYC 101

Recommended: Strong reading and writing skills

**PSYC 223**

3 Credits

**Stress Management***Offered Each Semester*

This course explores the concepts of stress from a holistic

approach, emphasizing identification of sources of stress, understanding physical and emotional consequences, and developing techniques for dealing with stress. Students will gain improved personal stress management skills through discussion and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem.

Lecture: 3 hours per week

**RADIOGRAHY TECHNOLOGY****RADT 101**

2 Credits

**Introduction to Radiography***Offered Spring Semester*

The course includes an introduction to, and overview of, radiology and basic radiation protection instruction to allow students to begin the clinical practicum. Students will learn basic radiographic principles: image acquisition and processing, factors affecting radiographic quality, calibration, equipment design, filters, electromagnetic radiation, exposure factors, quality assurance and control testing, fundamentals of computers, and the Internet in radiology.

Lecture: 30 hours

**RADT 102**

3 Credits

**Patient Care in Radiography***Offered Spring Semester*

The course provides an introduction to fundamental patient care procedures. Students will learn the role of the radiographer and other members of the health care team, patient and technologist interactions, body mechanics and patient transfer, aseptic technique, patient care during special exams, mobile and surgical radiography, emergency procedures, drug administration and use, and care of support equipment in preparation for patient contact. Students will receive an introduction to the hospital environment, health care teams, and basic patient care through supervised clinical rotations. Students will rotate through areas which support the radiology department such as the admissions area and patient transport.

Lecture: 30 hours

Lab: 45 hours

**RADT 103**

4 Credits

**Radiographic Procedures I***Offered Fall Semester*

This course introduces radiographic anatomy and positioning procedures necessary to produce diagnostic radiographs of the entire body (except skull). Students will learn proper technical factors for different imaging situations, radiographic equipment operation, radiation protection, positioning terminology, patient considerations, and radiographic pathology.

Lecture: 3 hours per week

Lab: 3 hours per week

Prerequisite: RADT 101, 102, and 110 with a grade of C- or higher.

**RADT 104**

2 Credits

**Radiographic Images I***Offered Fall Semester*

This course includes beginning image evaluation and radiographic anatomy. Students will learn disease causes, definitions, radiographic manifestations, and effects on image production. Students will present radiographs taken in the labo-

ratory or clinic with emphasis on exam indication, pathology, positioning, radiographic technique, and anatomy demonstrated.

Lecture: 2 hours per week

Prerequisite: RADT 101, 102, and 110 with a grade of C- or higher.

**RADT 105** **Radiation Protection**  
2 Credits *Offered Fall Semester*

This course includes principles of radiation safety, biological effects of radiation, x-ray production, radiation units, radiation detection devices, measurement, regulations, personnel monitoring and objectives of a radiation protection program.

Lecture: 2 hours per week

Prerequisite: RADT 101, 102, and 110 with a grade of C- or higher.

**RADT 107** **Radiography Physics**  
3 Credits *Offered Fall Semester*

This course includes electromagnetic radiation, electromagnetism, and x-ray physics. Students will learn the x-ray circuit, generators, equipment, quality control, radiation units, production, interactions, image intensification, fluoroscopy, conventional tomography, computed tomography, and mammography. Students will perform technique selection problems with advanced formula application.

Lecture: 3 hours per week

Prerequisites: MATH 143, RADT 101, 102, and 110 with a grade of C- or higher.

**RADT 110** **Law and Ethics for Radiography**  
1 Credit *Offered Spring Semester*

This course introduces students to ethical principles related to radiography technology. Students will learn the historical and philosophical basis of ethics in radiography; ethical and legal concepts in health care; the legal responsibilities of the technologist; and how professional organizations, credentialing, and development influence the role of the radiologic technologist.

Lecture: 15 hours

**RADT 180** **Clinical Education I**  
3 Credits *Offered Fall Semester*

This course consists of supervised rotations through routine diagnostic areas. Students will perform radiologic examinations on patients under direct supervision of a technologist until competency has been achieved. Rotations may include emergency room, portable radiography, surgery, and outpatient imaging.

Clinical: 135 hours

Prerequisite: RADT 101, 102, and 110 with a grade of C- or higher.

**RADT 190** **Clinical Education II**  
7 Credits *Offered Spring Semester*

This course consists of supervised rotations through routine diagnostic areas. Students will perform radiologic examinations on patients under direct supervision of a technologist until competency has been achieved. Students will rotate through various clinical areas such as the emergency room, portable radiography, surgery, and outpatient imaging.

Clinical: 315 hours

Prerequisite: RADT 103, 104, 105, 107, and 180 with a grade of C- or higher.

**RADT 201** **Pharmacology and Contrast Procedures in Radiography**  
2 Credits *Offered Spring Semester*

This course includes an introduction to the uses, contraindications and pharmacology of contrast media. Students will learn pharmacology principles, drug classification and safety, routes of administration, intravenous drug therapy, current practice status, and informed consent. Procedural considerations for contrast studies (such as upper gastrointestinal exams and barium enemas) and fluoroscopic techniques will be covered.

Lecture: 2 hours

Prerequisite: RADT 103, 104, 105, 107, and 180 with a grade of C- or higher.

**RADT 202** **Radiographic Images II**  
2 Credits *Offered Spring Semester*

This course is a continuation of RADT 104 with advanced image evaluation, radiographic anatomy, and pathology. Students will present radiographs taken in the laboratory or clinic highlighting exam indication, positioning, pathology, radiographic technique and anatomy demonstrated. Emphasis will be on higher level procedures.

Lecture: 2 hours per week

Prerequisite: RADT 103, 104, 105, 107, and 180 with a grade of C- or higher.

**RADT 203** **Radiographic Procedures II**  
5 Credits *Offered Spring Semester*

This course introduces students to advanced radiographic anatomy and positioning procedures. Students will learn procedures, pathology, and image evaluation of the skull. This course includes an introduction to principles of pediatric radiography, mammography, angiography, interventional procedures, arthrography, computed tomography (CT), magnetic resonance imaging (MRI), radiation oncology, nuclear medicine, and ultrasound.

Lecture: 4 hours per week

Lab: 3 hours per week

Prerequisite: RADT 103, 104, 105, 107, and 180 with a grade of C- or higher.

**RADT 290** **Clinical Education III**  
7 Credits *Offered Summer Semester*

This course is the third clinical education course in the Radiography Technology program. The clinical education includes supervised rotations through routine diagnostic areas. Students will perform increasingly difficult radiologic examinations on patients under direct supervision of a technologist until competency has been achieved. Students will rotate through various clinical areas which may include the emergency room, portable radiography, surgery, fluoroscopy, and outpatient imaging.

Clinical: 315 hours

Prerequisite: RADT 190, 201, 202, and 203 with a grade of C- or higher.

**RADT 291***1 credit***Clinical Education Option***Offered Fall Semester*

This course is a continuation of clinical education for the student that desires additional clinical education in either a routine diagnostic area or special rotation. Students have the option of picking (upon availability) a rotation of interest. Rotations that are available include the emergency room, portable radiography, surgery, fluoroscopy, outpatient imaging, special procedures, computed tomography (CT), magnetic resonance imaging (MRI), nuclear medicine, ultrasound, mammography, radiation therapy, and cardiovascular laboratory.

**Clinical:** 45 hours**Prerequisite:** RADT 290 with a C- or higher**RADT 295***11 credits***Clinical Education IV***Offered Fall Semester*

RADT 295 is the final course in clinical education for the Radiography Technology program. Students will be supervised in rotations through diagnostic areas. Students will perform increasingly more difficult radiologic examinations on patients under direct supervision of a technologist until competency has been achieved. Rotations include the emergency room, portable radiography, surgery, fluoroscopy, outpatient imaging, special procedures, and computed tomography (CT). Students will have a one-week option (upon space available) in routine diagnostic radiography, nuclear medicine, ultrasound, mammography, radiation therapy, CT, magnetic resonance imaging (MRI), bone densitometry, special procedures, and cardiovascular laboratory. Students will rotate through a variety of diagnostic and treatment settings.

**Clinical:** 495 hours**Prerequisite:** RADT 290 with a grade of C- or higher.**RADT 297***1 Credit***Senior Radiography Review***Offered Fall Semester*

This course is designed to prepare students to take the American Registry of Radiologic Technologists (ARRT) examination. Students will review the main content areas that are identified by the ARRT. Course review includes radiation protection, equipment operation, quality control, image production and evaluation, radiographic procedures, patient care, and education. Students will learn test taking techniques and strategies for success on the national exam.

**Lecture:** 1 hour per week**Prerequisite:** RADT 290 with a grade of C- or higher or permission from the director at 665.4526.**REAL ESTATE****RE 101***3 Credits***Real Estate Module I***Offered Each Semester*

The goal of this course is to provide students with the minimum competency to practice in the field of real estate. Topics include seeking employment with a brokerage firm, real estate licensing law, agency law, real property law, legal descriptions, forms of ownership, transfer of title, and limits on rights of ownership. This lecture/discussion course meets 45 hours of the 90 hour requirement for salesperson licensing in Idaho. No previous knowledge in the field of real estate is required.

Module I and II can be used to meet the 60 hour prelicensing requirement in Washington.

**RE 102***3 Credits***Real Estate Module I***Offered Each Semester*

This course is the second 45-hour required course for real estate salesperson licensing in Idaho. Course topics include real estate contract law, listing and selling property, working with buyers and sellers, closing transactions, and ethical duties owed to the public. Practical case studies require students to understand and fill out various real estate forms such as seller and buyer agency agreements, purchasing agreements, and counter offers. Module I and II can be used to meet the 60 hour prelicensing requirement in Washington.

**Prerequisite:** Real Estate Module I**RESORT/RECREATION MANAGEMENT****RRM 110***3 Credits***Wilderness First Responder***Offered Each Semester*

This course is designed for students who will be working with groups in the backcountry setting at a professional level. Course content will address the issues of long-term patient care, survival skills, and backcountry rescue techniques. Upon successful completion, students will be certified as Wilderness First Responders and in CPR. Lectures are combined with practical applications through a variety of hands-on simulations and activities. This course is highly recommended for guides, trip leaders, camp counselors, hunters, rescue team members, outdoor recreation enthusiasts, and anyone who spends considerable time in the wilderness or other remote settings.

**Lecture:** 1 hour per week**Lab:** 4 hours per week**RRM 120***3 Credits***Natural Resource Conservation and Management***Offered Each Semester*

This course includes an overview of ethical practices and behavior for those utilizing wilderness resources. Topics of study include low-impact camping and traveling methods, history of environmental and wilderness ethics, and current issues in the outdoor recreation industry. Students will learn guiding principles behind land management decisions and regulations.

**Lecture/Lab:** 3 hours per week**RRM 130***2 Credits***Terrain Park Management***Offered Spring Semester*

This course teaches students the proper techniques for building and maintaining terrain park features including documentation and decision-making processes critical to terrain park management. Students will be involved in building and maintaining terrain park features as well as guest services and event planning through hands-on training.

**Lecture:** 1 hour per week**Lab:** 2 hours per week**RRM 135***1 Credit***Introduction to Ski Instruction***Offered Each Semester*

This course provides thorough training in all aspects of entry-level ski instruction. It combines indoor theory with out-

door application and covers topics such as interpersonal communication in the lesson environment, the skills concept for snow sports, building logical progressions, group management and interaction, movement analysis, and giving feedback and creating change. It also includes on-snow clinics, personal ski/snowboard improvement clinics, and class observation/shadowing. This course is useful for anyone interested in a career in the recreation industry as it provides a frontline look at how to manage the guest experience in a variety of ways and situations.

Lecture: 8 hours

Lab: 16 hours

### RRM 150

1 credit

Conflict resolution is an inquiry into the theories and skills relating to the evolution of conflict in the community and workplace. This course focuses on developing mediation skills including negotiation exercises and simulated mediations.

Lecture: 15 hours

### Conflict Resolution

Offered Each Semester

### RRM 250

3 credits

This course helps students appreciate and understand both the needs and techniques for identifying and managing risks to employees, guests, and property in the resort industry. This course focuses on identification and control of risk, incident investigation, and increasing employee and public awareness of potential risk.

Lecture: 3 hours per week

### Risk Management in the Resort Industry

Offered Each Semester

### RRM 290

3 credits

Resort/Recreation Management Internship provides supervised training in program skills through on-the-job experience in a program-related site. This course provides practical application of skills learned as a part of the learning process. It involves 135 hours of on-site training. It is a required course in the Resort/Recreation Management program and is graded on a satisfactory/unsatisfactory basis.

Internship Site Work Experience: 135 hours

### Resort/Recreation Management Internship

Offered Each Semester

## SOCIAL WORK

### SOWK 240

3 Credits

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

### Introduction to Social Work

Offered Each Semester

### SOWK 241

3 Credits

Social Work 241 is a continuation of Social Work 240 which introduced students to the social work profession in relation

### Social Work Generalist Practice

Offered Each Semester

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

Recommended: SOWK 240

## SOCIOLOGY

### SOC 101

3 Credits

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

### Introduction to Sociology

Offered Each Semester

### SOC 102

3 Credits

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

### Social Problems

Offered Each Semester

### SOC 103

3 Credits

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.

Lecture: 3 hours per week

### Cultural Diversity

Offered Spring Semester

Recommended: College level reading and writing

**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 more about marriage and family life processes. Students will examine values, needs, and responsibilities as they relate to intimacy, the selection of partners, cohabitation and marriage, family planning choices, parenting, family economics, and interpersonal communication. Students will also address the issues of family violence, divorce, and the restructuring of new families. This course will be helpful to those who wish to have more knowledge about relationship, marriage, and family issues or those who are entering such fields as counseling and social work. This course fulfills a social science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: College level reading and writing skills

**SOC 251 Race and Ethnic Relations**  
3 Credits *Offered Each Semester*

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. 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.

Lecture: 3 hours per week

Recommended: PSYC 101

**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 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. It is 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 three 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 Spring 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 will 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 \$50.

Lecture/Lab: 5.5 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 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 include 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

**Recommended:** THEA 263

**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 man-

agement 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. Week-end attendance at plays is anticipated.

**Recommended:** THEA 101 and strong writing skills

**THEA 272** **Intermediate Acting**  
3 Credits *Offered Fall 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 Fall 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.

**Recommended:** Previous participation in theatrical productions and/or completion of THEA 103, 163, and 263.

**WELDING TECHNOLOGY**

**NOTE: Course enrollment requires prior acceptance into the Welding Technician program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.**

**WELD 100A** **Welding Theory**  
2 Credits *Offered Fall Semester*

This course introduces students to the problems associated with heating and cooling metals and the properties of various metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes used in welding. Characteristics of the traditional welding, and bonding agents used in welding, will be pro-



vided 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 two-part class totaling 4 credits.

**WELD 100B** **Welding Theory**  
2 Credits *Offered Spring Semester*

This course is a continuation of WELD 100A. This is part two of a two-part class totaling 4 credits.

**WELD 109L** **Diesel Welding Lab**  
1 Credit *Offered Spring Semester*

This course is part of the Diesel Technology program only. It is designed to provide students with welding skills required by the diesel mechanic industry. Prior completion of WELD 108L is required.

**WELD 111** **Safety Applications and Practice**  
1 Credit *Offered Fall Semester*

This course provides students with required safety practices, operation, and maintenance of welding tools and equipment including OSHA practices and laboratory procedures.

**WELD 120** **Blueprint Reading**  
3 Credits *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** **Advanced Blueprint Reading**  
2 Credits *Offered Spring Semester*

Students will interpret drawings and develop material 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 140** **Auto Collision Repair Welding**  
2 Credits *Offered Fall Semester*

This course is part of the Auto Collision Repair Technology program. It prepares repair technicians to perform basic welding processes and techniques required by industry. Students will gain skills in several welding processes including oxy-acetylene cutting and welding, plasma arc cutting of steel and aluminum, gas tungsten arc welding, and gas metal welding. Students will learn proper safety in operating welding and cutting equipment. Students may obtain the I-CAR Welder Certificate.

**WELD 160L** **Oxyfuel Gas Principles and Practices**  
5 Credits *Offered Fall Semester*

This is a basic course that provides theory and techniques for all aspects of welding, but concentrates on oxyacetylene fuel applications. Instruction and practice are 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** **Shielded Metal Arc Welding**  
5 Credits *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 are covered. Students will weld on plate, stainless steel, case, aluminum, and other common materials using open root techniques in all four positions.

**WELD 170L** **Flux Cored Arc Welding**  
3 Credits *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** **Gas Metal Arc Welding**  
3 Credits *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 this course.

**WELD 180L** **Shielded Metal Arc Welding**  
3 Credits *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 materials. AWS certification testing conditions will prevail on completion of this course.

**WELD 195L** **Carbon Arc Cutting/  
Plasma Arc Cutting**  
1 Credit *Offered Fall 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.



**North Idaho College 2007-2008**

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 M.S., University of Wyoming, Nursing

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 M.A., University of Idaho, English;  
 D.A., Idaho State University, English

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 B.A., College of Idaho, Education;  
 M.A., Boise State University, Early  
 Childhood Education

**Don Schoesler**  
*Division Chair for Trades and Industry*  
 B.A., Washington State University, Business  
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 S.P.H.R. (Senior Professional in Human  
 Resources), Society for Human Resource  
 Management

**Faculty**

Individuals listed below are full-time, tenure-track faculty members.

**Marian Ackerman**  
*Anthropology*  
 B.A., Eastern Washington University,  
 Anthropology;  
 M.A., Eastern Washington University,  
 College Education/Anthropology

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*Physics/Mathematics*  
 B.S., California State University, Chemistry;  
 M.S., Indiana University, Chemistry

**Helena Altizer**  
*Associate Degree Nursing*  
 M.S.N, Idaho State University

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*Diesel Technology*  
 A.A.S., Peninsula Community College,  
 Automotive Technology;  
 A.A.S., Peninsula Community College, Diesel  
 Technology;  
 A.A., Oregon Institute of Technology;  
 B.S., Oregon Institute of Technology;  
 M.Ed., University of Idaho;  
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 Vocational Specialist Certificate

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**Curt Booth***Drafting and Design Technology*

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M.L.S., Western Michigan University, Library  
Science

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M.A., University of California, Biology



# North Idaho College 2007-2008

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**OFFICE & DEPARTMENT LOCATOR**

<u>OFFICE</u>	<u>BUILDING</u>	<u>OFFICE</u>	<u>BUILDING</u>
Admissions Office	Lee-Kildow Hall	Health Services	Edminster Student Union
Adult Basic Education	501 Lakeside Ave., Coeur d'Alene	Heating/Ventilation/AC/Refrigeration	Hedlund Building
Advising	Edminster Student Union	Human Resources	Sherman Building
Alumni Association	Sherman Administration Building	Instructional Media Services	Boswell Hall
Art Department	Boswell Hall	Journalism	Siebert Building
Art Gallery (Corner Gallery)	Boswell Hall	Landscape Technology	Ramsey Technical Building
Associated Students	Edminster Student Union	Law Enforcement	Hedlund Building
Athletics	Christianson Gymnasium	Library	Molstead Library
Automotive Technology	Siebert Building	Machine Technology	Hedlund Building
Auxiliary Services	Edminster Student Union	Mail Service	River Avenue Building
Bookstore	Edminster Student Union	Maintenance Mechanic/Millwright	Siebert Building
Business and Professional Programs	Hedlund Building	Mathematics and Natural Sciences Division	Meyer Health and Sciences Building
Business Office	Lee-Kildow Hall	Music Department	Boswell Hall
Campus Safety and Support Services	River Avenue Building	Nursing	Meyer Health and Sciences Building
Career Center	Edminster Student Union	Office of Instruction	Molstead Library
Carpentry	Industrial Arts Building	Outdoor Power/Recreation Vehicle Technology	Ramsey Technical Building
Center for New Directions	Siebert Building	Outdoor Pursuits Program	Edminster Student Union
Children's Center Day Care	Children's Center	Peer Tutoring	College Skills Center/Lee-Kildow Hall
College Relations	Sherman Building	Physical Education Division	Winton Hall
College Skills Center	Lee-Kildow Hall	Physical Plant Department	River Avenue
Collision Repair Technology	Hedlund Building	Planning & Assessment	Lee-Kildow Hall
Communications	Boswell Hall	Practical Nursing	Meyer Health and Sciences Building
Community Education	Workforce Training Center	President's Office	Sherman Building
Computer Services	Siebert Building	Professional-Technical Division	Hedlund Building
Computer Labs	Boswell Hall & Molstead Library	Recreation Sports	Edminster Student Union
Copy Center	River Avenue Building	Registrar's Office	Lee-Kildow Hall
Counseling	Edminster Student Union	<i>Sentinel</i> , Student Newspaper	Siebert Building
Culinary Arts	Hedlund Building	Social & Behavioral Sciences Division	Lee-Kildow Hall
Customized Training	Workforce Training Center	Student Activities	Edminster Student Union
Diesel Technology	Hedlund Building	Student Government (ASNIC)	Edminster Student Union
Drafting and Design Technology	Hedlund Building	Student Services	Edminster Student Union
Electronics Technology	Hedlund Building	Switchboard	Lee-Kildow Hall
English/Foreign Language Division	Lee-Kildow Hall	Testing Center	Timber Hall
Financial Aid Office	Lee-Kildow Hall	Theatre Department	Boswell Hall
Foreign Language Lab	Lee Hall Annex	Trades & Industry Division	Hedlund Building
GED	501 Lakeside Ave., Coeur d'Alene	Transportation	River Avenue Building
Graphic Design	Hedlund Building	Veterans Information	Registrar's Office, Lee-Kildow Hall
Health Professions & Nursing	Meyer Health and Sciences Building		



