



NORTH IDAHO COLLEGE



The College on the Lake

COEUR D'ALENE, IDAHO



Welcome to North Idaho College



Dr. C. Robert Bennett
President
North Idaho College

Dear Students:

It is my pleasure to welcome you to North Idaho College. It is my biased opinion that community colleges are the most viable post-secondary educational institutions in the country today. Certainly they are the fastest growing. There are over 1,200 community colleges in the United States and more than half of all first-year college students are now enrolled in community colleges. It is important that North Idaho College students know that they are attending an institution that is enjoying that kind of popularity.

Growth is important to the vitality of a college and will continue to be evident at NIC. Even more crucial is continued dedication to the reason the expansion has occurred. NIC's mission statement reiterates commitment to student success, teaching excellence and life-long learning. It promises quality educational experiences for its students. We, the employees of NIC, believe that the time a student spends in classes should be an opportunity for gaining new perspectives and improving one's chances for leading a successful, productive life. We have high expectations from our students, and you should have the same for your experiences at North Idaho College. I wish for each of you a happy, productive year at NIC and hope the time you spend with us provides some of the more pleasant memories of your life.

Sincerely,


C. Robert Bennett
President

North Idaho College Mission Statement

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

Goals

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

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Telephone Directory

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

CAMPUS OPERATOR	769-3300	Financial Aid	769-3368
GENERAL INFORMATION	769-3300	Grounds/Custodial	769-3310
Academic Transfer Programs	769-3403	Gymnasium	769-3351
Business & Professional Programs	769-3226	Head Start	667-8478
Communication Arts/Fine Arts	769-3419	Health Services, nurse practitioner	769-3370
English & Foreign Languages	769-3394	Human Resources	769-3304
Natural Sciences	769-3474	International Student Advisor	769-3381
Nursing & Allied Health	769-3481	Instruction, Office of	769-3305
PE & Dance	769-3353	Instructional Technology	769-3429
Social Sciences	769-3417	Learning Assistance, tutoring	769-3306
Admissions	769-3311	Learning Center, ABE/GED	769-3450
Adult Basic Education	769-3450	Learning Resources	769-3215
Advising	769-3370	Lewis-Clark State College Extension Center	666-1551
Applied Technology Programs	769-3433	Library	769-3215 or 769-3355
Allied Health	769-3481	Maintenance	769-3413
Business & Professional Programs	769-3226	NIC Foundation	769-3316
Mechanical Division	769-3435	Nic's (Food Services)	769-3359
Technical Division	769-3467	Occupational Education	769-3433
Trade/Industrial Division	769-3461	Outreach Offices	
Area Agency on Aging	667-3179	Bonner County	263-4594
Associated Students	769-3367	Shoshone County	786-0731
Athletics	769-3348	Parking Information	769-3310
Auditorium	769-3424	Physical Plant	769-3413 or 769-3234
Auditorium Box Office	769-3415	President	769-3303
Auxiliary Services	769-3361	Registrar	769-3320
Book Store	769-3364	Residence Hall	
Business Office	769-3340	Men's Main Floor	667-9848
Center for New Directions	769-3445	Men's Second Floor	667-9893
Children's Center Day Care	769-3471	Women's Main Floor	667-9051
College Relations	769-3316	Women's Second Floor	667-9021
Community Education	769-3444	Hall Lounge	769-3410
Computer Labs (Library/Computer Center)	769-3280	Security/Emergency	769-3310
Computer Lab (Macintosh, Boswell Hall)	769-3331	After Hours	661-1899
Computer Services	769-3378	Sentinel Newspaper	769-3388
Counseling	769-3370	Workforce Training	769-3444
Emergency	9-911	Student Activities/Intramural Sports	769-3366
Pager	661-1899	Student Services	769-3370
Evening Classes	769-3403	Student Union	769-3361
FAX Machines		Summer Classes	769-3400
Community Education/Workforce Training	769-3223	University of Idaho Extension Center	667-2588
Hedlund Building	769-3459	Vocational Technical Education	769-3433
Library	769-3428		
President's Office	769-3273		



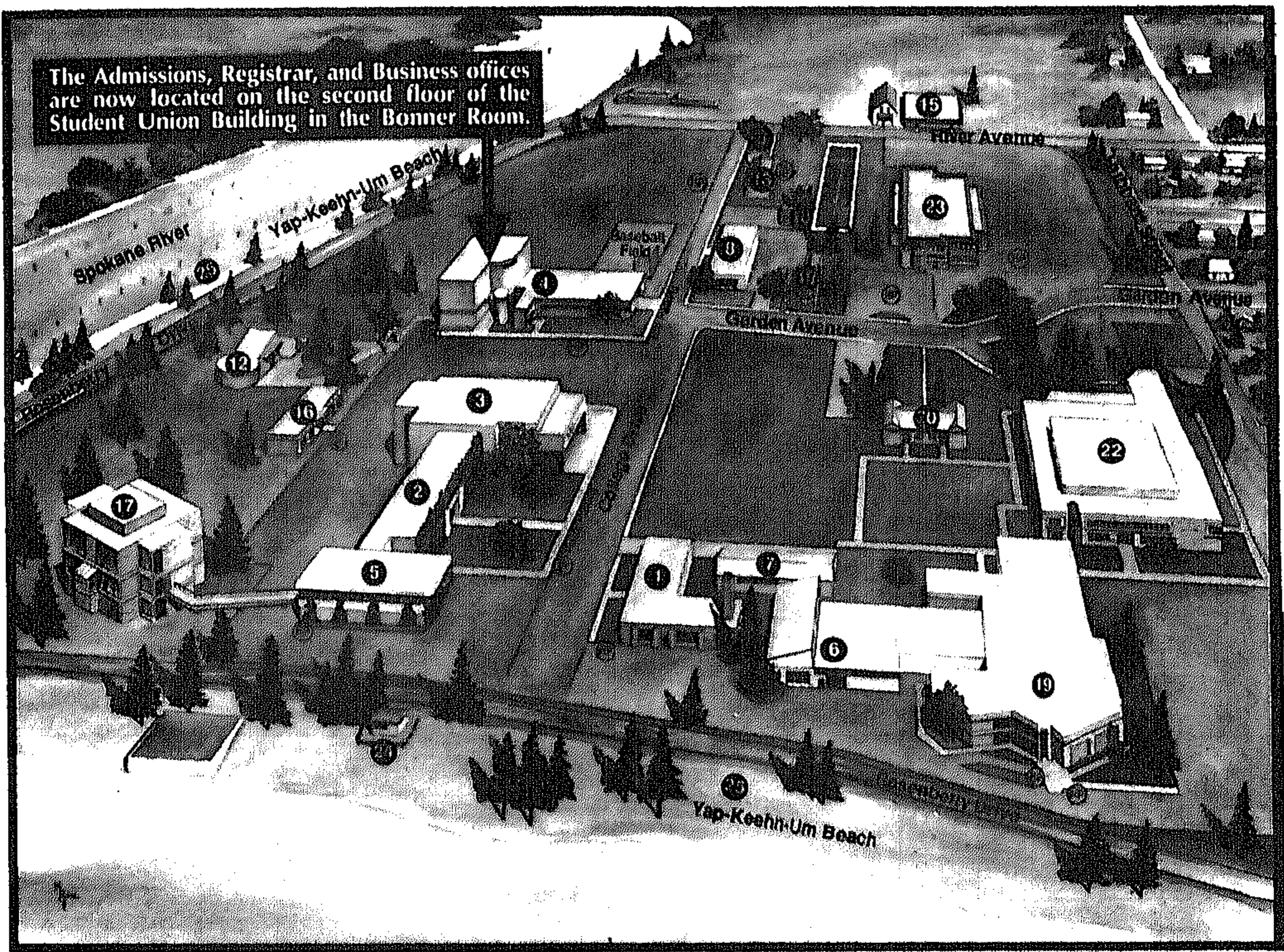
Campus Locator

OFFICE	BUILDING
Academic Transfer Programs Office	Sherman Building
Admissions Office	Bonner Room, SUB
Adult Basic Education	Portables/Soccer Field
Advising	Student Services/SUB
Allied Health	Post Hall
Applied Technology Programs Office	Hedlund Center
Area Agency on Aging	1221 Ironwood, Ste.102
Art Department	Boswell Hall
Associate Dean of Transfer Programs	Sherman Building
Associate Dean of Applied Technology	Hedlund Center
Associate Dean of Workforce Training/Community Ed	Post Falls Training Center
Athletics	Christianson Gymnasium
Auto Body Technology	Hedlund Center
Automotive Technology	Siebert Building
Bookstore	Edminster Student Union
Business and Professional Programs	Hedlund Center
Business Office	Bonner Room, SUB
Cafeteria	Edminster Student Union
Campus Safety	River Avenue Building
Career Center	Student Services, SUB
Carpentry	Industrial Arts
Children's Center Day Care	Lakeside Center
College Relations	Sherman Building
Commercial Art	Boswell Hall
Communications Division	Boswell Hall
Community Education Department	Post Falls Training Center
Computer Services	Siebert Building
Computer Labs	Boswell Hall & Library/Computer Center
Counseling	Student Services/SUB
Culinary Arts	Hedlund Center
Customized Training	Post Falls Training Center
Dean of Administration	Bonner Room, SUB
Dean of Instruction	Sherman Building
Dean of College Relations	Sherman Building
Dean of Student Services	Edminster Student Union
Diesel Technology	Hedlund Center
Drafting Technology	Hedlund Center
Electronics Technician	Hedlund Center
English and Foreign Language Division	Sherman Building
Evening Credit Classes	Sherman Building
Financial Aid Office	Edminster Student Union
Foreign Language Lab	Lee Hall Annex
Health Services	Student Services, SUB
Heating/Ventilation/AC/Refrigeration	Hedlund Center
History and Folklife Center	Fort Sherman Officers' Quarters
Housing Information	Edminster Student Union

OFFICE	BUILDING
Instructional Technology	Boswell Hall
Journalism	Siebert Building
Law Enforcement	Hedlund Center
Learning Center	Portables/Soccer Field
Lewis Clark State College Extension Office	Sherman Building
Library	Library/Computer Center
Life Sciences Division	Seiter Hall
Machining Technology	Hedlund Center
Maintenance	Mechanical Arts
Maintenance Mechanics	Siebert Building
Marine Technology	11th Street Marina
Microcomputer Lab	Library/Computer Center
Music Department	Boswell Hall
Natural Sciences Division	Seiter Hall
Nursing Division	Post Hall
Off-Campus Credit Programs	Hedlund Center
Outdoor Recreation Program	Edminster Student Union
Photography Lab	Boswell Hall
Physical Education Division	Christianson Gymnasium
Practical Nursing	Post Hall
President's Office	Sherman Building
Public Relations (College Relations)	Sherman Building
Radio-TV Labs	Boswell Hall
Registrar's Office	Bonner Room, SUB
<i>Sentinel</i>	Siebert Building
Social Sciences Division	Boswell Hall
Student Government	Edminster Student Union
Student Health Office	Student Services/SUB
Student Housing/Residence Hall	Shepperd/Grifley Hall
Student Part-Time Work Referrals	Edminster Student Union
Student Services	Edminster Student Union
Summer Credit Program	Hedlund Center
Switchboard	Siebert Building
Theatre Department	Boswell Hall
Transportation	River Avenue Building
Union Art Gallery	Edminster Student Union
University of Idaho Extension Office	Library/Computer Center
Veterans' Administration Representative	Bonner Room/SUB
Vocational Administration Office	Hedlund Center
Welding	Hedlund Center

Campus Map

The Admissions, Registrar, and Business offices are now located on the second floor of the Student Union Building in the Bonner Room.



- | | |
|--|---|
| 1. Mechanical Arts (MCA) | 13. Winton Hall (WIN) |
| 2. Lee Hall (LEE) (Closed 1994-95 Year) | 15. River Avenue Building |
| 3. Christianson Gymnasium (GYM) | 16. Lee Hall Annex (LHA) |
| 4. Edminster Student Union (SUB) | 17. Seiter Hall (STR) |
| 5. Kildow Hall (KIL) (Closed 1994-95 Year) | 18. Powder Keg Museum |
| 6. Siebert Building (SBT) | 19. Hedlund Applied Technology Center (HED) |
| 7. Industrial Arts (IND) | 20. Sherman Building (SHE) |
| 8. Shepperd/Gridley Residence Hall | 22. Boswell Hall (BOS) |
| 9. Post Hall (PST) | 23. Library/Computer Center |
| 10. Fort Sherman Officers' Quarters (FSQ) | 24. Nic's at the Beach |
| 12. Lakeside Center (LKC) | 25. Yap-Keehn-Um Beach |



DIRECTORIES & CALENDAR

6

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

AUGUST '94

- 1 Marine Tech registration
- 15-18 Registration for Fall Semester
- 22 Last day of Fall Semester registration
- 23 Faculty returns to campus
- 25 Orientation for evening/non-traditional students
- 26 Orientation for new students
- 29 Fall Semester begins
- 29-31 Class add/drops by students

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

SEPTEMBER '94

- 1 & 2 Class add/drops by students
- 5 Labor Day Holiday

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

OCTOBER '94

- 10 Final date: Remove Incompletes from Spring and Summer Sessions
- 17-21 Midterm week
- 19 Curriculum Day

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

NOVEMBER '94

- 7 Final date: Withdraw from semester-length classes/school
- 24-25 Thanksgiving Holiday

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER '94

- 6-8 Registration for 1995 Spring Semester (tentative)
- 16 Curriculum Day
- 19-22 Final examinations
- 22 Last day of 1994 Fall Semester
- 26 Christmas Holiday

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

JANUARY '95

- 2 New Year's Day Holiday
- 10 Faculty returns to campus
- 11-12 Registration for 1995 Spring Semester
- 16 Martin Luther King Day Holiday
- 17 Spring Semester begins
- 17-23 Class add/drops by students

LEGEND

College Holidays

Curriculum Days

Commencement

DIRECTORIES & CALENDAR



FEBRUARY '95

- 20 President's Day Holiday
- 27 Final date: Remove Incompletes from Fall Semester

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28				

MARCH '95

- 2 Curriculum Day
- 6-10 Midterm Week
- 13-17 Spring Break

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

APRIL '95

- 3 Final date: Withdraw from semester-length classes/school
- 14 Good Friday Holiday

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30						

MAY '95

- 9 Beginning of Registration for 1995 Summer Session
- 12 Curriculum Day
- 15-18 Final examinations
- 19 Commencement
- 29 Memorial Day Holiday

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE '95

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

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

JULY '95

- 4 Independence Day Holiday
- 10 Last day to withdraw from Academic Summer courses and from college
- 14 Final day of 11-month Technical Programs
- 28 Last day of Summer Session

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

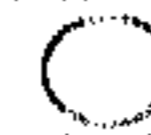
LEGEND



College Holidays



Curriculum Days



Commencement



GENERAL INFORMATION

The College

Nestled among tall pines on the shores of beautiful Lake Coeur d'Alene, North Idaho College offers the best of all worlds for learning and living.

A two-year community college, NIC offers associate degrees for more than 35 transferable academic majors and associate of applied science/certificates of completion in 25 occupational/technical programs. Many credit courses are offered evenings and during the summer on the NIC campus and at outreach sites. There are also more than 80 non-credit special interest and short-term technical courses offered. The student body population for credit courses is more than 3,000, and class size averages 20 to 25 students. Noncredit enrollment brings an additional 2,000 students to campus each semester.

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

The campus lies within the city limits of Coeur d'Alene, a 100-year-old city with a population of 25,000 residents. In 1990 Coeur d'Alene was one of 10 cities in the country to be honored as an All America City. Cultural and social activities abound in this lakeside city, well-supplemented by the resources of nearby Spokane, Washington, a metropolitan area of 361,000.

Accreditation of the College

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

History

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

Open Door Policy

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

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

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

Community Services

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

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

A free gold card program for senior citizens is available through the NIC College Relations Office. The gold card allows anyone 60 or older to enroll in credit classes at a 50 percent discount per credit hour and gives free admission to NIC-sponsored events. For more information phone (208) 769-3316.

NIC's faculty and staff are its greatest resource. In an effort to encourage life-long learning, NIC has organized a speakers bureau and welcomes the opportunity to share its talents and knowledge with the community.



North Idaho College Foundation

The North Idaho College Foundation is an independent, non-profit corporation that raises and manages funds to support the mission of North Idaho College.

Established in 1979, the Foundation is governed by a volunteer board and works closely with the NIC Trustees and staff to support scholarships for students, purchase needed equipment, assist in building projects, and sponsor programs for staff development, as well as other College activities.

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

Gifts to the Foundation are accepted through the Office of College Relations and Development. Further information about the Foundation is available through that office which is located on the North Idaho College campus, 1000 West Garden Ave., Coeur d'Alene, ID, 83814. (208) 769-3316.

Use of NIC Facilities

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

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

NIC Publications

Official North Idaho College publications such as catalogs, bulletins, 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 matriculated students whenever deemed appropriate. Advance notice of such changes will be provided whenever possible.





Equal Opportunity

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

North Idaho College does not discriminate on the basis of race, color, religion, national origin, sex, age, or disability in admission to, or operation of, its education programs and activities or employment. NIC's equal opportunity-nondiscrimination policy meets the requirements of Title IV and Title VII of the Civil Rights Act of 1964 as amended, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations.



How to Enroll at North Idaho College

If you are... Then...	 Step 1 Apply for Admission	 Step 2 Take Placement Assessments	 Step 3 Plan Educational & Career Objectives	 Step 4 Consult an Advisor & Register for Classes
Enrolling for credit courses at NIC, Coeur d'Alene campus, working toward an associate degree or a certificate of completion... <i>(Matriculating Student)</i> An applicant for financial aid must be a matriculating student.	Complete formal admissions process. See Admissions section of the catalog. Forms are available at the Admissions Office, Bonner Room, Student Union Building, 2nd Floor and outreach sites in Kellogg and Sandpoint. Applications are also available at area high school counseling offices.	Refer to appropriate Class Schedule for instruction or contact Student Services: Student Union Building, 2nd Floor, 769-3370	Refer to program descriptions in this catalog or contact Student Services: Student Union Building, 2nd Floor, 769-3370	Refer to appropriate Class Schedule for instruction or contact Student Services. Student Union Building, 2nd Floor, 769-3370
Enrolling for credit courses, day, evening, or weekend and not working toward a degree or certificate of completion <i>(Non-Matriculating)</i>	Submit Application for Admission. (Idaho residents NOT from Kootenai County must submit Certificate of Residency).	Refer to appropriate Class Schedule for instruction or contact Student Services: Student Union Building, 2nd Floor, 769-3370	Contact Student Services: (optional) Student Union Building, 2nd Floor, 769-3370	Refer to appropriate Class Schedule for instruction or contact Student Services. Student Union Building, 2nd Floor, 769-3370
Enrolling for credit courses held in Kellogg, Sandpoint, and other outreach sites <i>(Matriculating and Non-Matriculating students)</i>	Submit Application for Admission. Degree-seeking students should complete formal process. See Admissions section of catalog.	Refer to appropriate Class Schedule or contact Student Services: • Kellogg 786-0731 • Sandpoint 263-4594 • Student Services 769-3370	Contact Student Services: (optional) 769-3370 Advisable for those working toward a degree.	Register: • Kellogg, Kellogg High School • Sandpoint, Bonner Mall Office Check Class Schedule or call the Outreach Coordinator for dates and times.
Enrolling for Community Education Courses (non-credit, special interest). Coeur d'Alene campus and all other outreach sites.	Complete registration form available in schedule. Certificate of Residency is not required.	Contact the Learning Center, 769-3450	Contact the Learning Center, 769-3450	Register: • Coeur d'Alene campus, see Class Schedule • Kellogg, Kellogg High School • Sandpoint, Bonner Mall Office • Other sites, local high school
Interested in Adult Basic Education, GED, or English as a second language. Held in various locations throughout North Idaho.	Application for admission is not required. Students must be at least 18 years old.	Contact the Learning Center, 769-3450	Contact the Learning Center, 769-3450	

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



Admissions Checklist

Non high school graduates who have not completed the GED should contact the Admissions Office.

MATRICULATING STUDENTS (Degree Seeking, and Veteran Benefits or Financial Aid Recipients)					
Admissions Requirement	First Time Freshman <small>Never Attended College (High School Graduate)</small>	First Time Freshman <small>Never Attended College (With GED Scores)</small>	Transfer from Previous Colleges <small>Never attended NIC</small>	Former Student <small>Attended NIC in Previous Semesters</small>	Continuing Student <small>(If you stay out for a semester, see Former Student.)</small>
Application for Admission	YES	YES	YES	YES	NO
\$10 Application Fee	YES <small>One Time Fee</small>	YES <small>One Time Fee</small>	YES <small>One Time Fee</small>	NO	NO
Certificate of Residency	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	YES for Idaho residents not from Kootenai County	NO
High School Transcript (Showing date of graduation)	YES	GED scores instead of transcripts	NO	NO	NO
College Transcript(s)	N/A	N/A	YES <small>From all colleges attended</small>	Check with Admissions Office	NO
Washington Reciprocity and WUE Applicants	YES <small>Must be filed every year by June 1</small>	YES <small>Must be filed every year by June 1</small>	YES <small>Must be filed every year by June 1</small>	YES <small>Must be filed every year by June 1</small>	YES <small>Must be filed every year by June 1</small>
Additional Requirements for Applied Technology Programs (Students enrolled as Pre-Technical should also complete a Certificate of Residency)					
ASSET Test	YES	YES	YES	YES	If changing from an Academic to Technical Program, please see Admissions Office
Additional Requirements for Nursing/Allied Health Programs (Check with Admissions Office for Application Deadlines)					
Three Letters of Recommendation	YES	YES	YES	YES	YES
Personal Statement	YES	YES	YES	YES	YES
High School Transcript	YES <small>(7th semester)</small>	YES	YES	YES	See Admissions Office
GED Scores	NO	YES	NO	NO	See Admissions Office
College Transcript(s)	NO	NO	YES	See Admissions Office	See Admissions Office
NON-MATRICULATING STUDENTS (Non-Degree Seeking, Not Receiving Financial Aid or Veteran's Benefits)					
Application for Admission	Yes, must be submitted to Admissions Office prior to registration				NO
Certificate of Residency	Idaho residents NOT from Kootenai County must file certificate with home county.				NO



ADMISSIONS

12

Operating as a comprehensive community college, North Idaho College has an open-door policy and accepts any student meeting minimum qualifications who can benefit from any of the programs which the college offers. A high school diploma or the equivalent is needed, although under certain circumstances outlined below, students who have not graduated from high school will be accepted.

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

Non-Matriculating Students (Non-degree seeking)

Students who enroll in courses at North Idaho College for personal enrichment, or to improve skills, and do not plan to receive a degree or certificate, are considered non-matriculated. The credits completed at North Idaho College will be maintained on a transcript. To enroll as a non-matriculating student, complete the following steps:

1. Submit Application for Admission prior to application deadline.
2. File Certificate of Residency with home county of record (required from Idaho students living outside of Kootenai County). See page 17 and 18 for details on determining residency status.

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

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

Matriculating Students (Degree or Certificate seeking)

All Applicants (New and Transfer)

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

1. Application for Admission.
2. \$10 application fee (Non refundable, one-time fee).
3. **OFFICIAL** high school transcript showing date of graduation. (*Official transcripts are those sent directly from the issuing school to the Admissions Office. Any hand-carried transcript received in an unsealed envelope will be considered*

unofficial). Students currently enrolled in high school should wait to have their transcripts sent until after their final grades are available at the end of the academic year. (Students applying for the Associate Degree Nursing or the Licensed Practical Nursing Programs **MUST** have transcripts sent after completion of their seventh semester).

OR

GED scores if over 18-years-old and did not complete high school. Students who have not completed the GED or are non high school graduates, contact the Office of Admissions.

OR

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

4. Certificate of Residency: Required from Idaho students whose home county is NOT Kootenai County. Please refer to page 17 and 18 for details on determining residency status.

Washington Reciprocity and Western Undergraduate Exchange Students: Students need to submit a statement of residency for eligibility to receive a reduction of out-of-state tuition. (To remain eligible for these programs students must apply each year for this waiver before June 1). Please refer to page 17 and 18 for further information.

ADDITIONAL REQUIREMENTS FOR APPLIED TECHNOLOGY STUDENTS

In addition to the above admissions requirements, students applying for Applied Technology programs need to:

1. Complete the ASSET placement test. The ASSET is scheduled through Student Services, (208) 769-3297.
2. Students accepted into a program must submit a non-refundable \$75 course deposit by May 1 to hold their position within the program. Any student accepted after May 1, should submit the course deposit within three (3) weeks of acceptance notification.

Enrollment in many applied technology programs is limited. Interested students are encouraged to contact the Admissions Office for information about specific training programs. Students are accepted for technical programs based upon when they apply and satisfactory completion of all requirements.

The ASSET is a standardized assessment of basic skills and is used for advising purposes. Assistance in improving math, language, and reading skills is available at no cost to the applicant. An appointment to complete the ASSET is necessary. (See Step 1 above).

Applicants for programs offered on a once-a-year starting schedule are accepted beginning in February, until the program is filled. Practical Nursing students are accepted by May.



In all cases, except Practical Nursing, students should begin the application process as early as possible. Nursing candidates can obtain application packets in October. The course deposit is applied to the tuition and fee charges for the initial term of enrollment. Deposits may be refunded if notification of withdrawal is given in writing to the Admissions Office prior to August 1. December 10 is the last day for a refund for those programs beginning in January.

NO REFUND IS GIVEN IF A STUDENT WITHDRAWS AFTER THE PRESCRIBED DEADLINE.

NOTE: Because of limits on enrollment in certain technical programs, interested students are encouraged to apply as early as possible.

General Admissions Information

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

For those students applying for financial aid beginning fall semester, admission applications should be received by March 15 to be considered for the first round of financial aid awards. After that date, financial aid will be awarded on a funds available basis. Students must be accepted for admission before the Financial Aid Office may make a financial aid award.
2. Students transferring from another college or university, and whose cumulative grade point average is below 1.75 will be admitted on probation. See the Academic Probation section on page 34.
3. Idaho students not from Kootenai County must have certificates of residency sent to NIC from their County Auditor's Office. If the certificate is not received prior to registration, out-of-district fees will be charged to the student.
4. Physical examinations are required for students accepted into the Registered Nursing (RN) and Practical Nursing (PN) programs. All students who take part in intercollegiate athletics are required to have annual physical examinations.

All required credentials should be sent to:
Office of Admissions
North Idaho College
1000 West Garden Avenue
Coeur d'Alene, ID 83814
(208) 769-3311

Continuing Students

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

Former Students

Students who have been away from North Idaho College for one or more semesters must complete an application for admission. Any student who plans to be a matriculating (degree seeking) student and has attended other colleges since being enrolled at NIC, must submit those transcripts. Please review the definition of residency status on page 17 and 18. For those students whose status has changed, they are responsible to file the appropriate certification (Certificate of Residency, Washington Reciprocity or Western Undergraduate Exchange) with the Admissions Office. Without this certification, students may be overcharged on tuition.

Non-High School Graduate

A non-high school graduate may be admitted as a regular matriculating student upon passing the high school level General Educational Development (GED) tests. The student must receive a standard score of 35 or above on each test and an average standard score of at least 45 on all five tests. If a student has not completed the GED, they must complete the ASSET and receive a minimum score before being accepted for admission. However, students who do not attain the minimum score are still allowed to enroll as a non-matriculating student. (Minimum ASSET scores required for acceptance are: Writing Skills 38, Reading Skills 38 and Numerical Skills 32). Please check with the Admissions Office for further details.

Tech Prep/Articulation Students

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



ADMISSIONS

14

Selective Programs

Registered Nursing

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

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

The Application for the Nursing Program may be picked up at the College Admission's Office after October 15. The RN program has a selective admissions process. Listed below are the guidelines for nursing applicants. **The application deadline is March 15.**

Students accepted into the nursing program shall: **Submit a \$75 deposit by May 1 (or 15 days after receipt of acceptance letter).**

ADMISSION CRITERIA:

1. A high school diploma or a GED.
2. A cumulative grade point average of 2.50 OR a 2.50 grade point average from the last 12 college credits, which includes eight credits of science courses required by the Associate Degree Nursing Program. The sciences must be completed by the end of spring semester prior to Fall admission with a C or better and an overall cumulative grade point average of 2.00 or above is required.
3. A minimum grade of C or 2.00 GPA must be achieved in prerequisites which include:
 - a. Chemistry 107 (Chemistry 103 is acceptable if Chemistry 107 is full). Chemistry 107 may be challenged if the student has taken two years of high school chemistry; or one year of chemistry and one year of physics and received a grade of C or better. The classes should be less than seven years old.
 - b. Chemistry 108.
 - c. English 103.
 - d. Psychology 100.
 - e. Algebra. Minimum accepted: Two years of high school algebra or testing above or completion of Math 030 with a C or better.
 - f. Bacteriology 250.
4. The nursing department will determine if previous college work will be acceptable for transfer. Science courses (chemistry, bacteriology, and zoology) completed more than seven years ago must be repeated.

5. Arrangements will be made on an individual basis for students entering with previous nursing credit.
6. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants. Contact the Nursing Division for specific guidelines and further information.

Practical Nursing

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

The Application for the Practical Nursing Program may be picked up at the College Admission's Office after October 15. The PN program has a selective admissions process. Listed below are the guidelines for nursing applicants. **The application deadline is March 15.**

ADMISSION CRITERIA:

1. A high school diploma or a GED.
2. A cumulative grade point average of 2.50 OR a 2.50 grade point average from the last 10 college credits, which includes four credits of science courses required by the Practical Nursing Program. The sciences must be completed by the end of spring semester prior to Fall admission with a C or better and an overall cumulative grade point average of 2.00 or above is required.
3. A minimum grade of C or 2.00 GPA must be achieved in prerequisites which include:
 - a. Chemistry 107 (Chemistry 103 is acceptable if Chemistry 107 is full). This will be waived if the student has taken two years of high school chemistry; or one year of chemistry and one year of physics and received a grade of C or better. The classes should be less than seven years old.
 - b. English 103 if high school English grades are less than C.
 - c. Algebra. Minimum accepted: Two years of high school algebra or testing above or completion of Math 030 with a C or better.
4. Minimum grades of C or 2.00 in courses required in the Practical Nursing program.
5. No course may be repeated more than once to achieve a 2.00 grade point average.

The Practical Nursing department will determine if previous college work will be acceptable for transfer. Science courses completed more than seven years ago must be repeated.



Allied Health

Students applying for Allied Health programs have many options. When first applying for admission to the college, students with an interest in Allied Health will be accepted with a major of Pre-Allied health. Once enrolled, the course "Introduction to Allied Health" is designed to help students understand their options and to choose which program is best for their particular needs and career goals. Some of the choices are briefly outlined below:

- **Certificate of Completion, Pharmacy Technician**
(Offered every other year). Must apply for acceptance into practicum during fall semester. (Once training is completed students may opt for an AAS degree with a major in Pharmacy Technician).
- **Certificate of Completion, Mental Health Technician**
Must apply for acceptance into field experience during spring semester. (Once training is completed students may opt to complete AAS degree with a major in human services).
- **Associate of Applied Science degree, Human Services**
Upon completion of first year, students must apply for acceptance into field experience. Applicants who have a certificate of completion in Mental Health receive priority for acceptance.

DOCUMENTS REQUIRED TO COMPLETE ALLIED HEALTH APPLICANT FILE:

Application packets are available (usually after August 1st) from the NIC Admissions Office. Phone (208) 769-3311 for further information.

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. \$10 application fee. (non-refundable, one-time fee).
3. Three Allied Health recommendation forms, completed preferably by an employer, teacher, counselor or volunteer supervisor.
4. Completed Personal Statement form.
5. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available. The Allied Health Department will determine if previous college work will transfer.

Pharmacy Technician Program Certificate or AAS

Deadline: October 25, 1994 for acceptance into Spring 1995 Pharmacy Technician practicum.

ADMISSION REQUIREMENTS:

1. Allied Health documents as noted above.
2. High school diploma or GED.

3. A minimum grade of a "C" (2.00) in prerequisite courses. (See program guidelines, page 48). If currently enrolled, mid-term 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.
5. Completion of PSB Health Occupations Aptitude Examination. (Two testing sessions will be scheduled October, 1994. Phone (208) 769-3297 for an appointment. There is a \$7 testing fee).
6. Completion of ENGL 099, "Fundamentals for Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 103, "English Composition."

Mental Health Technician Program Certificate

Deadline: April 3, 1995 for acceptance into Summer 1995 Mental Health Technician field experience.

ADMISSION REQUIREMENTS:

1. Allied Health documents as noted above.
2. High school diploma or GED.
3. A minimum grade of a "C" (2.00) in prerequisite courses. (See program guidelines, page 47). If currently enrolled, mid-term 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.
5. Completion of MATH 030, "Elementary Algebra" or equivalent with at least "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in MATH 101, "Intermediate Algebra".
6. Completion of ENGL 099, "Fundamentals for Writing" or equivalent with at least a "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in ENGL 103, "English Composition."
7. Nurses' Aide certification or plans for completion of this requirement prior to summer session field experience.

Human Services Program AAS

Deadline: April 3, 1995 for acceptance into Fall Semester 1995 Human Services field experience.

ADMISSION REQUIREMENTS:

1. Allied Health documents as noted above.
2. High school diploma or GED.
3. A minimum grade of a "C" (2.00) in prerequisite courses. (See program guidelines, page 47). If currently enrolled, mid-term 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.
5. Completion of MATH 030, "Elementary Algebra" or equivalent with at least "C" (2.00) grade, or recent ASSET scores (within last two years) indicating placement in MATH 101, "Intermediate Algebra".



International Students

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

Admission Procedures

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

Requirements

1. **Submit an application for admission.**
2. **Submit the \$10 application fee (non-refundable).**
3. **Academic Records:** Submit original or certified copies of transcripts or documents from all secondary or post-secondary schools attended. If credentials are not in English, a certified English translation must be attached. Course syllabi for all post secondary transfer courses should be submitted in English. This will enable the college to provide a complete evaluation of credits to determine which courses fulfill degree requirements.

International students who have taken academic work in the United States must also provide official transcripts of all work taken in the United States. The transcripts must show a minimum 2.00 grade point average for all transferable credits.

4. **Evidence of English Proficiency:** An international student whose native language is not English is required to supply official results of the Test of English as a Foreign Language (TOEFL). A total score of 500 or above is required for admission. To have score results submitted to NIC, please specify the NIC code number (4539) on all TOEFL registration materials. North Idaho College does not administer the TOEFL; however, the test is given worldwide. For further information write to:
TOEFL, Box 899, Princeton, New Jersey 08540 USA
5. **Certificate of Health:** International students must have a thorough health examination by a recognized medical agency before admission may be granted. A signed certificate of health must be sent with the application for admission.
6. **Financial Declaration:** International students must have sufficient financial resources to fully meet all institutional and personal expenses while studying in the United States. Students are expected to be supported by parents, an individual, a sponsoring organization, or a governmental agency. Affidavits of financial support (Financial Declaration)

must be furnished with the application for admission. Students cannot rely on part-time employment since off-campus work permits are not available. The college will not bear responsibility for a foreign student's finances. Therefore, North Idaho College requires each international student to have \$10,000 (U.S.) or an equivalent sum of money adequate for a year's study. The following is an estimate of the current annual expenses the international student and his/her sponsor must meet:

Tuition and Fees*	\$3,060
Room and Board*	\$4,440
Books, supplies, clothing, incidentals*	\$2,500
Total*	\$10,000

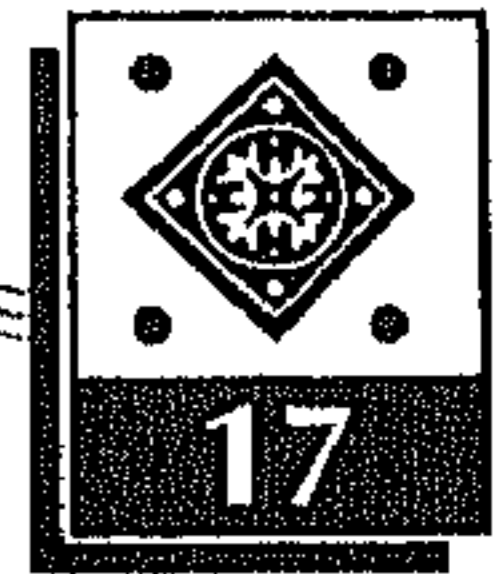
*Subject to change without notice.

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

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

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

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



Dual Enrollment Program

The Dual Enrollment Program is suggested for juniors or seniors in high school who would like to complete courses as a dually enrolled student at North Idaho College. The Applied Technology/Vocational (ATEC) Dual Enrollment program is for seniors in high school who would like to explore options in the occupational/technical training arena. ATEC Dual Enrollment Students do not receive credit towards a North Idaho College certificate of completion for the courses in which they enroll.

Requirements

1. Complete application for admission. Indicate "Dual Enrollment" or "ATEC Dual Enrollment" on top of application.
2. Students shall have demonstrated successful ability to the Director of Admissions. Some indications of this ability are: related test scores, grade reports or class standing (usually those students in the top 25% of their class or subject area). Submit official transcript (in sealed envelope from high school) of work completed to date.
3. A supporting recommendation must be obtained from the appropriate high school guidance counselor with a statement indicating how the student will be able to handle the increased academic load and that the student has permission from the high school to participate.
4. Students accepted into the program will be allowed to take a maximum of two courses per semester. ATEC students will sign up for one theory class and one lab class.
5. Courses available are normally limited to those classes not already filled or reserved for NIC students and those not requiring prerequisites. ATEC programs include only the following: Auto Body Technology, Automotive Technology, Culinary Arts, Marine Technology, Machine Shop, Diesel Mechanics and Welding. Up to two spaces will be allowed in each program area with permission of the instructor and as space allows.
6. Dual Enrollment students are required to complete the ASSET placement test prior to registration.
7. The student is responsible for paying the normal tuition and fees applicable to his/her enrollment. *Please note: Financial aid is not available for those students in the Dual Enrollment program.*

Dual Enrollment students should work closely with their high school counselor to ensure the classes they select will be beneficial. For further information please contact:

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

Skills Assessment & Placement

Skills Assessment is an important part of enrollment and meets state and institutional requirements for student assessment and tracking. Since North Idaho College has an "open door" admissions policy, students are admitted with

a wide range of entry skills. Entry levels in math, reading, and English skills are measured, and results are used with other information in the advising process to assist students in selecting the most appropriate courses. For further information on skills assessment, contact Student Services (208) 769-3370.

Certificate of Residency

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

Some counties may require additional information or have students complete additional forms. Please check with your county early before the semester begins, so that this process can be completed on a timely basis.

The county is obligated by state code to pay the out-of-district charge. Under current Idaho State Code, "...a student in a junior 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 junior college." Additionally, "residency may not be acquired while attending, and enrolled in, a junior 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."

(Exception: Students from the counties of Kootenai, Twin Falls or Jerome are not required to complete the Certificate of Residency. Those counties collect funds through assessed taxes to fund the community college in their district).

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Resident Status

Residents of Idaho

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

1. Any student whose parents or court-appointed guardians are domiciled in the college district and provide more than 50% of his or her support. (Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where he or she lives without intending to establish a new domicile elsewhere). To qualify under this section, the parents or guardian must have resided continuously in the college district for 12 months preceding the opening day of the term for which the student matriculates.
2. Any student who receives less than 50% of his/her support from parents or legal guardians who are not residents of the college district for voting purposes, and who has continuously resided in the college district for 12 months preceding the opening day of the term for which the student matriculates.
3. The spouse of a person who is classified or is eligible for classification as a resident of the college district for the purpose of attending the college.
4. A member of the armed forces of the United States, stationed in the college district on military orders.
5. A student whose parents or guardians are members of the armed forces and stationed in the college district on military orders and who receives 50% or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.
6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.
7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established immediately prior to departure.

Verification is to be made to NIC not later than 10 days prior to the first day of enrollment. If verification is not received from the home county, the student must pay the non-resident fees.

Residents of Washington State Reciprocity

Matriculating students who are legal residents of the State of Washington may qualify for a reduction of out-of-state tuition under the terms of the reciprocity agreement between NIC and the State of Washington.

While any student may enroll at North Idaho College, only a limited number of students are awarded Washington reciprocity rates.

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

Western Undergraduate Exchange (WUE)

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

During the 1994/95 academic year the following western states are participating in this program for two-year institutions:

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

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

For information about either of these programs call or write:

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

Senior Citizens

Any individual 60 years old or older may obtain a North Idaho College Gold Card. The Gold Card allows the individual to enroll in credit classes at a 50 percent discount per credit hour. Materials, books, and special fees are full price. Noncredit classes require full fees regardless of age. The Gold Card may be picked up at the Office of Admissions in the Bonner Room, Student Union Building, 2nd floor.



Notes



Financial Information

Tuition and Fees Payment Procedures

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

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

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

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

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

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

Fees and Expenses

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

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

Estimated Costs Per Year*

Academic

Kootenai County Resident	
Tuition and Fees	\$980
Room and Board	\$3,310
Books and Supplies	500
	<hr/>
	\$4,790

Out-of-District	
Tuition and Fees ¹	\$980
(with approved home county assistance)	
Tuition and Fees	\$1,980
(without approved home county assistance)	
Room and Board	\$3,310
Books and Supplies	500
	<hr/>
Total with county assistance	\$4,790
Total without county assistance	\$5,790

¹(Home county is responsible for out-of-district fees for those students who have established residency within the county.)

Out-of-State	
Tuition and Fees ²	\$3,060
Room and Board	\$3,310
Books and Supplies	500
	<hr/>
	\$6,870

²Western Undergraduate Exchange students pay \$2,710.

17-or-more credits	
Idaho Residents	\$50 per credit
Out-of-State/Country	\$180 per credit

Applied Technology Programs

Idaho Resident	
Tuition and Fees**	\$980-1,153
Room and Board	\$3,310
Books and Supplies***	175-1,950
	<hr/>
	\$4,465 - 6,413

Out-of-State	
Tuition and Fees**	\$3,060-3,753
Room and Board	\$3,310
Books and Supplies***	175-1,950
	<hr/>
	\$6,545-9,013

- * These costs are estimates for the 1994-1995 year based on two semesters per year and 8-16 credits per semester.
- ** Tuition and fees vary with the length of program. The majority of programs are between 9 and 11 months.
- *** This figure varies with programs. It does not include the cost of tools required in many of the programs. Tool costs vary from program to program.

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



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

Part-Time Enrollment

Students enrolling for seven semester credits or less are assessed tuition and fees on a per-credit-hour basis.

- Kootenai County/Out-of-District**
with Certificate of Residency\$50 per credit
- Out-of-District**
without Certificate of Residency\$113 per credit
- Out of State**\$180 per credit

Special and Incidental Fees

- Application Fee**\$10
This one-time fee is required at the time of an application for admission to NIC as a matriculating (degree seeking) student. It is non-refundable and non-transferable.
- Credit by Examination Fee** (per credit hour)\$10
- GED Testing Fee**\$10 per test
- Parking Fee** (per year)\$10
- Special Course Fees**.....See class schedule for charges (Labs, Physical Education and Music)
- Transcript Fee**\$2
One official copy furnished upon request without charge. Additional copies, when requested, are \$2 per copy.
- Summer Session:**
Consult Summer Session Schedule for tuition and fees.
- Noncredit Special Interest Classes:**
Fees for noncredit classes differ for each class. A complete fee schedule is available on the course list published each semester.
- Room and Board (Dormitory per year)**
 - 14 meals per week\$3,180
 - 19 meals per week\$3,310

**FEES ARE SUBJECT TO CHANGE
WITHOUT NOTICE**

Deposits

Associate Degree Nursing Deposit\$75
The Nursing program deposit is due by May 1. It will be applied to the tuition and fee charges for the initial semester or term of enrollment. Deposits may be refunded if notification of cancellation is officially given to the Admissions Office on or before July 1. No refund will be given if a student withdraws after the prescribed deadline.

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

Applied Technology Program Deposit\$75
Upon acceptance to a specific applied technology program, students must submit a \$75 course deposit by May 1. Students accepted after May 1 must submit the deposit no later than 15 days after the date on the acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. Deposits may be refunded if notification of cancellation is officially given to the Admissions Office on or before August 1 (one month prior to the start of the regular fall semester) or June 1 for those programs beginning in July. No refund will be given if a student withdraws after the prescribed deadline. See page 46 for those programs that require a deposit.

Refund Policy

Full-time or part-time students who withdraw from credit classes will, on written application to the College Registrar at the time of withdrawal, receive refunds as follows: if withdrawal is made before the second day of the semester, 100 percent less \$10 will be refunded; within the first week of the school term, 75 percent will be refunded; after one week and within two weeks, 50 percent will be refunded; after two weeks, no refunds will be allowed.

Short-term classes meeting less than nine weeks will have the following refund schedule: if withdrawal is made within two days following the first class meeting, 100 percent less \$10 will be refunded; within days following the second class meeting, 50 percent will be refunded; after two days following the second class meeting, no refund will be allowed.



Financial Aid - What is it?

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

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

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

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

Eligibility For Financial Aid

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

Eligibility for *need-based* financial aid is determined by the student's computed financial need. Financial need represents the difference between the total cost of attendance and the amount the student and his/her family can afford to pay toward that cost—the Estimated Family Contribution. The total cost of attendance includes allowances for the cost of tuition and fees, books, supplies and tools, room and board (or rent and food), personal 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 application documents.

There is NO income cut-off for need-based financial aid.

A needs analysis formula established by the federal government is used and takes into consideration family size, number in college, unusual medical or dental expenses, as well as income and assets.

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

1. Have a high school diploma or GED certificate.
2. Be accepted for admissions into North Idaho College as a matriculated (degree seeking) student.
3. Not be in default on a Federal Perkins Loan, Federal Stafford Loan (formerly Guaranteed Student Loan), Federal Supplemental Loan for Students, Federal Parents Loan for Undergraduate Students made for attendance at North Idaho College, or any other educational institution.
4. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, or Federal State Student Incentive Grant previously used for attendance at North Idaho College or any other educational institution.
5. Be an American citizen, national, or permanent resident.
6. Certify that, if required, he has registered with Selective Service.
7. Maintain satisfactory academic progress toward his/her North Idaho College degree or certificate as defined by the North Idaho College Satisfactory Academic Progress Policy.

Financial Aid Satisfactory Academic Progress Policy

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

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

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



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

Degree/Certificate	Enrollment Status	Maximum Semesters
Associate Degree	Full Time (12 or more credits)	6
	Three Quarter Time (9 - 11 credits)	8
	Half Time (6 - 8 credits)	12
Technology Certificate	Any	5

Financial Aid Probation

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

Removal From Financial Aid Probation

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

Financial Aid Eligibility Suspension

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

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

Appeal

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

Applying For Scholarships

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

Applying For Financial Aid

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

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

Financial Aid Information

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

Other Financial Assistance Programs

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



Campus Services

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

Advising

769-3370

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

Bookstore

769-3364

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

Business Office

769-3344

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

Career Center

769-7700

The NIC Career Center, located on the second floor of the Student Union Building, offers a wide variety of services to help students and prospective students with all aspects of

career planning and job hunting. Career assessments are available to provide students with ideas for making meaningful career choices. The center also provides the latest information on career planning and job hunting, including information on careers related to every major offered at NIC. Names of community contacts are located in the Informational Interview notebook, which gives students an opportunity to ask career questions of someone working in that area. Assistance is also available to help students discover the hidden job market, write a resume that gets an interview, and then interview in a manner that gets the desired job. Call or stop by to begin the process of moving toward a satisfying and fulfilling career.

Center for New Directions

769-3445

The Center for New Directions (CND) provides activities, services, and assistance in a variety of areas. Services include personal, educational and vocational counseling, community and campus information and referrals, workshops and support groups. Special classes and opportunities for displaced homemakers, homemakers and single parent classes are offered as well. While aimed primarily at women, the CND is available to all.

Children's Center

769-3471

The NIC Children's Center is located in the Lakeside Center behind the gymnasium and is open weekdays from 7 a.m. to 4:45 p.m. Students with children from 2 -1/2 to 5 years of age may receive child care at very reasonable half-day or full-day rates. Child care is education-based with developmental activities provided by qualified and caring instructors. Applications can be obtained at the Children's Center and should be submitted early since space is limited.

Computer Labs

Central Labs Library/Computer Center 769-3280
Macintosh Lab Boswell Hall, Rm 204 769-3331

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

Counseling

769-3370

Counselors are available for free, confidential help with personal problems, crises, stress, depression, or any matter of concern that might interfere with a student's success and emotional well-being.



Counselors offer assistance to students who desire support and direction in order to better understand themselves and cope with the varied demands that directly or indirectly affect their college experience. Assistance may be provided through person-to-person, confidential communication with a counselor, testing, and/or referral to an appropriate community resource.

Disabled Student Support

769-3370

Physically challenged students and students with learning disabilities can receive assistance from a counselor in Student Services who coordinates available support in meeting their educational needs.

Health Insurance

769-3367

Student Health Insurance is mandatory at North Idaho College. Each student enrolled in eight or more credits is assessed a fee for insurance at the time of registration. Students who show proof of adequate insurance from another source, may apply for a refund.

Information about the insurance and refund process will be available at registration.

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

If there are questions about insurance coverage and/or claims, contact the ASNIC representative at 769-3367.

Health Services

769-3370

A nurse practitioner is available weekdays for health consultation for students. Services include evaluation and treatment of minor injuries and acute health problems such as colds, flu, bladder infections, sexually transmitted diseases, etc. Reproductive health and general physical exams are also provided.

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

Health service visits are free to all students and are not related to their health insurance coverage. Students are responsible for some laboratory charges that are not covered by insurance. Health care services that extend beyond the scope of the nurse practitioner will be referred to a physician.

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

The Health Services office is located on the second floor of the Student Union Building.

International Student Advising

769-3381

The International Student Advisor is the official advisor for all international students. International students must contact this advisor for help with the following types of situations: academic advising, class scheduling and course add/drop, information regarding visa renewal, transfers to other schools, off-campus work permits and on-campus work prospects, validating student's I-20-ID, information regarding visits to neighboring countries, as well as interpretation and explanation of government laws and college regulations.

Job Location and Development

769-3368

The Job Location and Development program assists students with full-time and part-time employment. Current opportunities are posted in the student employment book, located in the Career Center in the Student Union Building. For additional information contact the Financial Aid Office.

The Learning Center

769-3450

The Learning Center is a friendly, caring environment for North Idaho College students and community members. Services are provided through courses, tutoring, workshops, computers and other instructional modes. Assistance is available at every level of ability including non-readers.

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

The Learning Center also features computer assisted instruction in reading, spelling, grammar, mathematics, and study skills. Computers are also used to identify student learning styles, explore and establish career goals, and assist with time management.

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

Vocational Special Needs is a program for students enrolling in vocational programs who need assistance in required core competency classes. An instructor is available to work individually and in small groups with vocational students during scheduled hours.

Free instruction is offered through Adult Basic Education for adults over 16 years of age who did not complete high school. Adult Basic Education students receive instruction in reading, writing, mathematics, careers and life skills. Students may also attain a GED or High School Equivalency certificate.



Learning Resources

769-3355

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

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

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

The Library houses approximately 38,000 volumes and 450 periodical titles. Videos, audio cassettes, and compact discs play an increasingly important role in supporting NIC's diverse curriculum. Enhanced computer and telecommunications capabilities include on-line database services, CD-ROM databases, a telefacsimile machine and telecommunications classroom.

The Library also offers a self-service copy center which houses copy machines, a transparency machine, paper cutters and other equipment needed to complete classroom assignments. Typewriters are available for student use in the Library's keyboarding room. Sixty-eight microcomputers are located in the second floor computer labs.

Legal Advice

769-3367 or 769-3370

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

Lost and Found

769-3310

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

Office of Campus Safety

Campus Parking & Vehicle Registration

769-3310 or (661-1899 after 5 p.m.)

The Office of Campus Safety is open 7 a.m. to 5 p.m. Monday through Friday and is located at 905 River Avenue.

Campus Nightwatch Services (661-1899) actively patrols the grounds, buildings and parking lots after 5 p.m. and will respond to any emergency or problem. If the situation presents a danger to persons or property call 911 (from a campus phone dial 9-911) for emergency assistance for fire, police or ambulance.

All matters concerning campus parking, parking permits, vehicle registration, special event set-ups, room openings, lost and found, custodial and grounds services, environmental health and safety information, emergency response, or issues dealing with campus safety, security and/or emergencies should be directed to this office.

Registrar's Office

769-3320

The Registrar's Office, located in the Bonner Room of the Student Union Building, serves the students, faculty and staff of the college community. The office registers students for classes, both credit and noncredit; records changes in student schedules; processes withdrawals from classes; maintains student transcripts and files; mails out grade reports; issues diplomas; and verifies enrollment for various student loan guarantors and the Veteran's Administration.

Special Populations Coordinator

769-3468

The Special Populations Coordinator provides on-campus coordination of services to Applied Technology special populations students and JOBS clients. This additional support is available on a one-time only, as-needed basis, or as an on-going resource for the duration of the student's program. Support services is determined by student/faculty need. The Special Populations Coordinator also serves as a liaison between faculty, students and service providers. Students are invited to phone or drop by the office located in the Applied Technology Administrative Center in the Hedlund Building.

Veterans Administration (VA) Educational Benefits

769-3281

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



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

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

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

Student Life

Campus Life

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

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

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

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

Student clubs are another important part of the ASNIC system. The Intra-Club Council oversees more than 30 established clubs at NIC. Some of these organizations include the Engineering Club, Pub Club (publications), Sailing Club, DEC, Rodeo Club, VICA, Welding Club,

International Student Relations Club, and many more. Clubs participate in many student activities and also get involved in volunteer projects in the local community.

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

Informal activities and socializing are regularly available through the Subway Game Room in the basement of the Edminster Student Union. A variety of electronic games, pool, and ping pong tables are provided, as well as a big screen TV lounge, typing room, and conversation tables. The Subway is also adjacent to all offices for ASNIC, Outdoor Adventures, and Intramural Sports.

Associated Student Body

769-3367

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

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

Student Handbook

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

Extracurricular Programs

North Idaho College attempts to provide as broad a range of student activities as justified by student participation. It is part of NIC's philosophy that these programs be open to all students regardless of previous experience.

ASNIC provides funds for many clubs and organizations on campus. For more information on any of these groups, visit the recreational office or call (208) 769-3366.

Student Identification Cards

All students enrolled at NIC will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. With



it you are able to access numerous areas on campus and enjoy a variety of events at a discount or free of charge.

You must present your ID card to check out books from the library, use the computer labs, check out equipment in the gym, rent equipment in the campus recreation office, or to cash checks in the Edminister Union Building

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

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

NIC Popcorn Forum

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science and the Associated Student Body governing board, was created in the spring of 1971 and has presented more than 280 lectures by national and international speakers over the past 24 years. The one-hour campus lectures deal with a variety of topics including: politics, UFO's, Big Foot, theology, the Bill of Rights, mysteries, women's issues, nuclear war, world travel, evolution and creation, psychology, DNA, human sexuality, and wildlife photography.

NIC Convocations

NIC Convocations entail various programs around a central theme planned by a committee of faculty members and students. The events include outside speakers, entertainers, movies, and exhibits. The Convocations Committee seeks outside grants to support these enriching seminars which add to NIC's curriculum.

NIC-TV Public Forum

Sponsored by the Learning Resources Department, the NIC-TV Public Forum television program is one of the longest running college produced TV programs in America. The "Public Forum" has been on the air since September, 1972. "Public Forum" is broadcast weekly and has produced more than 1,000 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAID (Boise), KIPT (Twin Falls) and KISU (Pocatello).

Sentinel

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

Trestle Creek Review

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

History and Folklife Center

The centrally located 1878 Fort Sherman Officers' Quarters, together with the powder keg museum and chapel, are a link to the days when Fort Sherman occupied the present site of the College. The History and Folklife Center serves students and the community in several ways:

- as a repository for publicly-donated materials regarding history and folk culture of this region and of ethnic groups within the community;
- as a center where these materials may be studied firsthand;
- as a clearinghouse for information and cooperative efforts among historical, genealogical and ethnic societies, institutions, and researchers or volunteers.

Directory Information

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

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

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



Housing

Shepperd/Gridley Hall

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

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

Residence hall information can be obtained through the Director's office in Shepperd/Gridley Hall (769-3409) or through Auxiliary Services (769-3361).

Application

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

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

Food Service

All residents are required to take meals in the dining facility at the Edminster Student Union. Two meal plans are provided.

Plan 19 Three meals a day, Monday through Friday; two meals on Saturday and Sunday.

Plan 14 Two meals a day, Monday through Sunday.

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

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

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

Room and Board Costs

As with tuition and fees, room and board costs are set on an annual basis by the College Board of Trustees. The room and board costs for the 1994-95 school year are \$3,310 (19 meal/week - double room) and \$3,180 (14 meal/week - double room).

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

Off Campus

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



Evening Credit Courses

Evening courses are offered on the central campus and at outreach sites. These classes carry full academic credit that may be used as lower division work toward an associate and/or baccalaureate degree, or for personal enrichment. The courses follow the same format as the regular day programs and are offered during fall and spring semesters.

Academic evening classes are open to any person eligible for admission to NIC (see Admissions Section, page 12). Regularly enrolled day students who so desire may take evening classes as part of their regular course load.

The tuition and fees for academic credit evening courses will ordinarily be the same as that for daytime credit courses. Charges may vary on the outreach campuses.

Evening course offerings are published in the Fall, Spring and Summer Class Schedules which are available from NIC offices or at local libraries. Requests for specific information on evening academic classes should be made to the Office of Instruction by phoning (208) 769-3403.

Outreach Credit Courses

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

Summer Credit Courses

Offered on the central campus, these one-week to eight-week classes carry full academic credit that may apply to lower division work toward an associate and/or baccalaureate degree. Students may also choose a summer school class for their own enjoyment or personal enrichment. See the NIC Admissions Policy and Class Schedule for details on summer classes or phone (208) 769-3400 for information.

Workforce Training and Community Education

NIC's Workforce Training and Community Education Department offers "something for everyone." Over 4,000 students enroll annually in a wide variety of courses which offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are non-credit and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

Workforce Training

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

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

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

Customized Training

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

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

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

Community Education

The Office of Community Education offers special interest, non-credit courses to residents of the community. Class participants may cultivate a hobby, develop a skill, learn about an interesting subject, or simply enjoy a new activity. The wide range of courses is a result of requests from the community and are specially designed to be practical and enjoyable learning activities.

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

The Community Education Office also coordinates the annual Elderhostel program and sponsors a variety of



events and classes designed at the requests of students and instructors.

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

Idaho Small Business Development Center (ISBDC)

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

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

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

Continuing Education Unit

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

Each CEU represents 10 contact hours of participation in an organized community education experience under responsible sponsorship, capable direction, and qualified instructors. Community education, as used in this definition, includes all learning experiences in organized formats that impart 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.

Learning Center/ General Education Development/ Adult Basic Education

The Learning Center is a friendly, caring environment for North Idaho College students and community members. Services are provided through courses, tutoring, workshops, computers and other instructional modes. Assistance is available at every level of ability including non-readers.

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

The Learning Center also features computer assisted instruction in reading, spelling, grammar, mathematics, and study skills. Computers are also used to identify student learning styles, explore and establish career goals, and assist with time management.

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

Vocational Special Needs is a program for students enrolling in vocational programs who need assistance in required core competency classes. An instructor is available to work individually and in small groups with vocational students during scheduled hours.

Free instruction is offered through Adult Basic Education for adults over 16 years of age who did not complete high school. Adult Basic Education students receive instruction in reading, writing, mathematics, careers and life skills. Students may also attain a GED or High School Equivalency certificate. A fee is charge for taking the GED test. Complete information on the ABE/GED program may be obtained by calling the Adult Basic Education Program at (208) 769-3450.



International EFL Program

The English Foreign Language (EFL) program has three different levels of English fluency, from low intermediate (Level 3) to advanced (Level 5). A TOEFL (Test of English as a Foreign Language) score is not required to enter the program, and students successfully completing Level 5 may become full-time regular academic students.

An intensive 15 hours per week is spent in the classroom where a whole language approach is used. The program is divided into five classes with equal emphasis on Reading, Writing, Grammar, Listening & Tutorial, and Conversation.

Students applying must have studied English at least two years previously and have at least a limited understanding of English sentence structure and phonetics. Applicants must demonstrate that they are serious students who wish to achieve fluency in English. A transcript from the last high school or college attended is important, and low grades will disqualify an applicant. Applying students must also provide a health certificate, financial statement, and all other completed application forms before they can be issued an I-20 student visa required by United States Immigration.

*For admissions and fee information see the Admissions section, page 16.

For more information and applications, contact the
Office of Admissions
North Idaho College
1000 West Garden Avenue
Coeur d'Alene, Idaho, 83814 USA
(208) 769-3311 FAX (208) 765-2761

Correspondence Study

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



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 similar short courses is granted on the basis of one semester credit for 45 hours of scholarly activity.

Credit Enrollment Limits

The normal credit enrollment limit for students is 15 to 18 credit hours, provided the student is not engaged in outside employment. Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 16 credits will be assessed a per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have the written permission of the Dean of Students.

It is strongly recommended that summer school students take no more than 3-7 academic credits. Students taking more than seven academic credits will need an advising clearance through Student Services before being allowed to register.

College Transcript

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

Full-Time Classification

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

Freshman/Sophomore Classifications

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

Course Numbering System

001-099	Courses are non-transferable and do not apply toward academic associate degrees. They will count toward total credits for Certificates of Completion and may be required within some A.A.S. degrees.
100-199	Primarily for freshmen.
200-299	Primarily for sophomores.

Independent Studies

Students may register for Independent Study courses during the first four weeks of a regular semester or the first two weeks of a summer session. Independent studies may be either reading, or of project nature, and must be approved by the instructor, appropriate division chair, and dean. Enrollment requirements are available in the Registrar's Office.

Credit by Examination

1. Challenge for Credit

A student enrolled at NIC may petition to challenge courses based on work done through private study and/or employment or to validate courses taken at 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 which a student has previously taken for credit or audited or in which he/she is currently enrolled or has been previously enrolled. Credit will be granted provided the student earns a grade of C or better. Neither grades nor credits earned through the challenge process will be counted in any given semester to determine load or grade point average, nor will they be included in computing cumulative grade point averages. Only currently enrolled students may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

2. CLEP Exam

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



3. *Advanced Placement Examinations*

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

Academic Probation, Suspension and Disqualification

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

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

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

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

Suspension—A student on academic probation will be suspended for one semester at the end of a probationary semester if he/she does not attain an NIC cumulative grade point average of at least 1.75 or a semester grade point average of at least 2.00. A student suspended after Fall semester may not enroll in classes the following Spring semester. Anyone suspended after Spring semester may not enroll in classes the following Fall semester. A student on suspension may take classes during a Summer session. If summer grades bring the overall grade point average up to 1.75, the student may appeal the suspension to the Admissions and Academic Standards Committee.

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

by the Admissions and Academic Standards Committee. However, a student who has been disqualified may take classes during a Summer session.

Academic Renewal

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

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

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

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

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

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

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

Audit

A student may enroll in any lecture class on an audit basis. The student is expected to attend classes on a regular basis, but will not participate in the class and will not



receive credit for the class. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The fees for auditing a course are the same as if a student were enrolling for credit. Course enrollment may be changed from credit to audit only during the add/drop period. With the instructor's permission, course enrollment may be changed from audit to credit during the first four weeks of the semester or the first two weeks of a Summer session.

Grading Procedure

Grades Issued

1. Final grades are reported as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W (withdrawal according to proper procedure), I (incomplete work of passing grade), S (satisfactory—for courses numbered below 050 and other designated courses), U (unsatisfactory—for courses in which an S is given). An S grade requires the equivalent of at least C (2.00) work.

2. In the computation of grade point averages, the following scale is used: A = 4.00, A- = 3.70, B+ = 3.30, B = 3.00, B- = 2.70, C+ = 2.30, C = 2.00, C- = 1.70, D+ = 1.30, D = 1.00, D- = .70, F = 0.00. Courses in which W, S, U, or I grades have been earned are not included in the calculation.

Grade Changes

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

Incompletes

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

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

Withdrawals

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

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

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

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

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

Instructor Initiated Withdrawal

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

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Student Appeals

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

Repeating a Course

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

Physical Education Requirements

All A.A. and A.S. degrees require two semester 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. Two credits will meet the P.E. requirements for the A.A. and A.S. degrees.

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

All students, regardless of age, must meet all physical education requirements.

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

Transcript Request

Upon completion of college credit courses, a student may have his/her record of credits and general credentials transferred to any other institution. A special form provided for this purpose is made out by the Registrar and sent directly to the institution indicated. The transcript includes the college courses, grades, credits, grade point average

and notation of program completion. Students are urged to consult with the Office of the Registrar for further details. Each student is entitled to one free copy of his or her transcript. Additional copies will require the payment of a special fee. It should be noted that the signature of the student is required by Federal law for release of the transcript.

Class Schedule Changes

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

Examinations

In general, students missing a regularly scheduled examination will be given the opportunity to make up the examination, provided the reason for the absence is considered valid by the instructor involved.

Dean's List (Honor Roll)

To qualify for the Dean's List, students must earn a semester GPA of 3.75 or higher and receive grades of A, B, C, D, or F in 80% or more of their classes.

Attendance

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

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

Conduct

Students are expected to read and comply with the *North Idaho College Student Conduct and Discipline Code* which may be found in the Student Handbook. This handbook is distributed at the time of registration. If a copy of the handbook is not received during registration, the student should obtain a copy from Student Services.



Information for Transfer Students

North Idaho College has "articulation" agreements with all Idaho public colleges and universities which mean students who have received either NIC's Associate of Arts (A.A.) or Associate of Science (A.S.) Degree transfer with junior standing. A similar agreement exists with Eastern Washington University and Gonzaga University for graduates of NIC's A.A. degree.

Most four-year institutions require one-half of the total required bachelor degree credits to be upper division courses (300-400 level). In addition to the core requirements fulfilled by NIC's A.A. or A.S. degree, some programs may require specific lower division courses (100-200 level) within the student's major. Determination of required courses should include an early consultation with the transfer institution's catalog. To help with planning prior to the selection of a transfer institution, many suggested transfer programs are included in the Program Guidelines section of this catalog which begins on page 47.

Requirements for the A.A. and A.S. degrees are listed below. Degree selection should be determined primarily by where the student intends to transfer. Students transferring to Eastern Washington University or Gonzaga University should fulfill A.A. requirements. Students who are not sure where they may transfer should also consider the A.A., since its many core areas and use of traditional and widely accepted course options provide a strong transfer preparation. Students who know where they plan to transfer (other than E.W.U. and Gonzaga) could consider the A.S. degree. Its wide range of course options and greater number of elective credits make it very versatile in adapting to the requirements of almost all transfer programs.

Careful planning is an important factor in the efficient transfer of credits. Earning an A.S. or A.A. degree provides a rewarding structure for planning and assures fulfillment of most or all core requirements at transfer schools.

Associate of Arts and Associate of Science Degree Goals

- Goal 1: To express ideas in clear, logical, and grammatically correct written English.
- Goal 2: To express ideas clearly, correctly, logically, and persuasively in spoken English.
- Goal 3: To gain an understanding of mathematics as a language in which to express, define, and answer questions about the world.
- Goal 4: To understand how the biological and physical sciences explain the natural world.
- Goal 5: To understand the creative processes, the aesthetic principles, and the historical traditions of one or more of the fine arts.
- Goal 6: To understand how major works of literature explore the human condition and examine human values.
- Goal 7: To understand how major philosophies influence human thought and behavior.
- Goal 8: To understand the history and culture of Western Civilization.
- Goal 9: To understand cultures other than those of the United States and/or develop communication skills in a foreign language.
- Goal 10: To understand how political and/or economic organization, structures, and institutions function and influence human thought and behavior.
- Goal 11: To understand how people function within society.



ACADEMIC REGULATIONS

The Associate of Arts (A.A.) Degree

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

- 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*
- satisfy distribution requirements listed below, with a grade of C- or better in each course.

ENGLISH COMPOSITION REQUIREMENT

Complete these two courses (6 Credits)

___ ENGL 103	English Composition*	3
___ ENGL 104	English Composition	3

*Students must pass the competency exam before registering for English 104

COMMUNICATION REQUIREMENT

Complete this course (3 Credits)

___ COMG 131	Introduction to Speech	3
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CRITICAL THINKING REQUIREMENT

Complete this course (3 Credits)

___ PHIL 120	Logic & Critical Thinking	3
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MATHEMATICS REQUIREMENT

Complete one of the following (3-5 Credits)

___ MATH 115	Finite Mathematics	4
___ MATH 120	Contemporary Mathematics	3
___ MATH 135	Math for Elementary Teachers	3
___ MATH 155	Precalculus	5
___ MATH 160	Survey of Calculus	4
___ MATH 180	Analytic Geom & Calc I	4

COMPUTER SCIENCE REQUIREMENT

Complete one of the following (2-3 Credits)

___ BUSA 100	Introduction to Computers	3
___ CS 100	Introduction to Computers	3
___ CS 102	Intro to Computers/Educators	3
___ CS 125	Introduction to BASIC	2
___ CS 150	Computer Science I	3
___ CS 185	Intro to Numerical Computing with FORTRAN	3
___ CS 201	Intro to Computer Algorithms	3

LABORATORY SCIENCE REQUIREMENT

Complete two courses from two groups (8 Credits)

Group 1

___ BIOL 100	Fundamentals of Biology	4
___ BIOL 175	Human Biology	4
___ BIOL 201	Intro to Life Sciences	4
___ BIOL 231	General Ecology	4
___ FORS 221	Forest Ecology	4
___ FORS 221	Forest Ecology	4

Group 2

___ CHEM 107	Basic Concepts of Chemistry I	4
___ CHEM 111	Principles of Chemistry I	4

Group 3

___ GEOG 100/101	Physical Geography	4
___ GEOL 101/102	Physical Geology	4

Group 4

___ PHYS 101	Fund of Physical Science	4
___ PHYS 103/104	Elementary Astronomy	4
___ PHYS 113/115	General Physics I	4

ARTS and HUMANITIES REQUIREMENT

Complete one course in each group (6 Credits)

Group 1

___ ART 101	Survey of Art I	3
___ ART 102	Survey of Art II	3
___ ART 103	Art Appreciation	3
___ CINA 126	Film and International Culture	3
___ HUMN 101*	Montage: Intro to the Humanities	3
___ MUS 125	Survey of Music	3
___ MUS 251	Introduction to Music History	3
___ THTR 101	Introduction to the Theatre	3

Group 2

___ ENGL 111	Literature of Western Civilization	3
___ ENGL 112	Literature of Western Civilization	3
___ ENGL 175	Introduction to Literature	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
___ HUMN 101**	Montage: Introduction to the Humanities	3

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



Associate of Arts Degree (continued)

PHYSICAL EDUCATION REQUIREMENT

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

SOCIAL SCIENCE REQUIREMENT

Complete one course in each group (12 Credits)

Group 1

___ ANTH 120	Social and Cultural Anthro	3
___ PSYC 100	Introduction to Psychology	3
___ SOC 110	Introduction to Sociology	3

Group 2

___ ECON 151	Principles of Economics (Macro)	3
___ ECON 152	Principles of Economics (Micro)	3
___ POLS 101	American Nat'l Government	3
___ POLS 105	Intro to Political Science	3

Group 3

___ HIST 101	History of Civilization	3
___ HIST 102	History of Civilization	3
___ HIST 111	U.S. History	3
___ HIST 112	U.S. History	3

Group 4

___ ANTH 110	Intro to Physical Anthropology	3
___ ANTH 230	Intro to Arch & World Prehistory	3
___ POLS 102	State & Local Government	3
___ PSYC 205	Developmental Psychology	3
___ PSYC 218	Research in Behavioral Science	4
___ SOC 220	Marriage and Family	3
___ SOC 230	Social Problems	3

CULTURAL DIVERSITY REQUIREMENT

Complete one of the following (3-4 Credits)

___ ANTH 225	Native People of North America	3
___ FLAN 207	Contemporary World Cultures	3
___ FREN 201	Intermediate French	4
___ FREN 202	Intermediate French	4
___ GERM 221	Intermediate German	4
___ GERM 222	Intermediate German	4
___ SPAN 281	Intermediate Spanish	4
___ SPAN 282	Intermediate Spanish	4

Non-core Elective Requirement

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

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

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

- 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

- satisfy the *distribution requirements* listed below, with a grade of C- or better in each course.

ENGLISH COMPOSITION REQUIREMENTS

Complete these two courses (6 credits)

<input checked="" type="checkbox"/> ENGL 103*	English Composition	3
<input type="checkbox"/> ENGL 104	English Composition	3

*Students must pass the competency examination before registering for English 104.

LABORATORY SCIENCE REQUIREMENT

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

<input type="checkbox"/> BACT 250	General Microbiology	4
<input type="checkbox"/> BIOL 100	Fundamentals of Biology	4
<input type="checkbox"/> BIOL 175	Human Biology	4
<input type="checkbox"/> BIOL 201	Introduction to Life Sciences	4
<input type="checkbox"/> BIOL 231	General Ecology and Lab	4
<input type="checkbox"/> BTNY 203	General Botany	4
<input type="checkbox"/> BTNY 241	Systematic Botany	4
<input type="checkbox"/> CHEM 103	Prep for College Chemistry	4
<input type="checkbox"/> CHEM 107	Basic Concepts of Chemistry I	4
<input type="checkbox"/> CHEM 111	Principles of Chemistry I	4
<input type="checkbox"/> CHEM 112	Principles of Chemistry II	5
<input type="checkbox"/> CHEM 114	Gen Chemistry	4
<input type="checkbox"/> ENSI 119/120	Intro to Envir Science and Lab	4
<input type="checkbox"/> FORS 221	Forest Ecology	4
<input type="checkbox"/> GEOG 100/101	Physical Geography and Lab	4
<input type="checkbox"/> GEOL 101/102	Physical Geology and Lab	4
<input type="checkbox"/> GEOL 106/107	Historical Geology and Lab	4
<input type="checkbox"/> PHYS 101	Fund of Physical Science	4
<input type="checkbox"/> PHYS 103/104	Elementary Astronomy and Lab	4
<input type="checkbox"/> PHYS 113/115	Gen Physics I and Lab	4
<input type="checkbox"/> PHYS 114/116	Gen Physics II and Lab	4
<input type="checkbox"/> PHYS 210/212	Engineering Physics and Lab	4
<input type="checkbox"/> PHYS 220/223	College Physics I and Lab	4
<input type="checkbox"/> PHYS 221/224	College Physics II and Lab	4
<input type="checkbox"/> ZOOL 107	Human Anatomy and Physiology	4
<input type="checkbox"/> ZOOL 108	Human Anatomy and Physiology	4
<input type="checkbox"/> ZOOL 202	General Zoology	4

SOCIAL SCIENCE & ARTS & HUMANITIES REQUIREMENTS

Complete 15 credits from the following two lists of courses.

Social Science: At least 6 credits, including courses from 2 different disciplines

<input checked="" type="checkbox"/> ANTH 110	Intro to Physical Anthropology	3
<input type="checkbox"/> ANTH 120	Social & Cultural Anthropology	3
<input type="checkbox"/> ANTH 225	Native People of North America	3
<input type="checkbox"/> ANTH 230	Intro to Arch & Wrld Prehistory	3
<input type="checkbox"/> ECON 151	Principles of Economics (Macro)	3
<input type="checkbox"/> ECON 152	Principles of Economics (Micro)	3
<input type="checkbox"/> HIST 101	History of Civilization	3
<input type="checkbox"/> HIST 102	History of Civilization	3
<input type="checkbox"/> HIST 111	U.S. History	3
<input checked="" type="checkbox"/> HIST 112	U.S. History	3
<input type="checkbox"/> POLS 101	American Nat'l Government	3
<input type="checkbox"/> POLS 102	State and Local Government	3
<input type="checkbox"/> POLS 105	Intro to Political Science	3
<input checked="" type="checkbox"/> PSYC 100	Intro to Psychology	3
<input type="checkbox"/> PSYC 205	Developmental Psychology	3
<input type="checkbox"/> PSYC 218	Research in Behavioral Sciences	4
<input type="checkbox"/> SOC 110	Introduction to Sociology	3
<input type="checkbox"/> SOC 220	Marriage and Family	3
<input type="checkbox"/> SOC 230	Social Problems	3

Arts and Humanities: At least 6 credits including courses from 2 different disciplines.

<input type="checkbox"/> ART 101	Survey of Art I	3
<input type="checkbox"/> ART 102	Survey of Art II	3
<input type="checkbox"/> ART 103	Art Appreciation	3
<input type="checkbox"/> CINA 126	Film and International Culture	3
<input type="checkbox"/> ENGL 111	Literature of Western Civilization	3
<input type="checkbox"/> ENGL 112	Literature of Western Civilization	3
<input type="checkbox"/> ENGL 175	Introduction to Literature	3
<input type="checkbox"/> ENGL 267	Survey of English Literature	3
<input type="checkbox"/> ENGL 268	Survey of English Literature	3
<input type="checkbox"/> ENGL 277	Survey of American Literature	3
<input type="checkbox"/> ENGL 278	Survey of American Literature	3
<input type="checkbox"/> FLAN 207	Contemporary World Culture	3
<input type="checkbox"/> HUMN 101	Montage: Intro to the Humanities	3
<input checked="" type="checkbox"/> MUS 125	Survey of Music	3



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

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

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

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

Take 6 credits from the following:

Communications

Course		Credit Hours
ENGL 099*	Fundamentals of Writing	3
ENGL 103/104	English Composition	6
ENGL 202	Technical Writing	3
ENGL 272**	Business Writing	3
COMG 131	Introduction to Speech	3
COMG 200	Human Potential	2
A TEC 110	Successful Job Search	1

Take 6 credits from the following:

Economics

Course		Credit Hours
ECON 151	Principles of Economics	3
BUSA 100	Introduction to Computers	3
BUSA 110	Small Business Accounting	3
BUSA 111	Small Business Accounting	3
BUSA 127	Introduction to Business	3
BUSA 130	Principles of Management	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
CS 100	Introduction to Computers	3

Human Relations

SOC 110	Introduction to Sociology	3
SOC 230	Social Problems	3
PSYC 100	Introduction to Psychology	3

* Will count toward A.A.S. degree, but is not a transferrable credit.

** Prerequisite: English 103 or permission of instructor.

Certificate of Completion

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



Graduation

Awards for completion of programs will be granted according to the graduation requirements listed below.

Application for Graduation

Candidates for graduation at the annual spring commencement exercises must file an Application for Graduation form with the Registrar no later than January 15 of the year in which they wish to graduate. Candidates for graduation at other times during the year should file an Application for Graduation at least one month prior to the end of the semester or summer session in which they will complete the requirements for a degree or certificate.

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

North Idaho College students who complete requirements for an associate degree or certificate of completion may graduate under the requirements defined in any catalog in effect during enrollment for the four years previous to graduation.

Credit Limitations

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

- (a) 24 credits earned by examination.
- (b) 32 credits earned by correspondence or examination.

Second Associate Degree

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

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



College Transfer Programs

The following curriculum programs are recommended for community college students wishing to transfer to major programs of study at four-year colleges or universities. Because specific course requirements and curriculum requirements vary at each college and university, students are encouraged to consult with their advisors so the curricula in which they enroll at NIC is compatible with those of the college or university to which they plan to transfer. Advisors can assist planning for students who are unsure of a transfer major or who want to pursue a major that is not listed in this catalog.

Transfer Credit Hours

Academic credits earned in college transfer programs at NIC are accepted at area colleges. Most four-year institutions require one-half of the total number of credits for the baccalaureate degree to be taken at the upper-division level. Generally, 64 credits, or one-half of the total number of credits required for the student's intended baccalaureate degree, may be taken at junior or community colleges. NIC students transferring to an in-state four-year institution may transfer up to 70 credits towards a baccalaureate degree.

Students attending NIC are cautioned that it is the responsibility of each student to know the requirements of the four-year college or university to which they intend to transfer and to meet those requirements.

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PROGRAM GUIDELINES

Applied Technology/ Occupational Programs

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

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

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

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

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

Some programs require electives in the areas of communications, economics, and human relations (see page 42). Students should consult an advisor or Student Services for assistance in setting up their program of study.

Guide to Applied Technology/ Occupational Programs

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**Limited Enrollment. Early application is encouraged. A \$75 deposit is required for these programs after the student has been accepted. Please contact the Admissions Office for further information.*



Allied Health

Mental Health Technician Applied Technology/Occupational Program

The Mental Health Technician program is an 11-month certificate program designed to train students for direct care positions working with individuals who are mentally ill, emotionally ill, or developmentally disabled. Populations include children, adolescents, adults, and the elderly in hospital and community settings. The curriculum includes basic college coursework (English, psychology, sociology, interpersonal communication); specialized Mental Health Technician courses addressing human problems that result in situational or developmental crises (family abuse, rape, loss of significant others, work, health); and mental disorders, including mental retardation, eating disorders, schizophrenia, depression, mania, substance abuse, personality disorders, and anxiety disorders. Field experiences will assist the students to develop basic skill in communication and interviewing techniques, establishing helping relationships, mental/social status assessment, designing and implementing therapeutic patient group activities, and managing problematic behaviors (anger, manipulation, compulsiveness, dependence). Self awareness, ethical and legal issues will also be addressed.

This program has a selective admissions process with 12-16 students admitted to the certification field experience each year. Applicants for the field experience must be nursing assistants and CPR certified. Students must provide documentation showing completion of MATH 030 or its equivalent, or recent (within last two years) ASSET scores indicating placement in MATH 101, Intermediate Algebra. Courses required prior to the field experience are open to all students who meet specific course prerequisites.

Applications to the field experience are due by April 3 of each year for the Summer session which begins the first week of June. For further information, contact the Allied Health Division at (208) 769-3279.

Certificate of Completion

First Semester

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health.	1
HSS 101	Introduction to Human Services	2
HSS 102	Introduction to Human Services Lab	1
PSYC 100	Introduction to Psychology	3
ENGL 103	English Composition	3
COMG 101	Interviewing Techniques	2
COMG 233	Interpersonal Communication	3
BUSO 107	Medical Terminology/Anatomy	2

Second Semester

ALTH 105	Infection Prevention	2
PSYC 211	Abnormal Psychology	3
COMG 236	Small Group Dynamics	3
HSS 108	Helping Skills Lab	1
MLTH 106	Mental Health Tech I	2
MLTH 107	Mental Health Tech Lab	1
MLTH 120	Orientation to Field Experience	1
PHIL 292	Ethics in Health Care	3

Summer Session (10 weeks)

A TEC 110	Successful Job Search	1
MLTH 121	Mental Health Field Experience	7
MLTH 122	Practicum Seminar	3
TOTAL		44

Human Services

Applied Technology/Occupational Program

The Human Services Associate of Applied Science Degree is designed to train paraprofessional workers to assist in meeting broad human needs within the community. Human service worker roles include advocacy, case management, outreach, behavior change; teacher, caregiver, and assistant to specialists. Jobs might be found in group homes and half-way houses; correctional, mental retardation, and community health centers; family, child, and youth service agencies; and programs concerned with alcohol, drug abuse, family violence, and aging. Depending on the employment setting, job titles and duties vary a great deal.

The Human Services A.A.S. degree program has a selective admissions process with 12-16 students admitted to the field experience every other year. Course work requirements prior to field experience are open to all students who meet specific course prerequisites. The program is designed to enable a student with a Mental Health Certificate to complete requirements for the A.A.S. degree in one year. While the A.A.S. option does not require completion of the Mental Health Technician certificate, the certificate is strongly recommended for any student seeking employment in the direct care role. *Students successfully completing the Mental Health Technician Certificate will be given priority status for the A.A.S. program acceptance.*

The deadline for submitting completed application packets is April 3 of even-numbered years for admission into the Human Services field experience beginning the following fall semester. Contact the Allied Health Division at (208) 769-3279 for further information about this program.

Associate of Applied Science Degree

First Year

Fall Semester

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health.	1



PROGRAM GUIDELINES

HSS 101	Introduction to Human Services	2
HSS 102	Introduction to Human Services Lab	1
PSYC 100	Introduction to Psychology	3
ENGL 103	English Composition	3
COMG 233	Interpersonal Communication	3

Spring Semester

HSS 120	Orientation to Field Experience	1
ALTH 105	Infection Prevention	2
HSS 108	Helping Skills Lab	1
PSYC 211	Abnormal Psychology	3
COMG 236	Small Group Dynamics	3
COMG 101	Interviewing Techniques	2
PHIL 292	Ethics in Health Care	3

Second Year

Fall Semester

HSS 220	Crisis Theory & Intervention	3
HSS 221	Field Experience and Seminar I	5
SOWK 240	Introduction to Social Welfare	3
ENGL 104	English Composition	3
or ENGL 202	Technical Writing	(3)

Spring Semester

HSS 230	Case Management	3
HSS 231	Field Experience and Seminar II	5
SOC 155	Drug Abuse: Fact, Fiction, Future	3
BIOL 175	Human Biology	4
CS/BUSA 100	Introduction to Computers	3

Summer Session

SOC 110	Introduction to Sociology	3
or SOC 230	Social Problems	(3)
PSYC 205	Developmental Psychology	3
TOTAL		66

Pharmacy Technician

Applied Technology/Occupational Program

The Pharmacy Technician program prepares its graduates for positions working under the supervision of a licensed and registered pharmacist in retail, wholesale, and medical facilities. Students completing the program will have a basic understanding of anatomy, physiology, medical terminology, and the therapeutic classification and use of the top 200 drugs. Students will develop skill in pharmaceutical preparation, maintaining patient profiles or records, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technician program has a selective admissions process with 8-12 students admitted to the pharmacy course work and practicum which begins in the

spring semester of odd numbered years. Course requirements prior to the pharmacy courses are open to all students who meet specific course prerequisites. The Certificate of Completion can be obtained in an 11-month course of study. The Associate of Applied Science Degree can be obtained in two additional semesters.

The deadline for submitting completed application packets is October 25 in even-numbered years for admission to the program beginning the following spring semester. Contact the Allied Health Division at (208) 769-3279 for further information.

Certificate of Completion

Fall Semester

Course	Title	Credit Hours
ALTH 101	Introduction to Allied Health	1
ALTH 102	Introduction to Allied Health Lab	1
BIOL 175	Human Biology	4
ALTH 097	Math for Allied Health Workers	1
BUSO 107	Medical Terminology/Anatomy	2
ENGL 103	English Composition	3
or ENGL 202	Technical Writing	(3)
COMG 233	Interpersonal Communication	3
PHAR 110	Pharmacy Law	1

Spring Semester

Prerequisite to PHAR 150 and above is admission into the program.

ALTH 105	Infection Prevention	2
PHIL 292	Ethics in Health Care	3
PHAR 150	OTC & Prescription Drugs	4
PHAR 170	Pharmacy Technology	4
PHAR 180	Pharmacy Practicum I	3
PHAR 181	Practicum Seminar I	1

Summer Session (10 weeks)

ATEC 110	Successful Job Search	1
PHAR 185	Pharmacy Practicum II	7
PHAR 186	Practicum Seminar II	1
TOTAL		42

Associate of Applied Science

Second Year

Fall Semester

PHAR 203	Advanced Pharmacy Lab	1
PHAR 221	Pharmacy Internship	1-6
PSYC100	Introduction to Psychology	3
CS/BUSA 100	Introduction to Computers	3
MATH 101	Intermediate Algebra	4
ENGL 104	English Composition	3



Spring Semester

PHAR 222	Pharmacy Internship	1-6
COMG 236	Small Group Dynamics	3
BUSO 115	Records System Management	3
ECON 151	Principles of Economics	3
CHEM 103/107	Chemistry/Basic Concepts of Chemistry	4
TOTAL		33
TOTAL CREDITS FOR AAS DEGREE		75

Anthropology

Transfer Program

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

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
ANTH 110	Introduction to Physical Anthropology	3
ANTH 120	Introduction to Social and Cultural Anthropology	3
ANTH 225	Native People of North America	3
ANTH 230	Introduction to Archaeology and World Prehistory	3
ANTH 299	Anthropology Independent Study	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Mathematics Elective (MATH 120, MATH 251, or BUSA 251 recommended)	3-4
	*Computer Science Elective	3
	*Laboratory Science Electives	8
	*Social Science Electives	6
	*Arts and Humanities Electives	6
	General Electives	9
TOTAL		64-65

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

Art

Transfer Program

The Art Department is structured as a broad introduction to the nature, vocabulary, media, styles, and themes of the visual arts. Students pursuing an art major and transferring credit to a four-year institution may complete all basic art requirements during their attendance at NIC or may pursue an A.A.S. degree in commercial art (Page 56).

In addition, the department of art's curricula program is founded on three major concerns: development of the highest levels of individual artistic awareness and personal aesthetics; the provision of courses for all students in developing cultural understanding and aesthetic appreciation; and the Union Gallery as a center of emphasis and resource for the visual arts in the cultural activities of both NIC and the northern Idaho panhandle region.

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

Associate of Arts Degree

Course	Title	Credit Hours
ART 103	Art Appreciation	3
ART 121	Design and Creative Process I	3
	Art Electives	11-15
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Laboratory Science Electives	8
	*Mathematics Elective	3-4
	*Social Science Electives	12
	*Computer Science Elective	2-3
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3
TOTAL		65-71

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

Associate of Science Degree

Course	Title	Credit Hours
ART 103	Art Appreciation	3
ART 111/112	Drawing I and II	4
ART 121/122	Design and Creative Process	6

continued...



PROGRAM GUIDELINES

ART 217	Life Drawing I	3
ART 231/232	Beginning Painting I and II	6
ART 241	Sculpture I	3
ART 261	Ceramics I	3
ART 281	Watercolor I	3
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	Art Elective (ART 251 recommended)	3
	*Arts and Humanities Elective	3
	*Laboratory Science Electives	8
	*Mathematics Elective	3-4
	*Social Science Electives	6
	General Electives (PHTO 281 recommended)	6
	TOTAL	71-72

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

Auto Body Technology

Applied Technology/Occupational Program

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

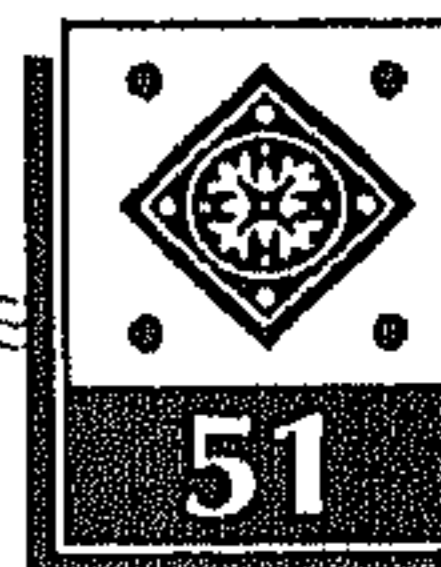
Each day includes one hour of theory and six hours of in-shop practice. Under the instruction and supervision of a qualified instructor, the student will learn and work in conditions similar to those found in the work place. Excellent individual instruction can occur because of the small number of students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

All phases of refinishing, including clear coats; welding, including MIG; body panel repair; estimating; panel and glass replacing; unibody and frame aligning; electrical diagnosing and repair; and many other related subjects are covered in detail. Health and safety are promoted in the shop, along with learning to do quality work.

A general education component consisting of communications, occupational relations, how to get a job, and computational skills (i.e., math for estimates, etc.) is also taught.

Certificate of Completion

First Semester		
Course	Title	Credit Hours
ABRR 151	Body & Fender Theory	2
ABRR 151L	Body & Fender Lab	10
MATH 097	Computational Skills	1
Second Semester		
ABRR 152	Body & Fender Theory	2
ABRR 152L	Body & Fender Lab	10
ENGL 095	Communication Skills	1
A TEC 109	Occupational Relations	1
A TEC 110	Successful Job Search	1
Summer Session		
ABRR 153	Body & Fender Theory	1
ABRR 153L	Body & Fender Lab	3
	TOTAL	32



Automotive Technician

Applied Technology/Occupational Program

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

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

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

Due to the complexity of today's cars, the service manuals used in the industry require a high degree of reading skill and comprehension. Skill-building courses are available in those areas and others, if necessary. Successful completion of each semester is required for admission to the next.

Certificate of Completion

First Semester

Course	Title	Credit Hours
ATDT 100	Orientation/Safety	1
ATDT 110	Brakes Fundamentals	1
ATDT 120	Powertrain Fundamentals	4
ATDT 130	Gas Engine Fundamentals	4
ATDT 105L	Auto/Diesel Lab	5
AUTO 100	General Shop Practices	1
AUTO 110	Automotive Brakes	1
AUTO 120	Alignment Principles	1
AUTO 115L	Auto Lab	5
MATH 035	Technical Math	3
ATEC 119	Occupation Relations/Work Ethics	2

Second Semester

ATDT 140	Electrical System Fundamentals	6
ATDT 150	Wiring Fundamentals	2
ATDT 160	Tune-Up Fundamentals	2
ATDT 106L	Auto/Diesel Lab	5
AUTO 125	Steering/Suspension	2
AUTO 116L	Auto Lab	4
ENGL 099	Fundamentals for Writing	3
ATEC 110	Successful Job Search	1

Summer Session

AUTO 195	Specialization Study	1
AUTO 117L	Auto Lab	3
TOTAL	57

Associate of Applied Science Degree

First Year

First Semester

Course	Title	Credit Hours
ATDT 100	Orientation/Safety	1
ATDT 110	Brakes Fundamentals	1
ATDT 120	Powertrain Fundamentals	4
ATDT 130	Gas Engine Fundamentals	4
ATDT 105L	Auto/Diesel Lab	5
AUTO 100	General Shop Practices	1
AUTO 110	Automotive Brakes	1
AUTO 120	Alignment Principles	1
AUTO 115L	Auto Lab	5
MATH 035	Technical Math	3
ATEC 119	Occupation Relations/Work Ethics	2

Second Semester

ATDT 140	Electrical System Fundamentals	6
ATDT 150	Wiring Fundamentals	2
ATDT 160	Tune-Up Fundamentals	2
ATDT 106L	Auto/Diesel Lab	5
AUTO 125	Steering/Suspension	2
AUTO 116L	Auto Lab	4
ENGL 099	Fundamentals for Writing	3
ATEC 110	Successful Job Search	1

Second Year

First Semester

AUTO 210	Advanced Electrical	2
AUTO 220	Advanced Tune-Up	2
AUTO 230	Carburetors	2
AUTO 240	Emission Controls	2
AUTO 250	Computer Controls	2
AUTO 215L	Advanced Auto Lab	5
BUSA 100	Intro to Computers	3

Second Semester

AUTO 260	Computer Controlled Systems	4
AUTO 270	Transmission/Transaxle	4
AUTO 280	HVAC	2
AUTO 216L	Advanced Auto Lab	5
BUSA 127	Introduction to Business	3
TOTAL	89



Bacteriology-Medical Technology

Transfer Program

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

Recommended electives are: BIOL 231, General Ecology and ZOOL 107-108, Human Anatomy and Physiology. Students planning to attend Eastern Washington University should follow the A.A. degree requirements. Students planning to transfer to another university may coordinate their program to meet that institution's requirements.

A cumulative GPA of 2.00 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 course work normally fulfills the first half of baccalaureate degree requirements in Bacteriology-Medical Technology. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
CHEM 253	Quantitative Analysis	5
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
ENGL 103/104	English Composition	6
MATH 155	Precalculus	5
MATH 180	Analytic Geometry and Calculus I	4
COMG 131	Introduction to Speech Communication	3
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Social Science Electives	6-9
	TOTAL	70-73

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

Biology, Botany, Zoology

Transfer Program

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

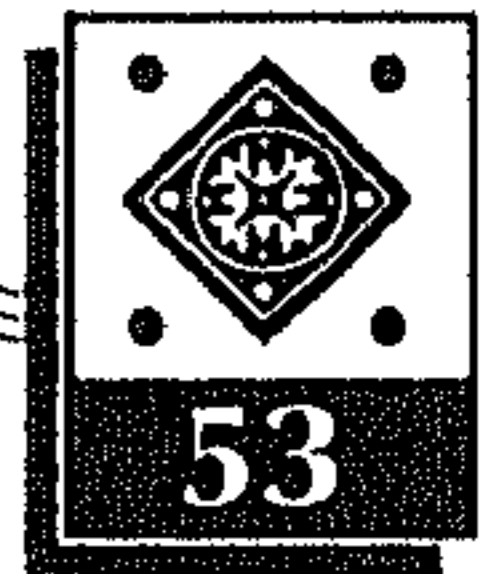
Recommended electives for this degree are: CHEM 277-278, Organic Chemistry I and lab; CHEM 287-288, Organic Chemistry II and lab; and MATH 160, Survey of Calculus, or MATH 180, Analytical Geometry and Calculus I.

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

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
BIOL 231	General Ecology	4
BTNY 203	General Botany	4
BTNY 241	Systematic Botany	4
CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
CS 100	Introduction to Computers	3
ENGL 103/104	English Composition	6
MATH 155	Precalculus	5
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
COMG 131	Introduction to Speech Communication	3
ZOOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Social Science Electives	6-9
	TOTAL	72-75

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



Business Administration

Transfer Program

The study of business administration may lead to career opportunities in accounting, economics, information systems, finance, human resources management, marketing, production management, and other business-related fields of study.

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

Students who intend to transfer to the College of Business at the University of Idaho should complete BUSA 121, Introduction to Spreadsheets.

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

Associate of Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 251	Principles of Statistics	3
BUSA 265	Business Law	3
ECON 151/152	Principles of Economics	6
ENGL 103/104	English Composition	6
ENGL 205	Interdisciplinary Writing	3
MATH 115	Finite Mathematics	4
MATH 160 or 180	Survey of Calculus or Analytical Geometry and Calculus	4
PHIL 201	Ethics	3
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	Literature Elective	3
	(ENGL 267, 268, 277, or 278 are recommended)	
	*Arts and Humanities Elective	3
	*Laboratory Science Electives	8
	*Social Science Elective	3
	General Elective (students should consider BUSA 117 through BUSA 124)	3
	TOTAL	66

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

Business Education

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers	3
BUSA 102	Keyboarding	2
BUSA 185	Business Math	3
BUSA 201	Principles of Accounting	3
BUSA 202	Managerial Accounting	3
BUSA 265	Business Law	3
ECON 151/152	Principles of Economics	6
ENGL 103/104	English Composition	6
EDUC 201	Introduction to Teaching	3
PSYC 100	Introduction to Psychology	3
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Laboratory Science Electives	8
	*Mathematics Elective	4
	*Social Science Elective	3
	General Elective (students should consider BUSA 117 through BUSA 124)	3
	TOTAL	64

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



PROGRAM GUIDELINES

Carpentry

Applied Technology/Occupational Program

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

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

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

Certificate of Completion

First Semester

Course	Title	Credit Hours
CARP 151	Carpentry Theory	4
CARP 151L	Carpentry Lab	8
MATH 097	Computational Skills	1

Second Semester

CARP 152	Carpentry Theory	2
CARP 152L	Carpentry Lab	10
ENGL 095	Communication Skills	1
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1

Summer Session

CARP 153	Carpentry Theory	1
CARP 153L	Carpentry Lab	3
TOTAL		32

Chemistry

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
CHEM 111/112	Principles of Chemistry I and II	9
ENGL 103/104	English Composition	6
MATH 180	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
COMG 131	Introduction to Speech Communication	3
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	2
PHYS 220/221	College Physics I and II	7
PHYS 223/224	College Physics I and II Lab	2
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Introduction to Ordinary Differential Equations	3
CHEM 253	Quantitative Analysis	5
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	TOTAL	72

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



Child Development

Transfer Program

The Child Development program affords career opportunities in early childhood education including teaching at the preschool, Head Start, and child care level. Continued study to the baccalaureate level leads to career options in education (particularly K-3), special education, and other child-related fields.

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
CHD 105	Individual and Child Development	3
CHD 234	Infancy and Early Childhood	3
CHD 243	Early Childhood Education	2
CHD 254	Child Management Theory	3
CHD 298	Practicum: Child Development	8
PHIL 120	Logic and Critical Thinking	3
PSYC 100	Introduction to Psychology	3
PSYC 205	Developmental Psychology	3
	P.E. Activity/Dance	2
	*Computer Science Elective	2-3
	*Social Science Electives	6
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3-4
	TOTAL	67-71

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

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
CHD 105	Individual and Family Development	3
CHD 234	Infancy and Early Childhood	3
CHD 243	Early Childhood Education	2
CHD 254	Child Management Theory	3
CHD 298	Practicum: Child Development	8
PSYC 100	Introduction to Psychology	3

PSYC 205	Developmental Psychology	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6
	*Laboratory Science Electives	8
	*Social Science Elective	3
	*Mathematics Elective	3-4
	General Elective	8
	TOTAL	64-65

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

Child Development

Occupational Program

The Child Development, Associate of Applied Science Degree, prepares students to pursue paraprofessional careers in child-related fields such as pre-schools, child care centers, nanny programs, and school aides. The program is designed to satisfy the needs of those students who do not wish to obtain a baccalaureate degree, but who wish to obtain occupational training in early childhood education.

Associate of Applied Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
CHD 105	Individual and Family Development	3
CHD 234	Infancy and Early Childhood	3
CHD 243	Early Childhood Education	2
CHD 254	Child Management Theory	3
CHD 298	Practicum: Child Development	8
COMG 131	Introduction to Speech Communication	3
PSYC 100	Introduction to Psychology	3
SOX 110	Introduction to Sociology	3
SOC 220	Marriage and Family	3
EDUC 190	Special Education Lab	1
EDUC 201	Introduction to Teaching	3
EDUC 275	Education of Exceptional Individual	3
PE 288	First Aid	2
	P.E. Activity/Dance	2
	General Electives	12
	TOTAL	60



Commercial Art

Occupational Program

This occupational program prepares its graduates to meet the challenges of the design profession. The curriculum aims to equip its graduates with a diverse and polished portfolio for employment possibilities or transfer to other institutions with similar programs. The broad range of media used to implement creative and aesthetic solutions includes: print advertising, packaging, and the electronic media of TV and computer graphics. This program fulfills the requirements for an A.A.S. degree.

There are no special program entry requirements.

Associate of Applied Science Degree

Course	Title	Credit Hours
ART 103	Art Appreciation	3
ART 111/112	Drawing I and II	4
ART 121/122	Design and Creative Process I and II	6
ART 200A	Professional Advertising Practices	1
ART 200B	Professional Advertising Practices	1
ART 210/211	Illustration I and II	4
ART 212/213	Illustration III and IV	4
ART 217/218	Life Drawing I and II	6
ART 221/222	Graphic Design I and II	6
ART 231/232	Beginning Painting I and II	6
ART 243/244	Graphic Design III and IV	6
ART 253	Lettering	2
ART 281	Watercolor I	3
ART 283/284	Portfolio I and II	4
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
PHOTO 281	Introduction to Photography	3
TOTAL		65

Communications

Transfer Program

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

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

Speech/General Communication

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

Public Relations

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

Visual Communication

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

Journalism

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

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PSYC 100	Introduction to Psychology	3
THTR 101	History of Theatre	3
PHIL 120	Logic and Critical Thinking	3
Core Electives:	*Arts and Humanities Elective (Group 2 or HUMN 101)	3
	*Cultural Diversity Elective	3-4
	*Social Science Electives (Group 2, 3 & 4) ...	9
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3
	*Laboratory Science Electives	8
	P.E. Activity/Dance	2



Speech/General Communication Emphasis Electives:

COMG 101	Interview Techniques	2
COMG 133	Improved Listening Skills	1
COMG 134	Non-Verbal Communication	2
COMG 233	Interpersonal Communication	3
COMG 236	Small Group Communication	3

One class from the following list:

COMG 103	Oral Interpretation	3
COMG 200	Human Potential	2
COMG 209	Argumentation and Debate	3

Public Relations Emphasis Electives:

COMG 233	Interpersonal Communication	3
COMG 236	Small Group Communication	3
COMJ 140	Mass Media in a Free Society	3
BUSA 155	Principles of Marketing	3
PHIL 201	Ethics	3

Visual Communication Emphasis Electives:

ART 121/122	Design and the Creative Process I and II	6
COMP 281	Introduction to Photography	3
COMJ 140	Mass Media in a Free Society	3

One class from the following list:

COMP 283	Intermediate Photography	3
COMP 289	Photojournalism	3

Journalism Emphasis Electives:

See page 69 for program guidelines and requirements.

Associate of Science Degree

Associate of Science Core Classes

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PSYC 100	Introduction to Psychology	3
THTR 101	Introduction to the Theatre	3
PHIL 201	Ethics	3
Core Electives	*Arts and Humanities Elective	0-3
	*Social Science Electives	3-6
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	P.E. Activity/Dance	2

Speech/General Communication Emphasis Electives:

COMG 101	Interview Techniques	2
COMG 103	Oral Interpretation	3
COMG 133	Improved Listening Skills	1
COMG 134	Nonverbal Communication	2
COMG 200	Human Potential	2
COMG 209	Argumentation and Debate	3
COMG 233	Interpersonal Communication	3
COMG 236	Small Group Communication	3
PSYC 205	Developmental Psychology	3
ANTH 120	Social/Cultural Anthropology	3

Public Relations Emphasis Electives

COMG 233	Interpersonal Communication	3
COMG 236	Small Group Communication	3
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
BUSA 120	Introduction to Desktop Publishing	3
BUSA 155	Principles of Marketing	3
BUSA 157	Fundamentals of Advertising	3
PHIL 201	Ethics	3

Optional Coursework (not required for degree)

COMG 101	Interviewing Techniques	2
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3

Visual Communications Emphasis Electives

ART 111/112	Drawing I and II	4
ART 121/122	Design and the Creative Process I and II	6
COMP 281	Introduction to Photography	3
COMP 283	Intermediate Photography	3
COMP 289	Photojournalism	3
COMJ 140	Mass Media in a Free Society	3
CINA 126	Film and International Culture	3

Journalism Emphasis Electives

See page 69 for program description and requirements.



PROGRAM GUIDELINES

Computer Applications in Business

Applied Technology/Occupational Program

This Associate of Applied Science degree program prepares the student for entry-level employment in the computer business field in such areas as customer service and support, microcomputer applications, office automation management or computer business applications programming. Students who wish to transfer these credits to another institution are advised to consult with their advisor and the catalog of the institution they plan to attend.

Associate of Applied Science Degree

Freshman Level

First Semester

BUSA 130	Principles of Management	3
BUSA 201	Principles of Accounting	3
BUSA 117	Introduction to DOS	1
BUSA 133	Introduction to Windows	1
CSBA 100	Principles of Computer Systems	3
ENGL 103	English Composition	3
COMG 131	Introduction to Speech Communication	3

Second Semester

BUSA 202	Managerial Accounting	3
CSBA 233	Introduction to COBOL Programming	3
CSBA 233L	Introduction to COBOL Lab	2
BUSA 121	Introduction to Spreadsheets	1
BUSA 122	Advanced Spreadsheets	2
ENGL 104	English Composition	3
or		
ENGL 202	Technical Writing	(3)
or		
ENGL 272	Business Writing	(3)
MATH 115	Finite Mathematics	4

Sophomore Level

First Semester

CSBA 111	Microcomputer Applications Database	3
CSBA 160	Intro to Data Communications	3
CSBA 170	Introduction to Systems Analysis	3
CSBA 235	Advanced COBOL Programming	3
CSBA 235L	Advanced COBOL Lab	3
CSBA 262	Intro to Network Administration	3

Second Semester

CSBA 264	Advanced Network Administration	3
CSBA 227	Intro to C Programming	3
CSBA 293	Data Base Management Systems	3
CSBA 293L	Data Base Management Systems Lab	2
CSBA 294	Systems Development	3

ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
TOTAL		68

Computer Science

Transfer Program

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

This program requires a good math background. Students should complete MATH 030, MATH 101, and MATH 155, or their equivalents.

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

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
MATH 180/190	Analytic Geometry and Calculus I and II	8
MATH 176	Discrete Math	4
MATH 200	Analytic Geometry and Calculus III	3
MATH 231	Linear Algebra	3
CS 150	Computer Science I	4
CS 160	Computer Science II	3
CS 240	Digital Computer Fundamentals	3
CS 250	Data Structures	3
PHYS 210/212	Engineering Physics	4
PHYS 221/224	College Physics II	5

4 credits selected from the following electives:

CS 204	Special Topics	
CS 191	Programming in C	
CS 270	Computer Organization and Assembly Language	
	P.E. Activity/Dance	2
	*Social Science Electives	6
	*Arts and Humanities Electives	6
	*Social Science or Arts and Humanities Elective	3

TOTAL

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



Criminal Justice

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
ENGL 272	Business Writing	3
BUSA 100	Introduction to Computers	3
LAWE 103	Introduction to Criminal Justice	3
SOC 110	Introduction to Sociology	3
SOC 220	Marriage and Family	3
SOC 230	Social Problems	3
PSYC 100	Introduction to Psychology	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
MATH 251	Principles of Applied Statistics	4
COMG 101	Interviewing Techniques	2
COMG 131	Introduction to Speech Communication	3
ANTH 225	National People of North America	3
PHTO 281	Introduction to Photography	3
PHYS 101	Fundamentals of Physical Science	4
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
	*Arts and Humanities Electives	6
	P.E. Activity/Dance	2
	TOTAL	64

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

Culinary Arts

Applied Technology/Occupational Program

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

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

Students will spend one hour in theory and six hours in kitchen lab per day.

Certificate of Completion

Course	Title	Credit Hours
CULA 151	Stewardship and Purchasing	4
CULA 152	Breakfast Cooking and Catering Skills	4
CULA 153	Prep Station Skills	4
CULA 154	Pantry Station Skills	4
CULA 155	Stock, Soup and Sauce Preparation	4
CULA 156	Line Cook Skills	4
CULA 157	Grill Cook Skills	4
CULA 158	Bakery Skills	4
CULA 159	Grill Cook and Production Manager	4
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
ENGL 095	Communication Skills	1
MATH 097	Computational Skills	1
	TOTAL	40



PROGRAM GUIDELINES

Diesel Technology

Applied Technology Program

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

Instruction includes explanation of the problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, assemblies, suspension, cooling, and fuel and air systems. Also included in the program is a course in heavy duty mechanics welding and cutting using both oxy-acetylene and electric arc.

Certificate Program

First Semester

Course	Title	Credit Hours
ATDT 100	Orientation/Safety	1
ATDT 110	Brakes Fundamentals	1
ATDT 120	Powertrain Fundamentals	4
ATDT 130	Gas Engine Fundamentals	4
ATDT 105L	Auto/Diesel Lab	5
DSLTL 100	General Shop Practices	1
DSLTL 110	Air Brake Systems	2
DSLTL 120	Clutch/Differential	1
DSLTL 130	Diesel Engine Fundamentals	1
DSLTL 115L	Diesel Lab	4
MATH 035	Technical Math	3
ATEC 119	Occupation Relations/Work Ethics	2

Second Semester

ATDT 140	Electrical System Fundamentals	6
ATDT 150	Wiring Fundamentals	2
ATDT 160	Tune-Up Fundamentals	2
ATDT 106L	Auto/Diesel Lab	5
DSLTL 170	Engine Components	2
DSLTL 180	Diesel Tune-Up Fundamentals	1
DSLTL 190	Manual Transmission	2
DSLTL 116L	Diesel Lab	4
ENGL 099	Fundamentals for Writing	3
ATEC 110	Successful Job Search	1

Summer Session

DSLTL 195	Specialization Study	1
DSLTL 117L	Diesel Specialization Lab	3
TOTAL		61

Associate of Applied Science Degree

First Year

First Semester

Course	Title	Credit Hours
ATDT 100	Orientation/Safety	1
ATDT 110	Brakes Fundamentals	1
ATDT 120	Powertrain Fundamentals	4
ATDT 130	Gas Engine Fundamentals	4
ATDT 105L	Auto/Diesel Lab	5
DSLTL 100	General Shop Practices	1
DSLTL 110	Air Brake Systems	2
DSLTL 120	Clutch/Differential	1
DSLTL 130	Diesel Engine Fundamentals	1
DSLTL 115L	Diesel Lab	4
MATH 035	Technical Math	3
ATEC 119	Occupation Relations/Work Ethics	2

Second Semester

ATDT 140	Electrical System Fundamentals	6
ATDT 150	Wiring Fundamentals	2
ATDT 160	Tune-Up Fundamentals	2
ATDT 106L	Auto/Diesel Lab	5
DSLTL 170	Engine Components	2
DSLTL 180	Diesel Tune-Up Fundamentals	1
DSLTL 190	Manual Transmission	2
DSLTL 116L	Diesel Lab	4
ENGL 099	Fundamentals for Writing	3
ATEC 110	Successful Job Search	1

Second Year

First Semester

DSLTL 210	Fuel/Induction Systems	1
DSLTL 220	Advanced Tune-Up	1
DSLTL 230	Engine Controls	1
DSLTL 250	Computer Controls	2
DSLTL 215L	Advanced Diesel Lab	7
BUSA 100	Introduction to Computers	3

Second Semester

DSLTL 260	Undercarriage/Suspension	2
DSLTL 270	Hydraulics	2
DSLTL 280	HVAC	1
DSLTL 216L	Advanced Diesel Lab	7
BUSA 127	Introduction to Business	3
TOTAL		87



Drafting Technology

Applied Technology/Occupational Program

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

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

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

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

A general education component is required. It consists of six credits in communications (three of which are Technical Writing), six credits in economics, and/or human relations, and how to get a job. A background in algebra and geometry is helpful to the student.

Associate of Applied Science Degree

Freshman Level

First Semester

Course	Title	Credit Hours
*BUSO 101A	Keyboarding	1
MATH 145	Advanced Technical Math I	3
DRFT 101	Drafting Theory & Lab	7
DRFT 109	CAD	3
ENGL 099 or 103 or 104	English Composition	3

Second Semester

MATH 146	Advanced Technical Math II	3
DRFT 102	Drafting Theory & Lab	4
DRFT 110	CAD	5
DRFT 174	Descriptive Geometry	1
DRFT 175	Quality & Cost Control	1
	*General Education Electives	3

Sophomore Level

First Semester

Course	Title	Credit Hours
DRFT 201	Drafting Theory & Lab	4
DRFT 209	CAD	5
DRFT 235	Physics	2
DRFT 262	Surveying	1
ENGL 202	Technical Writing	3

Second Semester

DRFT 202	Drafting Theory & Lab	4
DRFT 210	CAD	4
DRFT 236	Physics	3
A TEC 109	Occupational Relations	1
A TEC 110	Successful Job Search	1
	**General Education Elective	3
	TOTAL	67

*Students with typing skills will not be required to complete BUSO 101A.

**General Education Electives can be selected from the A.A.S. degree options on page 42.



PROGRAM GUIDELINES

Education

Transfer Program

Elementary Education

A general elementary education program will meet the needs of students wishing to pursue teaching at the elementary level. Some areas in which they may wish to specialize are regular and special education, counseling and school psychology, and educational administration.

Secondary Education

Because secondary education is not an academic major, students are strongly urged to complete either the A.A. or A.S. degree for the content area in which they plan to teach (i.e., English, math, history, etc.). It is recommended students complete EDUC 190, Special Education Laboratory; EDUC 201, Introduction to Teaching; and EDUC 275, Education of the Exceptional Individual.

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
MATH 135/136	Mathematics for Elementary School Teachers	6
COMG 131	Introduction to Speech Communication	3
EDUC 201	Introduction to Teaching	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	4
	General Electives	12
	(EDUC 190 & 275 recommended)	
TOTAL	64-65

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
EDUC 201	Introduction to Teaching	3
	P.E. Activity/Dance	2
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	6-9
	*Arts and Humanities Electives	6-9
	General Electives	20-29
	(EDUC 190 & 275 recommended)	
TOTAL	64-73

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

Electronics Technology

Applied Technology/Occupational Program

This two-year (four semester) program is designed to prepare the student for employment as an entry level electronics technician. Electronics technicians work as computer, field service, engineering and bench technicians.

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

Skills gained will include: component identification, reading schematics, use of industry standard test equipment (Oscilloscope, Volt/Ohm/Milliammeter, Logic Analyzer, Transistor Curve Tracer) for circuits analysis and troubleshooting, soldering techniques, and use of industry standard documentation (data books and technical literature).

Interested students should possess basic math and reading skills. Completion of the technical course requirements is awarded by certification. The addition of 12 credit hours of applicable general education classes will result in awarding of an A.A.S. degree.



Certificate of Completion

Freshman Level

First Semester

Course	Title	Credit Hours
MATH 145	Advanced Technical Math I	3
ELEC 151	Electrical Theory	8
ELEC 151L	Electrical Laboratory	4
ENGL 095	Communication Skills	1

Second Semester

MATH 146	Advanced Technical Math II	3
ELEC 152	Electrical Theory	8
ELEC 152L	Electrical Laboratory	4
ATEC 109	Occupational Relations	1

Sophomore Level

First Semester

ELEC 253	Electronics Theory	8
ELEC 253L	Electronics Laboratory	5

Second Semester

ELEC 254	Electronics Theory	9
ELEC 254L	Electronics Laboratory	4
ATEC 110	Successful Job Search	1
TOTAL		59

Associate of Applied Science Degree

First Year

First Semester

MATH 145	Advanced Technical Math I	3
ELEC 151	Electrical Theory	8
ELEC 151L	Electrical Laboratory	4
	Electives	3

Second Semester

MATH 146	Advanced Technical Math II	3
ELEC 152	Electrical Theory	8
ELEC 152L	Electrical Laboratory	4
	Electives	3

Second Year

First Semester

ELEC 253	Electronics Theory	8
ELEC 253L	Electronics Laboratory	5
ENGL 202	Technical Writing	3

Second Semester

ELEC 254	Electronics Theory	9
ELEC 254L	Electronics Laboratory	4
ATEC 110	Successful Job Search	1
	Electives	3
TOTAL		69

Engineering

Transfer Program

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

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

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

Engineering Core

Freshman Level

Course	Title	Credit Hours
PHYS 210	Engineering Physics	3
PHYS 212	Engineering Physics Lab	1
CHEM 111	Principles of Chemistry	4
ENGL 103/104	English Composition	6
ENGR 101	Engineering Graphics	2
CHEM 114	General Chemistry	4
ENGR 201	Electric Circuits I	4
MATH 180	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
CS 185	Introduction to Numerical Computing in FORTRAN	3
or		
CS 150	Computer Science I	(4)
	*Arts and Humanities or *Social Science Elective	3
TOTAL		38/39

continued...



PROGRAM GUIDELINES

Chemical Engineering

Sophomore Level

Course	Title	Credit Hours
CHEM 277	Organic Chemistry 1	3
CHEM 278	Organic Chemistry 1 Lab	1
ECON 151	Principles of Economics	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
MATH 200	Analytic Geometry and Calculus III	3
CHEM 287	Organic Chemistry II	3
CHEM 288	Organic Chemistry II Lab	1
ENGR 221	Dynamics of Rigid Bodies	3
MATH 295	Introduction to Ordinary Differential Equations	3
PHYS 221	Engineering Physics II	4
PHYS 224	Engineering Physics II Lab	1
	*Arts and Humanities or *Social Science Elective	3
	TOTAL	36

Civil Engineering

Sophomore Level

Course	Title	Credit Hours
ENGR 295	Strength of Materials	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 214	Surveying	4
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Introduction to Ordinary Differential Equations	3
PHYS 221	College Physics II	4
PHYS 224	College Physics II Lab	1
ENGR 221	Dynamics of Rigid Bodies	3
	*Arts and Humanities or *Social Science Electives	6
	TOTAL	35

Electrical Engineering

Sophomore Level

Course	Title	Credit Hours
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Introduction to Ordinary Differential Equations	3
PHYS 221	College Physics II	4
PHYS 224	College Physics II Lab	1
ENGR 221	Dynamics of Rigid Bodies	3
ENGR 295	Strength of Materials	

or *Arts and Humanities Electives
or *Social Science Electives

CS 240	Digital Computer Fundamentals	4
	TOTAL	35

Mechanical, Agricultural Engineering

Sophomore Level

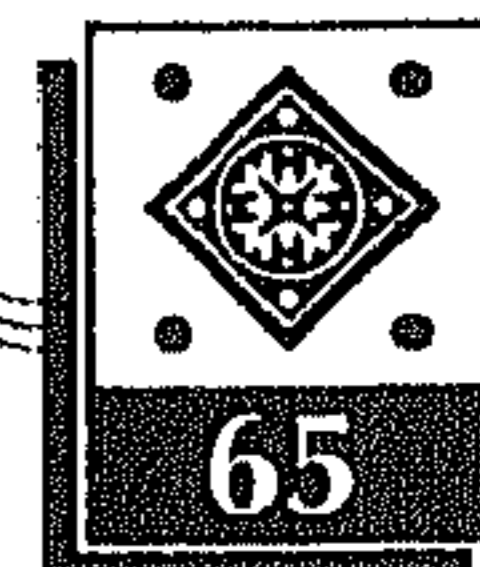
Course	Title	Credit Hours
ENGR 295	Strength of Materials	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
MATH 200	Analytic Geometry and Calculus III	3
ENGR 221	Dynamics of Rigid Bodies	3
ECON 151/152	Principles of Economics	6
MATH 295	Introduction to Ordinary Differential Equations	3
PHYS 221	College Physics II	4
PHYS 224	College Physics II Lab	1
	*Arts and Humanities or *Social Science Elective	3
	TOTAL	34

Mining, Geological Engineering

Sophomore Level

Course	Title	Credit Hours
ENGR 295	Strength of Materials	3
ENGR 203	Electrical Circuits II	4
ENGR 211	Introduction to Mechanics	4
ENGR 214	Surveying	4
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Introduction to Ordinary Differential Equations	3
PHYS 221	College Physics II	4
PHYS 224	College Physics II Lab	1
ENGR 221	Dynamics of Rigid Bodies	3
GEOL 101	Physical Geology	3
GEOL 102	Physical Geology Lab	1
	*Arts and Humanities or *Social Science Elective	3
	TOTAL	36

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



English

Transfer Program

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

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
HUMN 101	Montage: Introduction to the Humanities ...	3
	One Foreign Language	16
	P.E. Activity/Dance	2
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Arts and Humanities Electives	6
	General Electives	3
	TOTAL	64-69

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

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

Environmental Health

Transfer Program

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

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

Associate of Science Degree

Course	Title	Credit Hours
BIOL 201	Introduction to Life Sciences	4
BTNY 203	General Botany	4
CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
ENGL 103/104	English Composition	6
MATH 155	Precalculus	5
PHIL 103	Introduction to Philosophy	3
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
PSYC 100	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
COMG 131	Introduction to Speech Communication	3
ZOOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6-9
	*Social Science Electives	6-9
	TOTAL	66-72

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



Foreign Language

Transfer Program

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

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

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Foreign Language (select one)	16
	*Mathematics Elective (MATH 251 recommended)	3-4
	*Computer Science Electives	2-3
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Arts and Humanities Electives	6
	General Electives	3
	TOTAL	64-66

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

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

Forestry/Wildlife/Range/ Wildland Recreational Management

Transfer Program

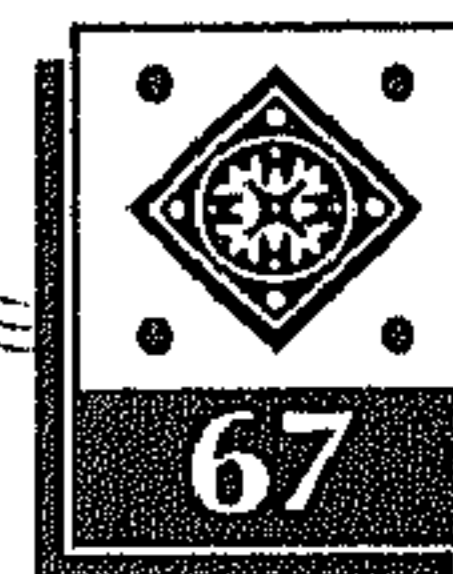
This program provides suggested course work for the first half of baccalaureate degree requirements in natural resource management disciplines such as forestry, wildlife, range, or wildland recreation management. The program will acquaint the student with physical, biological, and social sciences as well as the humanities. This will provide a basis of general education and scientific-professional courses addressing the use of forest and range lands and related resources.

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

Associate of Science Degree

Course	Title	Credit Hours
BIOL 201	Introduction to Life Sciences	4
BTNY 203	General Botany	4
BTNY 241	Systematic Botany	4
CS 100	Introduction to Computers	3
CHEM 103	Intro to Chemistry	4
or CHEM 111	Principles of Chemistry I	(4)
ECON 151/152	Principles of Economics	6
ENGL 103/104	English Composition	6
FORS 101	Forestry Orientation	1
FORS 221	Forest Ecology	4
GEOL 101	Physical Geology	3
GEOL 102	Physical Geology Lab	1
MATH 160	Survey of Calculus	4
or MATH 180	Calculus I	(4)
MATH 251	Principles of Applied Statistics	3
PHYS 101	Fundamentals of Physical Science	4
COMG 131	Introduction to Speech Communication	3
ZOOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6-9
	*Social Science Electives	6-9
	TOTAL	69

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



General Studies

Transfer Program

This program is suggested for students wishing to pursue a general studies option.

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3
	General Electives	14-16
	TOTAL	64

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

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	6-9
	*Arts and Humanities Electives	6-9
	General Electives	26-27
	TOTAL	64

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

Geology

Transfer Program

This program is for students interested in pursuing a baccalaureate degree. Geology is the science that deals with the history of the earth and its life, especially as recorded in rocks. Small classes, excellent laboratories, and close proximity to classical geological field environs are especially well suited to providing the lower-division requirements for geology majors. A strong background in science and mathematics is important preparation for a college geology program.

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

Associate of Science Degree

Course	Title	Credit Hours
GEOL 101	Physical Geology	3
GEOL 102	Physical Geology Lab	1
GEOL 106	Historical Geology	3
GEOL 107	Historical Geology Lab	1
CHEM 111/112	Principles of Chemistry I and II	9
ENGL 103/104	English Composition	6
CS 185	Introduction to Numerical Computing with FORTRAN	3
GEOL 255	Systematic Mineralogy	4
MATH 251	Principle of Applied Statistics	3
PHYS 113/115	General Physics I with Lab	4
PHYS 114/116	General Physics II with Lab	4
COMG 131	Introduction to Speech Communication	3
MATH 180	Analytic Geometry and Calculus I	4
BIOL 100 or 201	Fundamentals of Biology or Introduction to Life Sciences	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	Geology Elective	4
	TOTAL	73

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



PROGRAM GUIDELINES

Heating, Ventilation, Refrigeration and Air Conditioning

Applied Technology/Occupational Program

This program is designed to prepare the student for entry-level employment in the field of heating, ventilation, refrigeration, and air conditioning. The program includes one hour of theory and five hours of applied hands-on lab experience each day. Graduates can expect to install home and institutional heating and air conditioning systems, as well as being able to work on smaller systems and units.

Students will begin the program with studies of refrigeration theory, refrigeration cycle, heat transfer, equipment, and accessories. The electrical components studies will include basic electricity, circuitry, symbols, schematics, wiring, and motor controls.

Students will learn advanced electricity, control wiring, and wiring diagrams using domestic refrigerators. Also included is the study of enthalpy charts (Mollier diagrams) as used in the refrigeration/air conditioning industry. Gas, oil, electric furnaces, as well as heat and solar pump heating will also be studied. All types of heating controls and air flow principles are covered as well as psychometric charts and their uses, load calculations, and duct designs.

The program also includes the study of light commercial and industrial refrigeration and air conditioning systems, types of commercial and industrial refrigeration equipment, commercial ice machines, supermarket refrigeration, and air conditioning system control and installation. Students learn to compute medium and low temperature designs for supermarkets and commercial storage buildings.

First Semester

Course	Title	Credit Hours
HVAC 151	Domestic Refrigeration & Electrical Theory ..	1
HVAC 151L	Domestic Refrigeration & Electrical Lab	5
HVAC 152	Advanced Refrigeration & Electrical Theory .	1
HVAC 152L	Advanced Refrigeration & Electrical Lab	5
ENGL 095	Communication Skills	1
MATH 035	Technical Mathematics	3

Second Semester

Course	Title	Credit Hours
HVAC 153	Comfort Heating Theory	1
HVAC 153L	Comfort Heating Lab	5
HVAC 154	Advanced Air Conditioning	1
HVAC 154L	Advanced Air Conditioning Lab	5
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
TOTAL		28

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 and critical thinking and problem-solving, 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 unsure of his or her career goals.

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
MATH 120	Contemporary Math	3
CS 100	Introduction to Computers	3
HIST 101/102	History of Civilization	6
HIST 111/112	United States History	6
	P.E. Activity/Dance	2
	*Social Science Electives (other than history) ..	9
	*Arts and Humanities Electives	6
	*Lab Science Electives	8
	*History Electives	3
	*Cultural Diversity Elective	3
	General Elective	3
	TOTAL	64

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
MATH 120	Contemporary Math	3
HIST 101/102	History of Civilization	6
HIST 111/112	United States History	6



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

¹University of Idaho B.A. degrees in liberal arts require foreign language proficiency equivalent to two years of college-level study. If you have completed or tested out of this requirement, choose humanities or social science electives instead.

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

Journalism Transfer Program

This program will prepare students for careers in journalism or communications. The focus is on knowledge and skills essential in those areas. Theoretical training and laboratory workshop methods are combined with practical experience on the NIC newspaper, *The Sentinel*.

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

Associate of Arts Degree

Associate of Arts Core

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PSYC 100	Introduction to Psychology	3
PHIL 120	Logic and Critical Thinking	3
POLS 101	American National Government	3
Core Electives:		
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3-4
	*Social Science Electives (Group 3 & 4)	6
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3

*Laboratory Science Electives	8
P.E. Activity/Dance	2

Journalism Emphasis Electives:

COMG 101	Interview Techniques	2
COMJ 100	Sentinel Staff	1
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMJ 222	Reporting	3
COMP 281	Introduction to Photography	3
TOTAL

Optional Coursework (Not required for degree):

COMJ 100	Sentinel Staff	1
COMJ 298	Journalism Practicum	2
PHIL 201	Ethics	3

Associate of Science Degree

Associate of Science Core

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PSYC 100	Introduction to Psychology	3
PHIL 201	Ethics	3

Core Electives:

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

Journalism Emphasis Electives:

COMG 101	Interview Techniques	2
COMJ 100	Sentinel Staff	3
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMJ 222	Reporting	3
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3
PHIL 201	Ethics	3
POLS 101	American National Government	3
TOTAL

Optional Coursework (Not required for degree):

COMJ 100	Sentinel Staff	2
COMJ 298	Journalism Practicum	2

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



PROGRAM GUIDELINES

Journalism Technician

Occupational Program

The Journalism Technician Program is specifically designed to prepare the student for placement in small daily or weekly newspapers. Graduates from the program may also qualify for positions as advertising, design, and layout employees in nearly all phases of journalism or for positions as public relations personnel. The program instills competence in reporting, photography, editing, and graphics design. It also emphasizes the professional and ethical approaches to journalism.

Students must complete all of the following courses to receive an Associate of Applied Science Degree.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA/CS 100	Introduction to Computers	3
COMG 131	Introduction to Speech Communication	3
COMJ 100	Sentinel Staff	7
COMJ 101	Interviewing Techniques	2
COMJ 121	News Writing	3
COMJ 140	Mass Media in a Free Society	3
COMJ 204	Editing	2
COMJ 222	Reporting	3
COMJ 298	Journalism Practicum	4
COMP 281	Introduction to Photography	3
COMP 289	Photojournalism	3
ENGL 103/104	English Composition	6
ENGL 205	Interdisciplinary Writing	3
PHIL 201	Ethics	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
PSYC 100	Introduction to Psychology	3
	General Electives	6
	TOTAL	63

Law Enforcement

Applied Technology/Occupational Program

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

Applications for the Sophomore Law Enforcement block may be picked up from T. Leach, Room 239, Hedlund Building, one week after midterms each semester. Application and acceptance into the Sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above. 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 courses and one semester of internship.

Associate of Applied Science Degree

Freshman Level

Course	Title	Credit Hours
ENGL 103	English Composition	3
POLS 101	American National Government	3
POLS 102	State & Local Government	3
PSYC 100	Introduction to Psychology	3
SOC 230	Social Problems	3
COMG 131	Introduction to Speech	3
LAW 103	Introduction to Law Enforcement	3
CS 100	Introduction to Computers	3
or		
BUS 100	Introduction to Computers & Programming	3
PSYC 205	Developmental Psychology	3
PHIL 120	Logic & Critical Thinking	3

Sophomore Level

First Semester

Course	Title	Credit Hours
LAW 219	Self Defense	3
LAW 220	Basic Police Law	2
LAW 221	Professional Orientation	1
LAW 222	Police Procedures	2
LAW 223	Patrol Procedures	1
LAW 224	Practical Problems	1
LAW 225	Investigations	3
LAW 226	Enforcement Skills	1
LAW 227	First Aid for Police	1
LAW 228	Police Physical Fitness	1

Second Semester

Course	Title	Credit Hours
LAW 290	Criminal Justice Theory	3
LAW 293	Criminal Justice Internship	11-14
	TOTAL	60-63



Machining Technology

Applied Technology/Occupational Program

Machining Technology prepares the student for entry-level employment in the machining industry. There are some 250 types of machinists employed in all sections of the country. Good job opportunities exist for the future. The course consists of basic-to-advanced machine training including computer programming for high tech computer operated machines. Machinists work in the manufacturing industries, general repair shops, or machine building industry.

Students will acquire related information necessary to exercise good judgment in carrying out the machining of materials, maintenance of machines, and the assembly of machine parts required of machinists. The program teaches an appreciation for good workmanship and emphasizes safety, correct work habits, and positive work attitudes.

Course work will include: basic machine tool operations on lathes, milling machines, grinding machines, drill presses, saws, and a computer controlled lathe and milling machine (CNC), along with bench work and the proper use of hand tools. Also included will be machine theory, shop mathematics, blueprint reading, and safety.

A general education component consisting of communications, how to get a job, and computational skills will be integrated into the program. Classes are held six hours a day, five days a week.

This course is offered as either a certificate or an Associate of Applied Science Degree. Additional academic courses listed on page 42 are required for the degree program.

The prospective student should have basic math skills, reading comprehension skills, and mechanical and spatial aptitude.

Certificate of Completion

First Year

First Semester

Course	Title	Credit Hours
MACH 151	Machining Technology Theory	4
MACH 151L	Machining Technology Lab	7
MACH 171	Blueprint Reading	2
MATH 035	Technical Math	3

Second Semester

MACH 152	Machining Technology Theory	4
MACH 152L	Machining Technology Lab	6
MACH 172	Blueprint Reading	4
ENGL 095	Communication Skills	1

Second Year

First Semester

Course	Title	Credit Hours
MACH 253L	Advanced Machining Lab	7
MACH 273	Advanced Blueprint Reading	3
MACH 283	Computer Numerical Control Theory	4

Second Semester

MACH 254L	Advanced Machining Lab	7
MACH 274	Advanced Blueprint Reading	2
MACH 284	Computer Numerical Control Theory	4
ATEC 109	Occupational Relations	1
ATEC 110	Successful Job Search	1
TOTAL		60

Associate of Applied Science Degree

First Year

First Semester

Course	Title	Credit Hours
MACH 151	Machining Technology Theory	4
MACH 151L	Machining Technology Lab	7
MATH 035	Technical Math	3
MACH 171	Blueprint Reading	2
Electives		3

Second Semester

MACH 152	Machining Technology Theory	4
MACH 152L	Machining Technology Lab	6
MACH 172	Blueprint Reading	4
Electives		3

Second Year

First Semester

Course	Title	Credit Hours
MACH 253L	Advanced Machining Lab	7
MACH 273	Advanced Blueprint Reading	4
MACH 283	Computer Numerical Control Theory	4
ENGL 202	Technical Writing	3

Second Semester

MACH 254L	Advanced Machining Lab	7
MACH 274	Advanced Blueprint Reading	2
MACH 284	Computer Numerical Control Theory	4
ATEC 110	Successful Job Search	1
Electives		3
TOTAL		71



PROGRAM GUIDELINES

Maintenance Mechanic/ Millwright

Applied Technology/Occupational Program

This 11-month program is designed to prepare the student for entry-level employment as an industrial plant maintenance mechanic or millwright. Students will learn the basics of maintenance, fabrication, installation, and alignment of equipment used in modern industrial plants.

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

The laboratory portion of the program teaches the student to skillfully perform welding and fabrication as well as the maintenance of hydraulic, electro/mechanical systems. Blueprint reading and shop math are taught and used in all areas of training. A general education component consisting of communications, occupational relations, and how to get a job is also taught.

Interested students should possess basic math and reading skills and have a keen interest in mechanics.

Certificate of Completion

First Semester

Course	Title	Credit Hours
MM 151	Maintenance Mechanic Theory	4
MM 151L	Maintenance Mechanic Lab	6
MM 155	Blueprint Reading	2
MATH 035	Technical Math	3

Second Semester

MM 062	Shop Math	2
MM 152	Maintenance Mechanic Theory	3
MM 152L	Maintenance Mechanic Lab	6
MM 156	Hydraulics	3
ENGL 095	Communication Skills	1
A TEC 109	Occupational Relations	1
A TEC 110	Successful Job Search	1

Summer Session

MM 153	Maintenance Mechanic Theory	3
MM 153L	Maintenance Mechanic Lab	5
TOTAL		40

Marine Mechanics

Applied Technology/Occupational Program

This program is designed to provide entry-level mechanics for the pleasure boat industry. Students will learn about all phases of mechanical and rigging skills, as well as learning computer inventory skills to enable them to become a competent marine mechanic. This program begins in early August.

Certificate of Completion

Block 1

Course	Title	Credit Hours
MART 151	Electrical Theory/Four Cycle	1
MART 151L	Marine Mechanic Lab	3

First Semester

Course	Title	Credit Hours
MART 152	Trim/Fuel & Cooling 4-cycle Systems	2
MART 152L	Marine Mechanic Lab	6
MART 153	Gearcase/Shift Systems (4-cycle)	2
MART 153L	Marine Mechanic Lab	6
MATH 097	Computational Skills	1

Second Semester

Course	Title	Credit Hours
A TEC 109	Occupational Relations	1
A TEC 110	Successful Job Search	1
ENGL 095	Communication Skills	1
MART 154	Two-Cycle/50 HP & Smaller	2
MART 154L	Marine Mechanic Lab	6
MART 155	Two-Cycle/50 HP & Larger	2
MART 155L	Marine Mechanic Lab	5
MART 178	Computer Applications Lab	1
TOTAL		40



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 are also available through the college.

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

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
MATH 180, 190, 200	Analytic Geometry and Calculus I, II, and III ...	11
MATH 176	Discrete Math	4
MATH 231	Linear Algebra	3
MATH 295	Intro to Ordinary Differential Equations	3
	P.E. Activity/Dance	2
	*Laboratory Science Electives (CHEM 111 and 114 recommended)	8
	*Laboratory Science Electives (Physics recommended)	8-9
	*Computer Science Elective	2-3
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	TOTAL	65-67

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

Music

Transfer Program

This program is designed for students who wish to pursue a professional career in music by providing the necessary background in music theory, history, and performance. Students also may pursue their musical interests as an avocation through the program. Music courses promote skills which prepare students for fields outside of music, emphasizing communication, literary, physical, technical, and business skills.

There are no program prerequisites. Previous experience in high school or community music programs would be helpful. Students interested in scholarships must audition; selection is based on performance and a combination of grades and letters of recommendation.

Associate of Arts Degree

Course	Title	Credit Hours
MUS 100/101	Individual Instruction	4
MUS 100/101	Individual Instruction: Piano	4
MUS 117	Music Convocations (each semester)	0
MUS 140	Introduction to Music Literature	3
MUS 141/142	Harmony and Theory	6
MUS 141L/142L	Harmony and Theory Lab	2
MUS 251	Introduction to Music History	3
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	12
	*Computer Science Elective	2-3
	*Arts and Humanities Elective	3
	*Cultural Diversity Elective	3
	Music Performance Electives	2
	TOTAL	69-71

Associate of Science Degree

Course	Title	Credit Hours
MUS 100/101	Individual Instruction	4
MUS 100/101	Individual Instruction: Piano	4
MUS 117	Music Convocations	0
MUS 140	Introduction to Music Literature	3
MUS 141/142	Harmony and Theory I and II	6
MUS 141L/142L	Harmony and Theory I and II Lab	2
MUS 201/202	Individual Instruction	4
MUS 241/242	Harmony and Theory III and IV	6

continued...



PROGRAM GUIDELINES

MUS 241L/242L	Harmony and Theory III and IV Lab	2
MUS 251	Introduction to Music History	3
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	9
	*Mathematics Elective	3
	*Social Science Electives	6
	*Laboratory Science Electives	8
	Music Performance Electives	2
	TOTAL	73

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

Certificate of Completion

Suggested program for students who do not wish to earn an associate degree but want to fulfill music requirements in either Classical Performance or Vocal and/or Instrumental Music Education options. This curriculum is designed for students planning a four-year degree in music. This course sequence does not meet the requirements for any degree from North Idaho College; however, it does meet the requirements for a Certificate of Completion.

Certificate of Completion

Course	Title	Credit Hours
MUS 100/101	Individual Instruction	4
MUS 100/101	Individual Instruction: Piano	4
MUS 117	Music Convocation	0
MUS 140	Introduction to Music Literature	3
MUS 141/142	Harmony and Theory I and II	6
MUS 141L/142L	Harmony and Theory I and II Lab	2
MUS 201/202	Individual Instruction	4
MUS 201/202	Individual Instruction: Piano	4
MUS 241/242	Harmony and Theory III and IV	6
MUS 241L/242L	Harmony and Theory III and IV Lab	2
MUS 251	Introduction to Music History	3
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
	General Education Electives	13-25
	TOTAL	60-72

Nursing: Practical Nursing (PN) Applied Technology Program

This 11-month program prepares the student for entry-level employment as a practical nurse in hospitals, home health care, convalescent homes, and related health service professions. A certificate of completion is awarded. Students who wish to continue to the R.N. level should consult with their advisor for requirements of that program.

A high school diploma or GED completion is required. Prerequisite courses in high school include English, chemistry, and algebra. Equivalent courses in these subjects are also available at North Idaho College.

This program has a selective admission process. Applications are due by March 15 of each year. Refer to the admissions section of this catalog on page 14 for details regarding specific requirements.

Graduates are eligible to take the National Council Licensure Examination-P.N. Students who pass the exam are qualified to practice as licensed practical nurses in the state of Idaho and may apply for licensure in other states without examination.

The curriculum includes basic and clinical foundations of nursing, medical and surgical nursing, maternal and infant care, nursing of children, psychiatric nursing, pharmacology, and geriatrics. A general education component consisting of communications, successful job search, and computational skills is integrated into the program.

The program is offered in cooperation with Kootenai Medical Center, local extended care facilities, and the State Board for Vocational Education.

Fall Semester

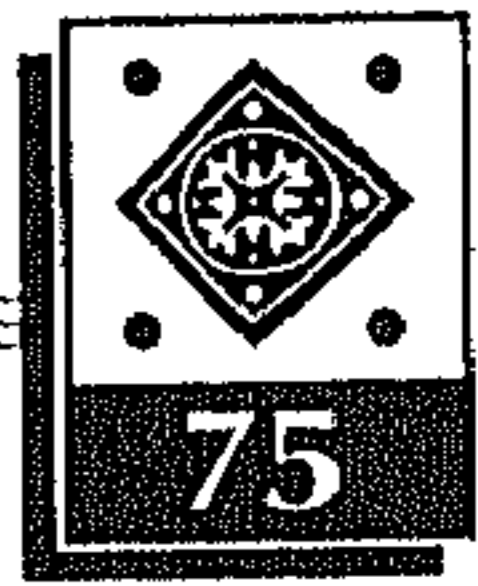
Course	Title	Credit Hours
PN 101	Practical Nursing Theory	5
PN 101L	Practical Nursing Lab	9
PN 105	Communication Skills	1
PN 097	Computational Skills	1

Spring Semester

PN 102	Practical Nursing Theory	6
PN 102L	Practical Nursing Lab	10

Summer Session

PN 103	Practical Nursing Theory	3
PN 103L	Practical Nursing Lab	5
ATEC 110	Successful Job Search	1
	TOTAL	41



Nursing: Registered Nursing (RN) Transfer Program

The nursing program combines general education courses in the liberal arts and sciences with nursing theory and patient care experiences in community hospitals and health agencies. Graduates of the program are eligible to take the National Council Licensure Examination (NCLEX-RN). Upon passing the exam, students are licensed to practice as registered nurses in the State of Idaho and may apply for licensure in other states without examinations.

While students are eligible for the program following graduation from high school or successful completion of the high school level GED tests, acceptance is normally not gained until the college-level general education courses have been completed, i.e., BACT 250, ENGL 103 and 104, PSYC 100, and CHEM 108.

This program has a selective admission process. Applications are due by March 15 of each year. Refer to the admissions section of this catalog on page 14 for details regarding specific requirements. LPN's are eligible for advance placement. They must, however, meet the same criteria and deadlines as other program applicants.

Completion of the following courses does not fulfill all General Education requirements, but does meet the nursing requirements for the A.S. degree. BSN completion programs are available through the Intercollegiate Center for Nursing Education, Boise State University, Eastern Washington University, Gonzaga University, Idaho State University, Washington State University and Lewis-Clark State College.

Associate of Science Degree

First Year

Fall Semester

Course	Title	Credit Hours
ZOOL 107	Human Anatomy and Physiology	4
NURS 119	Nursing Process	1
NURS 120	Conceptual Basis of Nursing Lab I	1
NURS 185	Fundamentals of Nursing I	6

Spring Semester

Course	Title	Credit Hours
ZOOL 108	Human Anatomy and Physiology	4
NURS 121	Conceptual Basis of Nursing Lab II	1
NURS 186	Management of the Medical-Surgical Patient	8

Summer Session

Course	Title	Credit Hours
NURS 187	Obstetrical Nursing	3
NURS 188	Psych Mental Health Nursing	3

Second Year

Fall Semester

Course	Title	Credit Hours
ENGL 104	English Composition	3
NURS 285	Nursing Interventions I	9
	*Humanities Elective	3

Spring Semester

Course	Title	Credit Hours
SOC 110	Introduction to Sociology	3
NURS 221	Issues of Nursing Practice	1
NURS 286	Nursing Interventions II	8
	*Mathematics Elective	3
	TOTAL	61
	TOTAL INCLUDING PREREQUISITES	75

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

(Curriculum varies somewhat from the college-wide general education requirements for the Associate of Science Degree because of state and national nursing accreditation standards).



PROGRAM GUIDELINES

Office Information Specialist

Occupational Program

This program outlines NIC's required course work for an Associate of Applied Science Degree in the Office Information Specialist Program. It leads to entry-level and mid-management positions in business and career opportunity in management information systems. It also provides an opportunity for small business owners to upgrade their management and computer skills. Obtaining an Associate of Science Degree is possible by adding ENGL 104, eight credits in laboratory science electives, six credits in social science electives, and six credits in arts and humanities electives.

Students must follow this curriculum exactly.

Associate of Applied Science

Course	Title	Credit Hours
BUSO 112/113	Speedwriting	6
BUSO 189/190	Secretarial Field Experience I & II	8
BUSO 273/274	Word Processing	6
BUSO 295	Office Procedures	3
BUSA 100	Introduction to Computers	3
BUSA 110/111	Small Business Accounting or	
BUSA 201/202	Principles of Accounting	6
BUSA 117	Introduction to DOS	1
BUSA 120	Desktop Publishing	3
BUSA 121/122	Computer Spreadsheets	3
BUSA 123/124	Computer Databases	4
BUSA 127	Introduction to Business	3
BUSA 130	Principles of Management	3
BUSA 185	Business Math	3
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
COMG 131 or PSYC 100	Introduction to Speech Communication or Introduction to Psychology	3
	P.E. Activity/Dance	2
	*Interdisciplinary Humanities Elective	3
	*Mathematics Elective	3-4
	TOTAL	69-70

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

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 course work normally fulfills the first half of baccalaureate degree requirements in Philosophy. Course selection should be tailored to match requirements by intended transfer institutions.

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PHIL 120	Logic and Critical Thinking	3
CS 100	Introduction to Computers	3
PHIL 103	Introduction to Philosophy	3
PHIL 111	World Religions	3
PHIL 201	Ethics	3
	P.E. Activity/Dance	2
	*Social Science Electives	12
	Foreign Language (200 level or higher)	4
	*Laboratory Science Electives	8
	*Mathematics Electives	3-4
	*Arts and Humanities Electives	12
	TOTAL	66

PHIL 103, 111, and 201 will not satisfy the Arts and Humanities requirement but must be taken in addition to the 12 credits listed.

*Electives can be selected from options listed in the A.A. degree requirements on pages 38-41.



Physics/Astronomy

Transfer Program

This program is for students interested in pursuing a baccalaureate degree in physics. Physics is the science that deals with matter and energy and their interactions in selected fields, like mechanics, acoustics, and electricity, to name a few. NIC's small class sizes facilitate student interaction with qualified faculty and excellent laboratories offer state-of-the-art instrumentation. A strong background in science and mathematics is important preparation for a college physics program.

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

Associate of Science Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
MATH 180	Analytic Geometry and Calculus I	4
MATH 190	Analytic Geometry and Calculus II	4
CHEM 111	Principles of Chemistry I	4
CHEM 114	General Chemistry II	4
ENGR 201	Electric Circuits I	4
CS 185	Introduction to Numerical Computing with FORTRAN	3
or CS 150	Computer Science I	(4)
PHYS 220/221	College Physics I and II	7
PHYS 223/224	College Physics I and II Lab	2
MATH 200	Analytic Geometry and Calculus III	3
MATH 295	Introduction to Ordinary Differential Equations	3
ENGR 211	Introduction to Mechanics	3
ENGR 221	Dynamics of Rigid Bodies	3
CS 240	Digital Computer Fundamentals	4
COMG 131	Introduction to Speech Communications	3
	P.E. Activity/Dance	2
	*Social Science Electives	6
	*Arts and Humanities Electives	9
	TOTAL	74/75

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

Political Science and Pre-Law

Transfer Program

The Associate of Arts degree program leads to career opportunities in government, teaching, and law (law school). The Associate of Science degree program should be pursued by those students who wish to seek a secondary teaching degree (B.S. degree), e.g., 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 course work 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	Title	Credit Hours
ENGL 103/104	English Composition	6
POLS 105	Introduction to Political Science	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
COMG 131	Introduction to Speech Communication	3
ECON 151	Principles of Economics	3
HIST 101 or 102	History of Civilization	3
MATH 115	Finite Mathematics	4
PHIL 120	Logic and Critical Thinking	3
PSYC 100	Introduction to Psychology	3
	P.E. Activity/Dance	2
	Foreign Language	16
	*Computer Science Elective	2-3
	*Arts and Humanities Electives	9
	*Laboratory Science Electives	8
	TOTAL	71-72

Associate of Science Degree

ENGL 103/104	English Composition	6
MATH 120	Contemporary Math	3
POLS 105	Introduction to Political Science	3
PHIL 120	Logic and Critical Thinking	3
POLS 101	American National Government	3
POLS 102	State and Local Government	3
COMG 131	Introduction to Speech Communication	3
EDUC 201	Introduction to Teaching	3
ENGL 292	Creative Writing	3
CS 100	Introduction to Computers	3
	P.E. Activity/Dance	2
	*Laboratory Science Electives	8
	*Arts and Humanities Electives	9
	*Social Science Electives	6
	General Electives	7
	TOTAL	65

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



PROGRAM GUIDELINES

Pre-Agriculture

Transfer Program

This program is designed for students interested in a broad education with an emphasis on agriculture. Career opportunities may be found in the areas of farm and ranch management, marketing, soil and water management, farm equipment design and manufacturing, food processing, extension program services, and governmental agencies.

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

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
BIOL 231	General Ecology	3
BTNY 203	General Botany	4
BTNY 241	Systematic Botany	4
CHEM 111	Principles of Chemistry	4
CHEM 112	Principles of Chemistry II	5
ECON 151/152	Principles of Economics	6
ENGL 103/104	English Composition	6
MATH 115	Finite Mathematics	4
COMG 131	Introduction to Speech Communication	3
ZOOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Social Science Elective	3
	*Arts and Humanities Electives	6
	Business Elective (100-level or higher)	3
	TOTAL	65

*Electives can be selected from options listed in the A.S. degree requirements on page 40-41.

Pre-Medical Related Fields

Transfer Program

Several options within the pre-medical field are available for students completing this general program option, some of which are as follows:

- Pre-Dental Hygiene
- Pre-Optometry
- Radiologic Technology
- Radiographic Science
- Sports Medicine
- Pre-Medical/Pre-Dental Studies
- Pre-Pharmacy
- Respiratory Therapy
- Speech Pathology and Audiology

Most professional school admission requirements will be satisfied with a baccalaureate degree in biology or chemistry with substantial course work in the other disciplines. Professional schools are extremely competitive. It is very important to contact the pre-professional advisor at the transfer institution of the student's choice.

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

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
BIOL 207	Concepts in Human Nutrition	3
CHEM 111	Principles of Chemistry I	4
CHEM 114	General Chemistry	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)
ENGL 103/104	English Composition	6
MATH 155	Precalculus	5
MATH 180	Analytic Geometry and Calculus I	4
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
PSYC 100	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
COMG 131	Introduction to Speech Communication	3
ZOOL 107/108	Human Anatomy and Physiology	8
	P.E. Activity/Dance	2
	**Arts and Humanities Electives	6-9
	TOTAL	67-70

*See requirements for specific transfer institutions.

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



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 for transfer), and 150 hours (minimum) of work/observation under direction of 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 course work normally fulfills the first half of baccalaureate degree requirements in Pre-Physical Therapy. Course selection should be tailored to match requirements defined by intended transfer institutions.

Associate of Science Degree

Course	Title	Credit Hours
BACT 250	General Microbiology	4
BIOL 201	Introduction to Life Sciences	4
CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
ENGL 103/104	English Composition	6
MATH 155	Precalculus	5
MATH 180	Analytic Geometry and Calculus I	4
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
PSYC 100	Introduction to Psychology	
COMG 131	Introduction to Speech Communication	3
ZOOL 107/108	Human Anatomy and Physiology	8
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6-9
	*Social Science Electives	3-6
TOTAL		65-71

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

Pre-Social Work

Transfer Program

This program is for students planning to transfer to a bachelor's degree program in Social Work (BSW). Among the career opportunities in Social Work are social services at federal, state and local levels; health care social work in such agencies as nursing homes, hospitals and outpatient care facilities; mental health facilities; children and youth services; aging service casework; rehabilitation counseling; juvenile detention; family services; pre-adoption investigation; drug and alcohol counseling; group home casework and counseling; and employee assistance counseling.

Completion of the following courses results in an associate degree and meets the general education core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Social Work. Course selection should be tailored to match requirements defined by the intended transfer institution. Students planning to attend Eastern Washington University should consider the Associate of Arts degree program, while students planning to attend Lewis-Clark State College should pursue the Associate of Science degree program.

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
MATH 115	Finite Mathematics	4
PHIL 120	Logic & Critical Thinking	3
CS 100	Introduction to Computers	3
PSYC 100	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
SOC 230	Social Problems	3
SOWK 240	Introduction to Social Work	3
SOWK 241	Social Work Generalist Practice	3
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	+ Cultural Diversity Elective	3-4
	* Laboratory Science Electives	8
	* Arts and Humanities Electives (Group 1&2)	6
	* Social Science Electives (Group 2&3)	6
	General Electives	9-10
TOTAL		68-70

+ (Intermediate Foreign Language strongly recommended - preferably Spanish)

* Electives can be selected from options listed in the A.A. degree requirement on page 38-39.

continued...



PROGRAM GUIDELINES

Recommended General Electives:

BIOL 175	Human Biology	4
PHIL 201	Ethics	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
PSYC 223	Stress Management	3
SOC 155	Drug Abuse	3
SOC 283	Death and Dying	3

Associate of Science Degree

Course	Title	Credit Hours
BIOL 175	Human Biology	4
ENGL 103/104	English Composition	6
MATH 115	Finite Mathematics	4
PHIL 201	Ethics	3
POLS 102	State and Local Government	3
PSYC 100	Introduction to Psychology	3
SOC 110	Introduction to Sociology	3
SOWK 240	Introduction to Social Work	3
SOWK 241	Social Work Generalist Practice	3
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	+ Foreign Language-Intermediate	4
	* Laboratory Science Electives	4
	General Electives	19
	TOTAL	64

+ (Intermediate Foreign Language strongly recommended
- preferably Spanish)

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

Recommended General Electives:

ANTH 225	Native People in North America	3
PSYC 205	Developmental Psychology	3
PSYC 211	Abnormal Psychology	3
PSYC 223	Stress Management	3
SOC 155	Drug Abuse	3
SOC 230	Social Problems	3
SOC 283	Death and Dying	3

Pre-Veterinary Medicine

Transfer Program

The states of Idaho and Washington have an agreement which guarantees a certain number of places in the Washington State University School of Veterinary Medicine to qualified Idaho residents. Normally, students must maintain a 3.20 overall grade point average in their academic studies prior to admission to the program. Candidates with the greater depth and breadth of academic background are given preference by WSU.

Either the Graduate Record Examination (GRE) or the Veterinary Aptitude Test (VAT) should be taken in October prior to the year in which the student hopes to enter the WSU School of Veterinary Medicine. While students may enter the program following completion of an associate degree program, acceptance is normally not gained until a baccalaureate program is completed.

Students are to acquire and record at least 300 hours of significant exposure to veterinary medicine while employed or by working on a voluntary basis for a graduate veterinarian. The 300 hours must be completed by November 1 of the application year.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested course work normally fulfills the first half of baccalaureate degree requirements in Pre-Veterinary Medicine. Course selection should match requirements of intended transfer institutions.

Associate of Science Degree

Course	Title	Credit Hours
BIOL 201	Introduction to Life Sciences	4
CHEM 111	Principles of Chemistry I	4
CHEM 112	Principles of Chemistry II	5
CHEM 277	Organic Chemistry I	3
CHEM 278	Organic Chemistry I Lab	1
ENGL 103/104	English Composition	6
MATH 115, 155, or 180	Finite Math, Precalculus, or Analytic Geometry and Calculus I	4-5
PHYS 113	General Physics I	3
PHYS 115	General Physics I Lab	1
PHYS 114	General Physics II	3
PHYS 116	General Physics II Lab	1
COMG 131	Introduction to Speech Communication	3
ZOOL 202	General Zoology	4
	P.E. Activity/Dance	2
	*Arts and Humanities Electives	6-9
	*Social Science Electives	6-9
	General Electives	6
	TOTAL	65-69

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



Psychology Transfer Program

A baccalaureate degree with a major in psychology provides a solid foundation for many careers that require knowledge of human behavior in areas such as business, industry, government, or the helping professions. Completion of a graduate degree (masters or doctorate) is generally necessary, however, for careers specific to psychology. Therefore, students seriously considering such a career option should maintain a grade point average of 3.00 or higher.

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
PSYC 100	Introduction to Psychology	3
PSYC 205	Developmental Psychology	3
PSYC 218	Introduction to Research in the Behavioral Sciences	4
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Mathematics Elective	3-4
	*Computer Science Elective	2-3
	*Laboratory Science Electives	8
	*Social Science Electives	6
	*Arts and Humanities Electives	6
	*Cultural Diversity Elective	3-4
	General Electives	12
	TOTAL	64-67

*Electives can be selected from options listed in the A.A. degree requirements on pages 36-37.

Secretarial Studies

Applied Technology/Occupational Program

The Secretarial Studies Program provides required course work for an Associate of Applied Science Degree in Secretarial Studies. It leads to career opportunities as administrative, legal, and medical secretaries. Students may also transfer to a business education curriculum.

Secretarial Core

Course	Title	Credit Hours
BUSO 101A*	Basic Keyboarding	1
BUSO 101B*	Basic Keyboarding	1
BUSO 115	Records System Management	3
BUSO 273	Word Processing/Machine Transcription	3
BUSO 274	Word Processing Applications	3
BUSO 295	Office Procedures	3
BUSA 100	Introduction to Computers	3
BUSA 110	Small Business Accounting	3
and		
BUSA 111	Small Business Accounting	3
or		
BUSA 201**	Principles of Accounting	(3)
BUSA 185	Business Mathematics	3
	Microcomputer Elective	3
	TOTAL	29

*A placement examination is required before this course. Additional course requirements are likely to expand the time required to complete the Secretarial program.

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

NOTE: BUSA 110, 111, 121, 185, and 201 require mathematical ability. Students with weak mathematical skills may wish to take MATH 020, 030, or 101 before attempting these courses. Consult with your faculty advisor or counselor.

Administrative Secretarial Studies

Course	Title	Credit Hours
ENGL 103'	English Composition	3
ENGL 272	Business Writing	3
PSYC 100	Introduction to Psychology	3
COMG 131	Introduction to Speech Communication	3
BUSO 112/113	Speedwriting	6
BUSO 189	Secretarial Field Experience	4
BUSO 190	Secretarial Field Experience II	4
BUSA	Microcomputer Elective	3
BUSA 117	Introduction to DOS	1
BUSA 121	Introduction to Spreadsheets	1
BUSA 123	Introduction to Databases	1



PROGRAM GUIDELINES

BUSA 127	Introduction to Business	3
BUSA 130	Principles of Management	3
PROGRAM TOTAL		67

**A placement examination is required before this course. Additional course requirements are likely to expand the time required to complete the Secretarial program.*

Legal Secretarial Studies

Course	Title	Credit Hours
ENGL 103*	English Composition	3
ENGL 272	Business Writing	3
PSYC 100	Introduction to Psychology	3
COMG 131	Introduction to Speech Communication	3
BUSO 112/113	Speedwriting	6
BUSO 191	Legal Field Experience I	4
BUSO 192	Legal Field Experience II	4
BUSO 205	Legal Terminology	3
BUSO 206	Legal Transcription	3
BUSA 265	Business Law	3
POLS 101	American National Government	3
or		
POLS 102	State and Local Government	(3)
PROGRAM TOTAL		67

**A placement examination is required before this course. Additional course requirements are likely to expand the time required to complete the Secretarial program.*

Medical Secretarial Studies

Course	Title	Credit Hours
ENGL 103*	English Composition	3
ENGL 272	Business Writing	3
PSYC 100	Introduction to Psychology	3
COMG 131	Introduction to Speech Communication	3
BIOL 100	Fundamentals of Biology	4
or		
BIOL 175	Human Biology	(4)
BUSO 107	Medical Terminology/Anatomy	2
BUSO 108	Medical Terminology/Physiology	2
BUSO 187	Medical Field Experience I	4
BUSO 188	Medical Field Experience II	4
BUSO 209	Medical Transcription	2
BUSO 210	Advanced Medical Transcription	2
BUSO 294	Medical Office Procedures	1
PE 288	First Aid	3
BUSA	Microcomputer Electives	4
PROGRAM TOTAL		69

**A placement examination is required before this course. Additional course requirements are likely to expand the time required to complete the Secretarial program.*

Office Systems Specialist Certificate of Completion

Course	Title	Credit Hours
BUSA 121	Introduction to Spreadsheets	1
BUSO 186	OSS Field Experience	2
ENGL 099* or ENGL 103*	Fundamentals for Writing English Composition	3
ENGL 272 or COMG 131	Business Writing Intro to Speech Communication	3
TOTAL		38

***A placement examination is required before this course. Additional course requirements are likely to expand the time required to complete the Secretarial program.*

NOTE: BUSA 110, 111, 121, 185, and 201 require mathematical ability. Students with weak mathematical skills may wish to take Math 020, 030, or 101 before attempting these courses. Consult with your faculty advisor or counselor.



Small Business Management Occupational Program

The Small Business Management Program leads to entry-level and mid-management positions in sales, management, marketing, and retailing and includes required course work for an Associate of Applied Science Degree (A.A.S.) in Small Business Management. This course work provides an opportunity for small business owners to upgrade their management skills. A minimum of 60 credits is required for an A.A.S. degree.

Students may transfer to a business administration curriculum with minimal credit loss. Obtaining an Associate of Science Degree (A.S.) is possible by adding ENGL 104, eight credits of laboratory science electives, three to four credits of a mathematics elective, and six credits of arts and humanities electives. A minimum of 64 credits is required for an A.S. degree. See pages 40 and 41 for a list of options to fulfill elective requirements. Students must complete all of the following courses to receive an A.A.S. degree.

Associate of Applied Science Degree

Course	Title	Credit Hours
BUSA 100	Introduction to Computers/Programming .	3
BUSA 110/111 or BUSA 201	Small Business Accounting Principles of Accounting(3)	6
BUSA 127	Introduction to Business	3
BUSA 130	Principles of Management	3
BUSA 155	Principles of Marketing	3
BUSA 158	Principles of Salesmanship	3
BUSA 185	Business Mathematics	3
BUSA 226	Personnel Management	3
BUSA 257	Small Business Management	3
BUSA 265	Business Law	3
ECON 151/152	Principles of Economics	6
ENGL 103	English Composition	3
ENGL 272	Business Writing	3
PSYC 100 or COMG 200	Introduction to Psychology Human Potential	3
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	*Business Elective	8
	General Electives	3-8
	TOTAL	64

Students must complete BUSO101 or have satisfactorily completed one year of high school typing. Students who utilize BUSA 201 to meet the accounting course requirement must take an additional three (3) credit elective to meet the 60 credit hours required for an A.A.S. degree.

*Electives may be selected from options listed in the A.S. degree requirements on page 40. Business electives include any Business Division course numbered 100 or above.

Sociology

Transfer Program

Sociology is largely concerned with the study of American society and how it operates today. Graduates may work in society-related activities including sociology, social work, criminology, teaching, and a wide range of social service professions.

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

Associate of Arts Degree

Course	Title	Credit Hours
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
MATH 120	Contemporary Math	3
PHIL 120	Logic and Critical Thinking	3
PSYC 100	Introduction to Psychology	3
PSYC 205	Developmental Psychology	3
SOC 110	Introduction to Sociology	3
SOC 220	Marriage and Family	3
SOC 230	Social Problems	3
CS 100	Introduction to Computers	3
PSYC 218	Introduction to Research in the Behavioral Sciences	4
	P.E. Activity/Dance	2
	*Cultural Diversity Elective	3-4
	*Social Science Electives	9
	*Arts and Humanities Electives	6
	*Laboratory Science Electives	8
	TOTAL	65-66

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



PROGRAM GUIDELINES

Theatre

Transfer Program

This program is designed for students who wish to pursue a professional career in theatre, providing the necessary background in acting, technical theatre, and performance. Students will also gain skills which prepare them for fields outside of the theatre. Theatre emphasizes communication, literary, physical, technical, and business-related skills.

There are no program prerequisites. Previous experience in high school or community theatre programs would, of course, be helpful. Students interested in scholarships must audition, and selection is based on performance and a combination of grades and letters of recommendation. The program requires evenings and some weekends, as well as extensive amounts of reading and speaking.

THTR 263	Technical Production	2
THTR 271	Play Analysis	2
THTR 272	Intermediate Acting	3
THTR 273	Stage Lighting	3
ENGL 103/104	English Composition	6
COMG 103	Oral Interpretation	3
COMG 131	Introduction to Speech Communication	3
	P.E. Activity/Dance	2
	*Arts and Humanities Elective	6
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	6
	TOTAL	67-68

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

Associate of Arts Degree

Course	Title	Credit Hours
THTR 101	Introduction to Theatre	3
THTR 102	Stage Makeup	2
THTR 103	Introduction to Stagecraft	3
THTR 105/106	Basics of Performance	4
THTR 163	Basics of Scene Design	2
THTR 190	Theatre Practice	4
THTR 263	Technical Production	2
THTR 271	Play Analysis	2
THTR 272	Intermediate Acting	3
THTR 273	Stage Lighting	3
ENGL 103/104	English Composition	6
COMG 131	Introduction to Speech Communication	3
COMG 103	Oral Interpretation	3
PHIL 120	Logic and Critical Thinking	3
	P.E. Activity/Dance	2
	*Arts and Humanities Elective	3
	*Cultural Diversity Elective	3-4
	*Computer Science Elective	2-3
	*Mathematics Elective	3-4
	*Laboratory Science Electives	8
	*Social Science Electives	12
	TOTAL	76-79

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

Associate of Science Degree

Course	Title	Credit Hours
THTR 101	Introduction to Theatre	3
THTR 102	Stage Makeup	2
THTR 103	Introduction to Stagecraft	3
THTR 105/106	Basics of Performance	4
THTR 163	Basics of Scene Design	2
THTR 190	Theatre Practice	4



Welding Technology

Applied Technology Program

The Welding Technology Program offers the student three options. The one-year Certificate program is nine months in length with an optional four-week summer session. This one-year program is designed to provide entry-level skills for structural steel, fabrication and construction industry.

The second year Certificate program is nine months in length and requires individuals entering it to have successfully completed the first year or pass competency exams to prove the ability to succeed in the program. The second year program is designed to provide entry-level skills for the pipe welding industry.

The third option is for students wishing to obtain an Associate of Applied Science Degree and requires 12 credits of general education courses.

As a final option the Welding Technology Program offers night classes for individuals who desire skill upgrading for industry or welding certification. These courses do not lead to a certificate or degree.

Certificate of Completion

First Semester

Course	Title	Credit Hours
MATH 035	Technical Mathematics	3
or MATH 097	Computational Skills	(1)
A TEC 119	Occupational Relations/Work Ethics	2
WELD 130	Welding Blueprint I	3
WELD 161	Oxyacetylene Ctnng/Basic SMAW	1.5
WELD 161L	Oxyacetylene Ctnng/Basic SMAW Lab	4
WELD 162	Advanced SMAW Theory	1.5
WELD 162L	Advanced SMAW Lab	4

Second Semester

ENGL 095	Communication Skills	1
or ENGL 099	Fundamentals for Writing	(3)
A TEC 110	Successful Job Search	1
WELD 132	Pattern Layout/Parallel Dev.	3
WELD 163	GMAW Theory	1.5
WELD 163L	GMAW Lab	4
WELD 164	GTAW & OAW Theory	1.5
WELD 164L	GTAW & OAW Lab	4

Summer Session (optional)

WELD 165	Introduction to Pipe Welding Theory	1
WELD 165L	Introduction to Pipe Welding Lab	3
TOTAL (with optional session)		33-41

Pipe Welding Certificate of Completion

(Prerequisite: Successful completion of Basic Certificate Program)

First Semester

Course	Title	Credit Hours
CS100/BUSA100	Introduction to Computers	3
WELD 235	Blueprint II - Pipe Drawings	2
WELD 241	Materials Preparation	1
WELD 242	Metallurgy	3
WELD 265	Pipe Welding I - SMAW Theory	2
WELD 265L	Pipe Welding I - SMAW Lab	5
WELD 266	Pipe Welding II - SMAW & GTAW	1
WELD 266L	Pipe Welding II - SMAW, & GTAW Lab	2

Second Semester

WELD 221	Automated Processes	3
WELD 236	Fabrication Tech-Layout and Fitting	3
WELD 243	Welding Quality and Inspection	2
WELD 267	Pipe Welding III - GTAW Theory	1.5
WELD 267L	Pipe Welding III - GTAW Lab	3
WELD 268	Pipe Welding IV - Certification Theory	1.5
WELD 268L	Pipe Welding IV - Certification Lab	3
TOTAL (with optional session)		36

Associate of Applied Science Degree

First Year

First Semester

Course	Title	Credit Hours
A TEC 119	Occupational Relations/Work Ethics	2
A TEC 130	Introduction to Blueprint Reading	1
MATH 035	Technical Math	3
WELD 130	Welding Blueprint I	3
WELD 161	Oxyacetylene Ctnng/Basic SMAW	1.5
WELD 161L	Oxyacetylene Ctnng/Basic SMAW Lab	4
WELD 162	Advanced SMAW Theory	1.5
WELD 162L	Advanced SMAW Lab	4

Second Semester

A TEC 110	Successful Job Search	1
ENGL 099	Fundamentals for Writing	3
or ENGL 103	English Composition	(3)
WELD 132	Pattern Layout/Parallel Dev.	3
WELD 163	GMAW Theory	1.5
WELD 163L	GMAW Lab	4
WELD 164	GTAW & OAW Theory	1.5
WELD 164L	GTAW & OAW Lab	4

Summer Session (optional)

WELD 165	Introduction to Pipe Welding Theory	1
WELD 165L	Introduction to Pipe Welding Lab	3

continued...



PROGRAM GUIDELINES

Second Year

First Semester

ENGL 202	+Technical Writing	3
	#Econ or Human Relations Elective	3
WELD 235	Blueprint II - Pipe Drawings	2
WELD 241	Materials Preparation	1
WELD 242	Metallurgy	3
WELD 265	Pipe Welding I - SMAW Theory	2
WELD 265L	Pipe Welding I - SMAW Lab	5
WELD 266	Pipe Welding II - SMAW & GTAW	1
WELD 266L	Pipe Welding II - SMAW & GTAW Lab	2

Second Semester

ATEC 220	Industrial Safety	2
CS100/BUSA100	Introduction to Computers	3
WELD 221	Automated Processes	3
WELD 236	Fabrication Tech-Layout and Fitting	3
WELD 243	Welding Quality and Inspection	2
WELD 267	Pipe Welding III - GTAW Theory	1.5
WELD 267L	Pipe Welding III - GTAW Lab	3
WELD 268	Pipe Welding IV - Certification Theory	1.5
WELD 268L	Pipe Welding IV - Certification Lab	3
	TOTAL	81
	TOTAL (with optional session)	85

* Students may take any math course(s) numbered above 101 to meet the requirements for the degree program.

+ Students may take ENGL 099 or ENGL 103 for 3 of the 6 required credits in Communications. ENGL 202, Technical Writing, is the recommended course for the remaining 3 credits that are needed to fulfill the Communications requirement for the A.A.S. degree, but it is not required.

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

Evening Certificate Program

Four hours each evening for four nights a week.

Courses offered in the evening are comparable to those offered during the day, but are not as comprehensive. Daytime instruction is 35 hours per week, while night instruction is 16 hours per week.

Students enrolled in this program are not eligible for financial aid or veteran's benefits.

Course	Title	Credit Hours
WELD 055	Welding Theory (OAC & SMAW Basic)	1
WELD 055L	Shielded Metal Arc Welding Lab	2
WELD 056	Welding Theory (SMAW Advanced)	1
WELD 056L	Shield Metal Arc Welding Lab (Advanced) ..	2
WELD 057	Welding Theory (SMAW)	1
WELD 057L	GMAW Lab	2
WELD 058	Welding Theory (GTAW & OAW)	1
WELD 058L	GTAW & OAW Lab	2
WELD 059	Pipe Welding Theory	2
WELD 060L	Certification Lab	2
	TOTAL	16



Course Information

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

203 Workshop

Credits arranged.

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

204 Special Topic

Credits arranged.

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

299 Independent Study

Credits arranged.

Individual study of either reading or project nature. Offered on demand only. Six credits maximum may be applied toward graduation. Contact the Registrar's Office for Independent Study Guidelines. Enrollment is accepted the first four weeks of each semester or first two weeks of summer session. Prerequisite: Sophomore standing, 3.00 GPA and permission of the instructor.

Allied Health

ALTH 097 **Math for Allied Health Workers**
1 Credit Offered Fall Semester
(Same as MATH 097)

Instruction in fractions, decimals, percents, ratios and proportions, measurement, and formulas with emphasis on practical application to specific programs.

ALTH 101 **Introduction to Allied Health**
1 Credit Offered Fall Semester
(Formerly PHAR 100)

This course provides an overview of traditional health care delivery systems and current social, economic, and political influences. It introduces students to health occupation roles and addresses consumer health needs, trends, and issues. This course is required for students planning to enroll in the Pharmacy and Mental Health Technician programs.

ALTH 102 **Introduction to Allied Health Lab**
1 Credit Offered Fall Semester
(Formerly (PHAR 100; same as HSS 102))

This weekly three-hour lab course provides the student an opportunity to explore health careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Pharmacy Technician program. All students who have a sincere interest in exploring health career options are welcome. Concurrent enrollment in ALTH 101 is required.

ALTH 105 **Infection Prevention**
2 Credits Offered Fall Semester
(Formerly (ALTH 105))

This course is an introduction to concepts regarding infection/prevention and control with major emphasis on the blood-borne pathogens HIV and Hepatitis B. Modes of transmission, prevention and OSHA standards for blood-borne pathogens, basic pathophysiology of HIV and Hepatitis B and current treatments will be defined. Psychosocial, legal, and ethical issues about these diseases will also be discussed.

Anthropology

ANTH 110 **Introduction to Physical Anthropology**
3 Credits Offered Fall Semester

This course offers instruction in how the human species has developed over the past five million years. Information includes the African fossil finds, possible ancestors of the first humans, how human populations may differ from each other biologically, and the development of the human abilities to live in all of earth's environments.

An interesting course for students curious about the development of human life on earth and why people appear to differ greatly. Satisfies a social science course requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

ANTH 120 **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. Satisfies a social science course requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

continued...



COURSE DESCRIPTIONS

ANTH 225 **Native People of North America**
3 Credits Offered Each Semester

This course offers an examination of who the North American Indians are, and who they were. Various facets of Indian culture are explored, including hunting, religion, art, living styles, foods, and relationships between the Native American tribes, both now and in the past.

ANTH 225 is an interesting course for students curious about the Native Americans and their relationship with the environment, as well as those students wishing to satisfy the Cultural Diversity requirement for the A.A. degree or three Social Science credits toward an A.S. degree. Prior completion of other courses is not required.

ANTH 230 **Introduction to Archaeology and World Prehistory**
3 Credits Offered Spring Semester

This course offers classroom instruction in the ways archaeologists unearth the remains of ancient peoples. Included is a brief look at what those archaeologists have discovered in various places throughout the world from the earliest stone tools to the invention of agriculture.

ANTH 230 is an interesting course for those students curious about the human past in both the Old and New Worlds, as well as students wishing to satisfy the Group 4 Social Science requirement for the A.A. degree or three Social Science credits toward an A.S. degree. Prior completion of other courses is not required.

ANTH 299 Independent Study: Readings in the History of Anthropology
3 Credits Offered Each Semester

This course is an individual study in which the student completes reading from a list of books relating to the development of modern anthropological thinking. A document based on those readings will be prepared by the student.

This course is intended for anthropology majors wishing to transfer to B.A.-granting institutions. ANTH 110, ANTH 120, ANTH 230, and ENGL 104 must be completed prior to enrollment in this course.

Applied Technology

A TEC 109 **Occupational Relations**
1 Credit Offered Either Semester

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

A TEC 110 **Successful Job Search**
1 Credit Offered Either Semester

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

A TEC 119 **Occupational Relations/Work Ethics**
2 Credits Offered Fall Semester

Instruction in practical application of on-the-job interpersonal relations as it applies to you as an employee, supervisor or consumer. A variety of work ethics topics will be covered that will help employers define you as a "good" employee; such as punctuality, staying on task, being a team player, cleanliness/neatness in the work area, thoroughness, pride in workmanship and flexibility.

A TEC 220 **Industrial Safety**
2 Credits Offered Fall/Spring Semester

A practical and theoretical hands-on study of how and why accidents occur and how to prevent them. OSHA requirements, Right to Know, Hazard Communication Standard and Material Safety Data Sheets will be covered. Stress management and employee responsibility, attitude, philosophy and commitment in the interest of accident prevention and loss control.

Art

ART 101 **Survey of Art I**
3 Credits Offered Fall Semester

This course offers an historical overview of the development of Western visual art in its principal phases from prehistoric societies to the 12th century AD. The arts of these cultures will be examined through the analysis of major monuments of architecture, sculpture, and painting with specific attention to the communicative function of the work of art in relation to its society.

ART 101 expands an understanding in the visual arts and the societies that produced them, and enables the student to make connections to contemporary society and culture and increases individual aesthetic concepts. It satisfies an arts and humanities course requirement for the A.A. and A.S. degrees.

ART 102 **Survey of Art II**
3 Credits Offered Spring Semester

Survey of Art II offers an historical overview of the development of Western painting, sculpture, and architecture from the Renaissance to the present with emphasis on the struggle to find a universal and unified visual language for a world of changing values, new institutions and unprecedented diversity.

The course creates a higher understanding of the parallels and interconnections of visual art and the societies that made it. It enables students to thoughtfully view creative expression in its communicative function as seen in relation to contemporary society and culture. Satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

ART 212 offers instruction in basic airbrush techniques through simple two-dimensional illustrations. The course ART



COURSE DESCRIPTIONS

ART 212
2 Credits

Illustration III
Offered Fall Semester

Art 212 offers instruction in basic airbrush techniques through simple two-dimensional illustrations. The course emphasizes the creation of strong and effective visual concepts for illustrations needed in various publications.

This course provides important skills for potential illustrators, artists, and designers. It is a required course in the commercial art program. Prior completion of ART 210 and 211 or permission of the instructor is necessary for enrollment.

ART 213
2 Credits

Illustration IV
Offered Spring Semester

Illustration IV is a continuation of instruction in general illustration using a wide range of techniques.

This course helps the graduating commercial art student establish a strong portfolio for employment opportunities in illustration. ART 213 is a required course in the commercial art program. Prior completion of ART 210, 211, and 212 or permission of the instructor is necessary for enrollment.

ART 217
3 Credits

Life Drawing I
Offered Fall Semester

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both an anatomical analysis and an interpretive drawing of the undraped and draped model.

ART 217 helps to develop eye/hand coordination that is important for careers in applied arts and fine arts. This course is a required course in the commercial art program. Prior completion of ART 111 and 112 or permission of the instructor is necessary for enrollment.

ART 218
3 Credits

Life Drawing II
Offered Spring Semester

Life Drawing II offers an exploration in the artistic expression of the draped and undraped human form. Included will be drawing in various media from the model with an emphasis on personal interpretation.

ART 218 offers a basis for development in any of the visual arts for it best teaches the artist to see. The course equally accommodates the gestural artist and the technical illustrator. It is a required course in the commercial art program. Prior completion of ART 217 or permission of the instructor is necessary for enrollment.

ART 221
3 Credits

Graphic Design I
Offered Fall 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 commercial art program. Prior completion of other courses is not necessary.

ART 222
3 Credits

Graphic Design II
Offered Spring Semester

This course is a continuation of ART 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 Commercial Art program. Prior completion of ART 221 or permission of the instructor is required.

ART 231
3 Credits

Beginning Painting I
Offered Fall Semester

Beginning Painting I develops competence with oil paint medium through specific assignments designed to emphasize composition and the fundamentals of painting and color. Particular attention is given to visual thinking, exploration, exposure to materials and technical procedures. The course is structured around individual instruction and group critiques.

ART 231 helps develop ideas and competence with a creative medium. It promotes the articulation of feelings and objectives through a descriptive visual vocabulary. This course is a required course in the commercial art program. Class supplies are to be purchased by the student. Prior completion of other courses is not necessary.

ART 232
3 Credits

Beginning Painting II
Offered Spring Semester

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

Beginning Painting II encourages divergent thinking and different approaches with the medium through the presentation of abstract concepts. It is a required course in the commercial art program. Class supplies are to be purchased by the student. Prior completion of other courses, including ART 231, is not necessary.

ART 241
3 Credits

Sculpture I
Offered Fall Semester

Sculpture I provides an introduction to ideas and materials designed to facilitate the student's response to three-dimensional forms. Emphasis will be on concepts of modeling, carving, and constructing.

This course promotes confidence for the three-dimensional artist through technical fundamentals. It is a recommended elective for the commercial art program. Prior completion of other courses is not required.

COURSE DESCRIPTIONS



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 commercial art program. Prior completion of ART 241 is required.

ART 243 **Graphic Design III**
3 Credits Offered Fall Semester

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

ART 243 develops the creative use of computer technology for graphic design applications. It is a required course in the commercial art program. Prior completion of ART 221 and 222 is necessary for enrollment.

ART 244 **Graphic Design IV**
3 Credits Offered Spring Semester

ART 244 offers exploration in the challenges of corporate design. This involves advertising theory and a system of creative strategy development, including product analysis, identifying a target market, and creating an advertising plan. Students will create appropriate print ads and package decisions necessary to bring a product to the market place.

This course helps to gain a hands-on understanding of the design aspects of advertising and product marketing. It is a required course in the commercial art program. Prior completion of ART 243 is necessary for enrollment.

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.

Intermediate Painting I promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. Intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline, the course is a recommended elective for the commercial art program. Class supplies are to be purchased by the student. Prior completion of ART 231 & 232 is required.

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 commercial art program. Prior completion of ART 245 is required.

ART 251 **Printmaking I**
3 Credits Offered Fall Semester

Printmaking explores the relief printing processes of wood and lino blocks, silkscreen methods, and handmade paper processes. Emphasis is on methods, techniques, exploration of materials, and individual development. An additional focus will be on the historic influence and importance of each media and its relationship to other artistic expressions.

ART 251 is a recommended elective for the commercial art program. Prior completion of other courses is not required.

ART 252 **Printmaking II**
3 Credits Offered Spring Semester

Printmaking II provides an introduction to engraving, collagraphic, and mixed media processes. Emphasis is on exploration of materials, methods, and creative expression. Additional focus will be on the historical influence and importance of each media and its relationship to other artistic expressions.

ART 252 is a recommended elective for the commercial art program. Prior completion of other courses is not required.

ART 253 **Letterform Design**
2 Credits Offered Fall Semester

ART 253 offers instruction in basic type styles and design. The course includes characteristics of letters in relationship to technical, free style, and creative letter rendering as they apply within the commercial art and illustration fields.

Letterform Design provides a fundamental knowledge of hand lettering. This is a required course in the commercial art program. Prior completion of other courses is not necessary.

ART 261 **Ceramics I**
3 Credits Offered Both Semesters

Ceramics I introduces the student to wheel-thrown and handbuilt clay forming techniques, ceramic design concepts, and glaze experimentation. Emphasis is on the development of fundamental skills and understanding the creative potential of clay.

This course helps develop sensitivity of design and aesthetics for the clay objects we use daily. The course enhances an appreciation for the creative process and establishes the student as a designer/craftsperson. It is a recommended elective for the commercial art program and a fundamental course for transfer art majors or minors. Prior completion of other courses is not required.

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COURSE DESCRIPTIONS

ART 262 **Ceramics II**
3 Credits Offered Both Semesters

ART 262 is a continuation of Ceramics I. Structured to develop the creative potential of the student using the medium of clay as a vehicle of communication, the course focuses on continued development of fundamental skills and expressive use of materials. Additional emphasis is placed on establishing individual design criteria and expanding awareness of aesthetic qualities of ceramics as art forms or as utilitarian vessels.

This is a recommended elective for the commercial art program. Prior completion of ART 261 is required. The course may be repeated for a total of 12 credits.

ART 281 **Watercolor I**
3 Credits Offered Fall Semester

Watercolor I introduces the student to a water-based medium that includes the application of visual and tactile elements and the functions of design. Emphasis will be on visual thinking, exploration, exposure to materials, and technical approaches. Individual instruction and group critiques are utilized.

ART 281 helps to develop an appreciation for complexities and the potential for creative expression. Class supplies are to be purchased by the student. Prior completion of other courses is not required.

ART 282 **Watercolor II**
3 Credits Offered Spring Semester

ART 282 offers additional instruction in watercolor designed to increase student awareness, knowledge, and understanding of the potential of the medium. This course introduces mixed media for the purpose of combining with the watercolor medium. Individual approaches are encouraged, and personal development is emphasized.

This course helps to develop different approaches and divergent thinking through the presentation of abstract concepts. Class supplies are to be purchased by the student. Prior completion of other courses is not required.

ART 283 **Portfolio I**
2 Credits Offered Fall Semester

Portfolio I is an intensive course designed to assist committed, self-motivated students in preparing a portfolio that effectively demonstrates their abilities. Portfolios are assessed for their strengths and weaknesses, and appropriate presentational methods are recommended.

This course helps art students with the important development of an individualized and professionally competitive portfolio. Required course in the commercial art program. Restricted to sophomores.

ART 284 **Portfolio II**
2 Credits Offered Spring Semester

ART 284 is a continuation of ART 283. This is a required course in the commercial art program. Restricted to sophomores.

Auto Body Technology

Note: Course enrollment requires prior acceptance into the Auto Body Technology Program.

ABRR 151 **Auto Body Technology Theory I**
2 Credits Offered Fall Semester

Auto Body Technology Theory I offers classroom instruction in all phases of automobile refinishing including base coat and clear coat systems, oxy-acetylene and gas metal arc welding, and basic body panel repair. Health and safety rules are also taught.

ABRR 151L **Auto Body Technology Lab I**
10 Credits Offered Fall Semester

This lab features hands-on shop experience in all phases of auto refinishing, oxy-acetylene and gas metal arc welding, and basic body panel repair techniques. Mock-up vehicles as well as actual customer work will be experienced. Health and safety practices are promoted.

ABRR 152 **Auto Body Technology Theory II**
2 Credits Offered Spring Semester

Auto Body Technology Theory II presents classroom instruction in fiberglass and plastic parts repair, automobile construction and panel identification, estimating, hardware and fastener identification, body panel replacement, uni-body and frame alignment, steering and suspension components, glass replacement, cooling and air conditioning components, and electrical systems.

ABRR 152L **Auto Body Technology Lab II**
10 Credits Offered Spring Semester

This lab offers hands-on shop experience in fiberglass and plastic parts, repair, estimating, replacements of hardware and body panels, alignment of uni-body vehicles and frames, replacement and steering and suspension parts, replacement of auto glass, restoring cooling and air conditioning systems, and diagnosing and repairing electrical problems. Health and safety practices along with quality work is promoted.

ABRR 153 **Auto Body Technology Theory III**
1 Credit Offered Summer Session

ABRR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

ABRR 153L **Auto Body Technology Lab III**
2 Credits Offered Summer Session

This course provides hands-on shop experience in wreck rebuilding and meeting production shop time schedules. Quality work is promoted.



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components and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools or equipment, or handling asbestos-containing materials.

AUTO 116L **Auto Lab**
3 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in ATDT 160 and AUTO 125 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, or using tools or equipment, or handling asbestos-containing materials.

AUTO 117L **Auto Lab**
2 Credits Offered Summer Session

This course will give the student additional exposure to lab experiences related to the area of special interest selected by the student in AUTO 195. It may consist of work with mock-ups, components, live work, or in some cases School to Work arrangements with local shops. Prior successful completion of the first year of the Automotive A.A.S. program is required, or instructor permission.

AUTO 120 **Alignment Principles**
1 Credit Offered Fall Semester

This course will introduce basic steering and suspension components, and give in-depth instruction into various measurements that make up the steering geometry of a vehicle. The course will consist of both lecture and demonstration using the Hunter D-111 computerized four wheel alignment machine.

AUTO 125 **Steering/Suspension**
2 Credits Offered Spring Semester

Students will learn various types of steering and suspension systems used on today's cars and light trucks, as well as how to diagnose, service, remove and replace various components. Students will also learn how the various components work together to control the steering geometry angles.

AUTO 195 **Specialization Study**
1 Credit Offered Summer Session

Students will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects or short field trips. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 210 **Advanced Electrical**
2 Credits Offered Fall Semester

Students will be exposed to a variety of accessory electrical circuits, such as windshield wipers, power

windows, door locks, seats, and cruise control systems as well as more in-depth instruction into troubleshooting procedures and theories.

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

Students will perform troubleshooting on computerized engine controls on live vehicles that have been "bugged" by the instructor. Students will use various scanners and electronic test equipment typically used in the industry to diagnose the "bugs." Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 220 **Advanced Tune-Up**
2 Credits Offered Fall Semester

Students will learn more about various ignition systems used on today's cars including Hall Effect and distributorless ignition systems. Students will learn to use electronic engine analyzers, as well as reading scope patterns. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 230 **Carburetors**
2 Credits Offered Fall Semester

Students will learn about the various circuits in carburetors and how they relate to driveability of the vehicle. Instruction will be given in overhaul, adjustment, and various repair procedures. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 240 **Emission Controls**
2 Credits Offered Fall Semester

Students will learn about how automobile emissions contribute to air pollution and the current methods of controlling these emissions. Various systems, testing and servicing will be covered. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

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. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 260 **Computer Controlled Systems**
4 Credits Offered Spring Semester

Students will receive instruction on various systems on the automobile that are computer controlled such as fuel injection and anti-lock brakes, as well as some introduction to digital dash, keyless entry and active suspension systems. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

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AUTO 270 Trans/Transaxle
4 Credits Offered Spring Semester

This course will cover the general theory of manual and automatic transmission and transaxle operation. Students will learn appropriate testing, disassembly and repair procedures. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

AUTO 280 HVAC
2 Credits Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling, and recharging of air conditioning systems. The course will cover both R-12 and R-134a refrigerant handling. Prior successful completion of the first year of the Automotive A.A.S. degree program is required, or instructor permission.

Bacteriology

BACT 250 General Microbiology/Bacteriology
4 Credits Offered Each Semester

Introductory survey of microorganisms. Emphasis will be on bacteria as examples of all microorganisms, and as models for all living organisms/cells in regard to structure, physiology, and reproduction. This is a fairly rigorous lab course requiring attendance to cover various lab skills of media use, culturing, slide-staining, use of lab materials, and processes relating to microorganisms.

This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental science, and laboratory research. BACT 250 satisfies a laboratory science course requirement for the A.S. degree. The course includes classroom lectures and separate lab sessions. Previous completion of other courses is not required. However, completion of BIOL 100 or BIOL 201 and CHEM 103 or CHEM 107 is recommended.

Biology

BIOL 100 Fundamentals of Biology
4 Credits Offered Each Semester

This introductory course provides a general overview of evolution, the five kingdoms, ecology, DNA, cell structure, genetics, and human systems.

BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 201, and upon completion of BIOL 100, BIOL 201 cannot be taken for credit. This course may not be accepted as fulfilling biology course requirements by some medical programs. It includes classroom lectures and separate lab sessions. The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required.

BIOL 111 Living with the Environment
3 Credits Offered Fall Semester

This course is a study of the environment that includes population dynamics, ecological principles, use and misuse of resources, worldwide environmental problems, and man in relation to land, air, and water resources.

Living with the Environment helps enhance an understanding of current environmental issues and the application of environmental principles to everyday decisions. This course does not include a lab experience, but satisfies a science course requirement for the A.S. degree. Prior completion of other courses is not required.

BIOL 175 Human Biology
4 Credits Offered Fall Semester

This introductory course provides a general overview of the structure, function, healthy maintenance and common diseases of the human body. Biology 175 is designed to give the non-biology major a better understanding and appreciation of the human body. It is not intended to be a preparation or alternative for Zoology 107 and 108, Human Anatomy and Physiology. Upon completion of Zoology 107 and 108, students cannot take Biology 175 for credit. Upon completion of Biology 175, a student must petition the Division of Natural Sciences for permission to take Zoology 107 and 108. Credits may be restricted depending upon the student's educational objectives. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking the class. Biology 175 includes three hours of lecture and three hours of lab per week. This course satisfies laboratory science course requirements for the A.S., A.A. and A.A.S. degrees. Prior completion of other courses is not required.

BIOL 201 Introduction to Life Sciences
4 Credits Offered Each Semester

BIOL 201 is an introduction to the fundamental principles which govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution.

The course provides an important foundation for more advanced coursework in the life sciences and medical related programs. Introduction to Life Sciences includes classroom lectures and separate lab sessions. The course cannot be taken for credit after completion of BIOL 100. It satisfies a laboratory science course requirement for the A.S. and A.A. degrees. Prior completion of one year of high school biology and chemistry is recommended.

BIOL 207 Concepts in Human Nutrition
3 Credits Offered Each Semester

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and in food selection for individual needs. Topics covered will include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely

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examined through a self-evaluation of personal diet studies.

Concepts in Human Nutrition provides important basic knowledge in making personal dietary decisions. This course satisfies a science course requirement for the A.S. degree. Prior completion of other courses is not required.

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

This introductory course shows the relationships between the living and non-living components of the environment. The course examines the processes which influence the distribution of plant and animal communities.

It provides an exposure to the fundamental principles of ecology in natural resource management. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology and botany disciplines. This is not an environmental science course. Permission of the instructor or prior completion of BIOL 100 or 201 is required. The course includes one 3-hour lab per week.

BIOL 299 **Independent Study**
Credits arranged Offered Each Semester

BIOL 299 is individual study culminating in a project or product that will become property of the Division of Life Sciences. Individual study will be based on a mutual agreement between the student and instructor and must be outlined on a form available from the Registrar.

Individual study allows for an in-depth study of areas of biology that are of personal interest. Prior completion of 26 college credits with a 3.00 GPA is required, in addition to the approval of the instructor, the division chair, and the Dean of Academic Affairs. A maximum of three credits is allowed per semester and only six credits can apply toward graduation requirements.

Independent study cannot be used to fulfill associate degree core requirements.

Botany

BTNY 203 **General Botany**
4 Credits Offered Spring Semester

BOT 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion up through the gymnosperms and angiosperms. Where possible, each group is related to the higher plants.

The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others who are interested in the plant kingdom. It satisfies a laboratory science course requirement for the A.S. degree. The course includes classroom lectures and separate lab sessions. Prior completion of BIOL 100 or 201 is preferred but not required.

BTNY 241 **Systematic Botany**
4 Credits Offered Spring Semester

BOT 241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a

recognized botanical key. The course includes field trips and plant collection.

Systematic Botany is designed for individuals pursuing a degree in biology, botany, or forestry, and for those with an interest in the identification of local plants. The course includes classroom lectures and separate lab sessions. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of BIOL 100 or 201 may be beneficial but is not required.

Business Administration

BUSA 080 **Survey of Microcomputers**
1 Credit Offered Either Semester

For the first-time user of IBM and PC compatible microcomputers, this hands-on course introduces basic operating skills, identification of hardware components, computer purchasing guidelines, file management, and an exposure to software packages, such as word processing, spreadsheets, and data base. This course is intended for students who desire an initial exposure to the hardware and software of a personal computer system.

BUSA 100 **Introduction to Computers**
3 Credits Offered Each Semester

BUSA 100 is the study of computer systems and applications. It introduces students to computer hardware, and a hands-on exploration of application and system software for microcomputers and includes the history, terminology, industry trends and social impact of computers. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular software packages.

This course is required for the Business Administration, Business Education, Office Technologies, Secretarial Studies and Small Business Management degree programs. It meets the computer science requirement for the A.A. degree. This course cannot be taken for credit after completion of CS 100. Prior completion of other courses is not required.

BUSA 107 **Survey of the Macintosh Computer**
1 Credit Offered Either Semester

This course is a beginning level course using the Macintosh to learn the basics of the Macintosh operating system, initializing disks, using the mouse, and keyboard. The class includes basic word processing using WordPerfect, an introduction to a basic drawing program using SuperPaint, and basic database use with Hypercard. Prior completion of other courses is not required, although some keyboarding proficiency is assumed. This course is a microcomputer elective in the Business and Office Technology programs.

BUSA 110 **Small Business Accounting**
3 Credits Offered Each Semester

BUSA 110 provides an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting system, special journals, and systems and procedures for handling accounting problems associated

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with small businesses.

This course is required for students in the Small Business Management and all Business and Office Technology programs and is helpful to others who want to upgrade business skills for improved employability. It is not a preparation for BUS 201. Prior completion or concurrent enrollment in BUSA 121 is required.

BUSA 111 **Small Business Accounting**
3 Credits Offered Each Semester

BUS 111 is a continuation of BUS 110 with an introduction to accounting procedures for a merchandizing business. Emphasis will include asset valuation, inventory valuation, and financial statement analysis for small businesses. This course is required for students in the Small Business Management and all Business and Office Technology programs, and others who want to upgrade business skills for improved employability. Prior completion of BUS 110 is required.

BUSA 117 **Introduction to DOS**
1 Credit Offered Each Semester

BUS 117 provides an introduction to the major microcomputer operating system, MS-DOS on IBM compatible microcomputers. It includes file management, creating and using directories and subdirectories, batch files, menu development, creating and editing files, and managing hard disk systems. Hands-on computer use is involved.

This is an important course for anyone who wants to learn how to use the disk operating system on IBM-type microcomputers. It is a required course in the Executive Secretarial Studies and the Office Information Specialist programs and is a microcomputer elective course for all other Business and Office Technology programs. Prior completion of other courses is not required.

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

BUSA 118 provides an introduction to word processing fundamentals using the word processing package, WordPerfect, 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. It does not fulfill the word processing requirement for the Business and Office Technology programs. Prior completion of other courses is not required, although some keyboarding proficiency is assumed.

BUSA 118B **Intro to Word Processing-Microsoft Word**
1 Credit Offered Either Semester

This course provides an introduction to word processing fundamentals using the word processing package, Microsoft Word for Windows, on IBM compatible computers. A hands-on class with business-oriented examples, it includes creating, storing, retrieving, and printing documents.

This is a valuable course for those who want to learn how

to use word processing software. This course is a microcomputer elective for the Business and Office Technology programs. It does not fulfill the word processing requirement for the Business and Office Technology programs. Prior completion of other courses is not required, although some keyboarding proficiency is assumed.

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

BUSA 119 is an extension of BUSA 118. It utilizes WordPerfect software on IBM compatible computers and provides additional word processing functions, including cutting and pasting text, merging text, and utilizing columns.

This course does not fulfill the word processing requirement for Business and Office Technology programs. Prior completion of BUSA 118 is required.

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

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

This is a microcomputer elective course in the Business and Office Technology programs. Prior completion of BUSA 118 or BUSO 273, or permission of the instructor is required.

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

BUSA 121 is an introduction to spreadsheet fundamentals using one of the software packages (Lotus 1-2-3 or Quattro Pro) on IBM compatible microcomputers. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves hands-on computer use. This course is required for the Office Systems Specialist, Executive Secretarial, and the Office Information Specialist programs and is a microcomputer elective course in all other Business and Office Technology programs. Prior completion of other courses is not required; however, some computer knowledge and basic math skills are recommended.

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

BUSA 122 provides advanced instruction using Lotus 1-2-3 or similar software on IBM compatible microcomputers. It includes spreadsheet programming, macros, using templates, creating graphic applications, and involves hands-on computer use with business-oriented examples.

This course is required for the Computer Science Business Applications and Office Information Specialist program and is a microcomputer elective for the other Business and Office Technology programs.

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COURSE DESCRIPTIONS

BUSA 123
1 Credit

Introduction to Database
Offered Either Semester

BUSA 123 provides an introduction to database fundamentals. It involves hands-on computer experience using either the software program, dBase or Paradox, on IBM compatible microcomputers. Database design and theory, file structure, sorting, editing, report generating at the query-level of dBase, and printing records are included.

This course provides skills in the computer management of data for any application. It is a required course for the Executive Secretarial and Office Information Specialist programs and serves as a microcomputer elective for the other Business and Office Technology programs. Prior completion of other courses is not required; however, some computer knowledge is recommended.

BUSA 124
3 Credits

Advanced Database Management
Offered Either Semester

BUSA 124 provides instruction in database programming using dBase on IBM compatible microcomputers. It emphasizes designing, documenting, and writing database programs. It also includes command file programming, file handling, designing menus, and debugging programs. Hands-on computer use is involved.

This is a required course in the Office Information Specialist program and is a microcomputer elective in the other Business and Office Technology programs. Prior completion of BUSA 123 is required.

BUSA 127
3 Credits

Introduction to Business
Offered Each Semester

BUSA 127 presents a survey of the organization, functions, and activities of business. Emphasis is placed on the terminology necessary to understand business principles and practices. It also includes an exploration of the areas of management, marketing, finance, and personnel.

This course is useful for those who are considering a career in business and others who want an overview of what the study of business encompasses. It is required in the Office Information Specialist, Executive Secretarial, and Small Business Management programs. Prior completion of other courses is not necessary.

BUSA 128A
1 Credit

Advanced Word Processing-Desktop Publishing Features
Offered Either Semester

BUSA 128A is an advanced course using WordPerfect on IBM compatible computers. It includes graphic lines and boxes, graphic images (.wpg), fonts, viewing your document, design and layout, comparing documents, creating master documents, math features, and macros. This is a hands-on class with business oriented examples. The course is important for those who want to utilize the desktop publishing features within WordPerfect. This course is a microcomputer elective for the Business and Office Technology programs. Prior completion of BUSA 118 and 119 or BUSO 273 is required.

BUSA 130
3 Credits

Principles of Management
Offered Each Semester

BUSA 130 presents an introduction to the theories of the functional and behavioral approaches to management. Emphasis is placed on the functions of planning, organizing, directing, staffing, controlling, coordinating, and delegating. It also involves applications to the operational and administrative activities of management, including communication, motivation, leadership, decision making, and innovation.

This course is helpful in upgrading management skills. It is required in the Office Information Specialist, Executive Secretarial, and Small Business Management programs. Prior completion of other courses is not required.

BUSA 133
1 Credit

Introduction to Microsoft Windows
Offered Either Semester

This course provides an introduction to Microsoft Windows fundamentals on IBM compatible computers. The course includes utilizing and controlling windows, help, Write, Paintbrush, sharing data between applications with Clipboard, printing using Print Manager, installing Windows, and working with the Control Panel. This course is useful for anyone who wants to learn how to use Microsoft Windows software. Prior completion of other courses is not required, although some keyboarding proficiency is assumed.

BUSA 155
3 Credits

Principles of Marketing
Offered Each Semester

BUSA 155 provides an introduction to the basic problems and practices in marketing. It includes the areas of decision making relating to product, promotion, pricing, distribution, and target markets, all within a time schedule for an individual business.

This course helps to create an awareness of the operational and administrative activities of a marketing manager; it also helps in upgrading marketing skills. This is a required course in the Small Business Management program. Prior completion of other courses is not required.

BUSA 156
3 Credits

Principles of Retailing
Offered Fall Semester

This course teaches students how to apply business strategies to retail merchandising and service businesses. It involves the study of pricing, markups, markdowns, inventory control, warehousing, and promotion to determine the proper marketing mix.

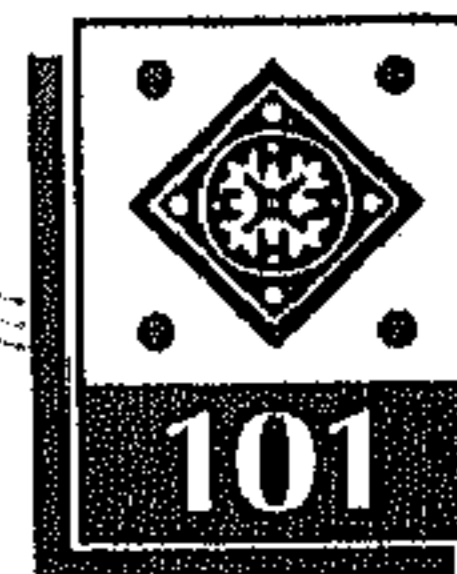
BUSA 156 satisfies the business elective course requirement for the Small Business Management program. Prior completion of BUSA 127 or 155 is recommended.

BUSA 157
3 Credits

Fundamentals of Advertising
Offered Spring Semester

BUSA 157 presents an overview of the principles and procedures in advertising. It examines the importance of advertising, alternative media, measurement of effectiveness,

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BUSO 188 **Medical Field Experience II**
4 Credits Offered Spring Semester

BUSO 188 is a continuation of BUSO 187. It is a required course in the Medical Secretarial Studies program and is graded on a satisfactory/unsatisfactory basis. Prior completion of BUSO 187 is required.

BUSO 189 **Secretarial Field Experience I**
4 Credits Offered Fall Semester

Secretarial Field Experience I provides supervised training in secretarial skills through on-the-job experience in a business office.

This course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. It is a required course in the Executive Secretarial Studies and Office Information Specialist programs and is graded on a satisfactory/unsatisfactory basis. Prior completion of BUSO 273 and 295 or permission of instructor is required. BUSO 295 may be taken concurrently with BUSO 189.

BUSO 190 **Secretarial Field Experience II**
4 Credits Offered Spring Semester

Secretarial Field Experience II is a continuation of BUSO 189 and provides supervised training in secretarial skills through on-the-job experience in a business office.

This course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. It is a required course in the Executive Secretarial Studies and Office Information Specialist programs and is graded on a satisfactory/unsatisfactory basis. Prior completion of BUSO 189 is required.

BUSO 191 **Legal Field Experience I**
4 Credits Offered Fall Semester

Legal Field Experience provides supervised training in secretarial skills through on-the-job experience in a legal-related office. The course provides practical application of secretarial skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. It is a required course in the Legal Secretarial Studies program and is graded on a satisfactory/unsatisfactory basis. Prior completion of BUSO 112, 205, 273, and 295 is required. BUSO 205 and 295 may be taken concurrently with BUSO 191.

BUSO 192 **Legal Field Experience II**
4 Credits Offered Spring Semester

BUSO 192 is a continuation of BUSO 191. It is a required course in the Legal Secretarial Studies program and is graded on a satisfactory/unsatisfactory basis. Prior completion of BUSO 191 is required.

BUSO 205 **Legal Terminology and Transcription**
3 Credits Offered Fall Semester

This course provides an introduction to the pronunciation and usage of legal terminology. It includes typing legal documents from transcription and provides instruction in office procedures within the legal field.

BUSO 205 is a required course in the Legal Secretarial Studies program. Prior completion or concurrent enrollment in BUSO 273 is required.

BUSO 206 **Legal Secretarial Procedures**
3 Credits Offered Spring Semester

BUSO 206 is a continuation of BUSO 205. It is required for the Legal Secretarial Studies program. Prior completion of BUSO 205 is required.

BUSO 209 **Medical Transcription**
2 Credits Offered Each Semester

This course provides an introduction to transcribing taped dictation, covers basic reports used in the medical field, and reinforces knowledge of medical terminology and procedures. It is required for students in the Medical Secretarial Studies program. Prior completion of BUSO 273 is required.

BUSO 210 **Advanced Medical Transcription**
2 Credits Offered Each Semester

The Advanced Medical Transcription course emphasizes realistic dictation situations used in the medical community. It is required for students in the Medical Secretarial Studies program. Prior completion of BUSO 209 is required.

BUSO 273 Word Processing and Machine Transcription
3 Credits Offered Each Semester

This course provides an introduction to word processing fundamentals using microcomputers and the software package, WordPerfect. It includes instruction in creating, storing, retrieving, editing, and printing documents and utilizes spelling, vocabulary, punctuation, and proofreading skills. Machine transcription skills on the microcomputer are also developed.

BUSO 273 is a required course in the Business and Office Technology programs. Prior completion of BUSO 102 is required.

BUSO 274 **Word Processing Applications**
3 Credits Offered Each Semester

BUSO 274 is a continuation of BUSO 273. It emphasizes advanced word processing and machine transcription skills. It is a required course in the Business and Office Technology programs. Prior completion of BUSO 273 is required.

BUSO 294 **Medical Office Procedures**
1 Credits Offered Each Semester

This course emphasizes the procedures utilized in the medical office setting. Included are diagnostic and procedure coding, insurance billing, appointment scheduling, patient

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COURSE DESCRIPTIONS

file creation and maintenance and medical telephone communication. The course also covers medical forms and reports, medical laws and ethics, and terminology for procedures, surgery and prescription drugs. Students must have taken or be concurrently enrolled in BUSO 207.

BUSO 295 **Office Procedures**
3 Credits Offered Each Semester

BUSO 295 is a capstone course designed to give students a practical insight in the nature of current office procedures. Topics will include: interpersonal skills in written and oral communication, supervision and public contact; interpersonal skills; job search; mail processing; professional appearance; reference material; reprographics; scheduling; telephone techniques; time management; and written/oral communications.

This course is required for all Business and Office Technology programs. Prior completion of BUSO 273 or concurrent enrollment is required.

Carpentry

Note: Course enrollment requires prior acceptance into the Carpentry Program.

CARP 151 **Carpentry Theory I**
4 Credits Offered Fall Semester

A look at the trade and its applications as a career is initially covered. All aspects of construction safety are taught. Hand and power tools are covered as well as all types of building materials. Much emphasis is given to blueprint reading, house design, building codes, and site development. Concrete and framework, as well as floor, wall, and roof framing are taught.

CARP 151L **Carpentry Laboratory I**
8 Credits Offered Fall Semester

Students will spend time at an actual work-like situation. Students will use many hand, electric, portable, and stationary tools, and must acquire good skills in this area as well as understand all safety aspects of the tools used. Actual job situations will correspond with time spent in the classroom.

CARP 152 **Carpentry Theory II**
2 Credits Offered Spring Semester

Stair layout, insulation, roofing, and drywall techniques along with interior and exterior finishing are covered during this session. All aspects of safety are continuously covered.

CARP 152L **Carpentry Laboratory II**
10 Credits Offered Spring Semester

On the same project as the first semester, the students will have the opportunity to sharpen their skills and put them into practice, as well as learn additional tasks. Stair layout, insulation, roofing, drywall techniques, and interior and exterior finishing will be covered. More emphasis will be placed on teamwork, work ethics, and work habits.

CARP 153 **Carpentry Theory III**
1 Credit Offered Summer Session

The summer session provides a chance to review any required material not covered in the first two semesters. This session allows additional time for students needing extra help.

CARP 153L **Carpentry Laboratory III**
3 Credits Offered Summer Session

The summer lab session is spent completing a project, if necessary, as well as an opportunity for students to fine tune their skills. Students may exit early provided they: 1) Have completed their required competency tasks, 2) Maintained a "C" grade, 3) Received instructor permission, and 4) Have a job which meets required criteria.

Chemistry

CHEM 103 **Preparation of College Chemistry**
4 Credits Offered Each Semester

An introduction to problem-solving and techniques needed for college-level chemistry. It is designed as a preparation for CHEM 111 and for students without sufficient background in chemistry. This course satisfies a laboratory science course requirement for the A.S. degree. Prior completion of high school algebra or its equivalent is required.

CHEM 107 **Basic Concepts of Chemistry I**
4 Credits Offered Each Semester

CHEM 107 is a survey of the basic concepts of inorganic chemistry and is designed primarily for health science degrees or to meet general core requirements.

The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It is not intended as a preparation for CHEM 111. Only six credits can be earned by students taking both CHEM 103 and CHEM 107. Includes classroom lectures and separate laboratory sessions. Prior completion of high school algebra or its equivalent is required.

CHEM 108 **Basic Concepts of Chemistry II**
4 Credits Offered Each Semester

This course is a continuation of CHEM 107 and surveys basic concepts of organic and bio-chemistry. It is designed primarily for health science degrees or to meet general core requirements. The course satisfies a laboratory science requirement for the A.S. degree. Includes classroom lectures and separate laboratory sessions. Prior completion of CHEM 107, 111, or other chemistry background and a satisfactory score on the CHEM 107 equivalency examination is required.

CHEM 111 **Principles of 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,

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and energy changes that accompany these processes. Emphasis is on concepts and problem-solving. However, many interesting applications will be examined. Includes classroom lectures and separate lab sessions.

It is a required course for many transfer degree programs in the sciences and engineering. The course satisfies a laboratory science requirement for the A.S. and A.A. degrees. Prior completion of one year of recent high school chemistry or CHEM 103, or CHEM 107, or a satisfactory score on the chemistry placement test (given at the first lab session) is required.

CHEM 112 **Principles of Chemistry II** 5 Credits Offered Each Semester

A continuation of CHEM 111. Laboratory work involves small-scale qualitative analysis. The course includes classroom lectures and two weekly lab sessions.

It is a required course for many transfer degree programs in chemistry, life science, pharmacy, and most health science areas. Satisfies a laboratory science course requirement for the A.S. degree. Prior completion of CHEM 111 (grade of "C" or better is strongly recommended) and a working knowledge of logarithms is required (completion of MATH 155 is recommended).

CHEM 114 **General Chemistry** 4 Credits Offered Each Semester

A continuation of CHEM 111. Laboratory work involves brief small-scale qualitative analysis. This course includes classroom lectures and one weekly lab session.

CHEM 114 is intended for transfer programs that do not require any further chemistry courses. It satisfies a laboratory science course requirement for the A.S. degree. Prior completion of CHEM 111 (grade of "C" or better is strongly recommended) and a working knowledge of logarithms is required (completion of MATH 155 is recommended).

CHEM 253 **Quantitative Analysis** 3 Credits Offered Spring Semester When Demand Warrants

This course offers instruction in the theory and practice of gravimetric and volumetric analysis with some instrumental analysis. It helps improve problem solving skills in quantitative chemistry. Concurrent enrollment in CHEM 253L is required. Prior completion of CHEM 112 or 114 with a "C" or better, or permission of the instructor is also required.

CHEM 253L **Quantitative Analysis Laboratory** 2 Credits Offered Spring Semester When Demand Warrants

This laboratory accompanies CHEM 253. Class meets twice each week for three hours. Concurrent enrollment in CHEM 253 is required.

CHEM 277 **Organic Chemistry I** 3 Credits Offered Fall Semester

CHEM 277 is a comprehensive study of the principles and theories of organic chemistry, emphasizing properties, preparations, and reactions. Required for transfer degree

programs in chemistry, medicine, dentistry, pharmacy, engineering, and related fields. Prior completion of CHEM 112 or 114 with a grade of "C" or better is required. Carries no credit after completion of CHEM 275.

CHEM 278 **Organic Chemistry I Laboratory** 1 Credit Offered Fall Semester

CHEM 278 is an introduction to the techniques of the organic laboratory including application of chromatography and spectrometry, reaction mechanisms, and synthesis. Prior completion or concurrent enrollment in CHEM 275 or 277 is required.

CHEM 287 **Organic Chemistry II** 3 Credits Offered Spring Semester

This is a continuation of CHEM 277 with an introduction to biological molecules. Prior completion of CHEM 277 with a grade of "C" or better, or permission of the instructor is required.

CHEM 288 **Organic Chemistry II Laboratory** 1-2 Credits Offered Spring Semester

Laboratory work to accompany CHEM 287. The second credit option includes qualitative organic chemistry which is intended for chemistry majors and others who can benefit from additional laboratory work. Prior completion or concurrent enrollment in CHEM 287 is required.

Child Development

CHD 105 **Individual and Family Development** (same as PSYC 105) 3 Credits Offered Fall Semester

CHD 105 is an introductory overview of human development from conception to adolescence including social issues and trends affecting modern families and children's development. It is a required course for the Child Development Program. Prior completion of other courses is not required.

CHD 234 **Infancy & Early Childhood** (same as PSYC 234) 3 Credits Offered Spring Semester

CHD 234 offers an in-depth look at the development of early childhood from birth through eight years. The course investigates factors that determine physical, cognitive, social, and creative development and includes discussions of current trends and issues affecting young children. It is a required course for the Child Development Program. Prior completion of other courses is not required.

CHD 243 **Early Childhood Education** (same as EDUC 243) 2 Credits Offered Fall Semester

This course introduces the basic goals of early childhood education, birth through eight years. Included is an examination of young children's characteristics, areas of

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growth and development, developmentally appropriate curriculum, behavior guidance, and the role of the teacher and aide. At is a required course for the Child Development Program. Prior completion of other courses is not required.

CHD 254 **Child Management Theory**
(same as PSYC 254)
3 Credits Offered Spring Semester

Techniques for understanding and effectively guiding children's behavior and managing classroom situations are examined and practiced in this course. Included are setting expectations, redirecting behavior, conflict resolution, group skills, verbal guidance, effective use of praise, and setting individual goals. It is a required course for the Child Development Program. Permission of instructor or prior completion of one of the following courses is required: CHD/PSYC 105, PSYC 205, CHD/PSYC 234, CHD/EDUC 243.

CHD 298 **Practicum: Child Development**
1-4 Credits Offered Each Semester

This course offers a supervised experience in the NIC Children's Center and early childhood field settings in the community to apply skills acquired in child development courses with young children. Students focus on early childhood teaching skills, including planning and preparing materials, working directly with individuals and groups of children, behavior guidance, and goal setting. It is a required course for the Child Development Program. Permission of the instructor or prior completion of one of the following courses is required: CHD/PSYC 105, PSYC 205, CHD/PSYC 234, CHD/EDUC 243, CHD/PSYC 254.

Cinema Arts

CINA 126 **Film and International Culture**
3 Credits Offered Each Semester

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich our viewing experience.

The concepts and methods introduced have applications to careers in broadcasting, commercial art, public relations, journalism, and corporate communications. This course is required for transfer into radio/television programs. It satisfies an arts and humanities course requirement for the A.S. and A.A. degrees. Involves classroom lecture and separately scheduled screening sessions. Prior completion of other courses is not required.

Communications

COMG 101 **Interview Techniques (Same as JOUR 101)**
2 Credits Offered Each Semester

This course provides practical experience in the development of interviewing techniques for a variety of settings and career applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interview.

Students learn to design and carry out effective interviews through study and practice of the practical "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communications, law enforcement, psychology, oral history, and counseling. Use of an audio tape recorder is suggested. Prior completion of other courses is not required.

COMG 103 **Oral Interpretation**
3 Credits Offered Either Semester

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform a variety of literary pieces including stories, plays, poems, and famous orations. COMG 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents. Prior completion of other courses is not required.

COMG 109 **Intercollegiate Forensics**
1 Credit Offered Each Semester

Speech 109 involves study and practice in the principles of argumentation and debate designed to prepare students for competition in intercollegiate speech and forensic tournaments. The college's speech and debate team is selected from this course. It provides experience and skill development in oral communications relevant to a number of career areas, including media, law, public relations, journalism, and business. It may be repeated for a total of four credits. Prior completion of other courses is not required.

COMG 131 **Introduction to Speech Communication**
3 Credits Offered Each Semester

This course introduces students to what communication is and how it affects human interaction. Emphasis is on public speaking with attention to audience analysis, organizational, and delivery skills.

The controlled and supportive classroom environment is an ideal setting for students to practice and perfect those communication skills of effective speaking and critical listening valued in all professions, the community, and personal relations. This course is a requirement for both the A.A. and A.S. degrees. Strong college-level reading and writing skills are recommended.

COMG 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

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from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills. Prior completion of other courses is not required.

COMG 134 **Nonverbal Communication**
2 Credits Offered Either Semester

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language.

The study of nonverbal communication will help students better understand how people communicate in relationships at work and at home, and may create an awareness of students' own nonverbal communication style. Prior completion of other courses is not required. Strong college-level reading and writing skills are recommended.

COMG 200 **Seminar: Human Potential**
2 Credits Offered Each Semester

This seminar features a structured small group with interactive experiences designed to assist students in becoming more self-directed, self-motivated, self-confident, and empathetic towards others.

It is an elective that helps students uncover insights into personal values, motivations, successes, achievements, and satisfactions. Short and long-term goal setting is learned and practiced, making the course a useful one for success in college, determining career choices, establishing close relationships, and tapping into our unique potential as humans. Students of all majors, academic backgrounds, and experience are welcomed. Prior completion of other courses is not required.

COMG 209 **Argumentation**
3 Credits Offered Either Semester

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed.

It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed. Prior completion of COMG 131 or permission of instructor is required. Strong college-level reading and writing skills are recommended.

COMG 233 **Interpersonal Communication**
3 Credits Offered Each Semester

This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within interpersonal relationships. Emphasis is on self-examination and understanding how "I communicate with others" and how that can be improved.

This is an excellent course for developing skills necessary for everyday life and living where relationships must be developed and maintained. Prior completion of other courses is not required.

COMG 236 **Small Group Communication**
3 Credits Offered Either Semester

This course is designed to present the fundamentals of small group communication in such a way that the student actually experiences the small group process and evaluates his/her own and other's behaviors for success. The course will combine theory and practical application.

Computer Science

CS 100 Introduction to Computers and Computer Science
3 Credits Offered Each Semester

CS 100 is intended as an introduction to computers for non-computer science majors. No prior experience with computers is necessary. Topics include an historical perspective, word processing, and the computer language QBASIC. Problem solving and algorithm development are the focus of the class. The course involves substantial use of microcomputers and the possible use of a minicomputer. Prior completion of MATH 030 or its equivalent is required.

CS 102 Introduction to Computers & Computer Science for Educators
3 Credits Offered Spring Semester

CS 102 is a survey of computer systems and their applications intended for education majors. Topics include the historical and continuing evolution of computer hardware and educational software, terminology, the uses of computers in classroom management, their impact on society, and structured programming techniques. Hands-on lab exercises will be required in using a word processing software package and in program design and implementation with BASIC or a similar language. Students should expect to devote considerable time outside class to complete lab assignments. No previous computer background is assumed. Prior completion of MATH 030 or its equivalent is required. Students may not receive duplicate credit for CS 100, BUSA 100 and CS 102.

CS 125 Introduction to QBASIC Programming
2 Credits Offered Either Semester on Demand

This course is an introduction to the QBASIC programming language. It is intended for engineering students who may need a fundamental knowledge of QBASIC or students interested in programming their home computers. Prior completion of MATH 101 is required.

CS 150 Computer Science I
4 Credits Offered Each Semester

CS 150 offers an introduction to the field of computer science using PASCAL. Central themes of the class include an introduction to computer organization, algorithmic problem solving and structured program design, and societal and professional context in which computer science exists. Fundamental data types including arrays and records will be explored and concepts such as complexity, invariants, and abstract data types will be introduced. Concurrent

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reports, input editing of data, multiple-level control break processing, and single-level table processing;

Prior completion of CSBA 100 is required.

CSBA 103L **Intro to COBOL Laboratory**
3 Credits Offered Spring Semester

This course offers applied exercises on projects using the COBOL language where the student develops a variety of introductory-level application programs. Concurrent enrollment in CSBA 103 is required.

CSBA 111 **Microcomputer Applications - Database**
3 Credits Offered Fall Semester

This course is a comprehensive and applied introduction to database fundamentals using database software on IBM compatible microcomputers. Topics will include the fundamentals of database design, file creation, file inquiry and access, report design, and file management from both a theoretical and applications perspective.

Prior completion of CSBA 100 is required.

CSBA 160 **Introduction to Data Communications**
3 Credits Offered Fall Semester

This is an introductory course in networking and networking technologies focusing on the basic concepts of data communications, networking and connectivity. The course also provides the data communications framework for subsequent classes by introducing the industry-specific language/terminology and protocols.

CSBA 170 **Introduction to Systems Analysis**
3 Credits Offered Fall Semester

CSBA 170 introduces the theory and concepts relating to the methods and techniques used in conducting a systems design project, beginning with the feasibility study and ending with systems implementation. The principles of systems design, file design, file organization, documentation standards, project management, and selection of hardware and software are applied in laboratory exercises. Prior completion of other courses is not required.

CSBA 227 **Introduction to C Programming**
3 Credits Offered Spring Semester

This course provides an introduction to C Programming on DOS-based personal computers using structured programming design techniques. Prior completion of CSBA 103 is required.

CSBA 235 **Advanced COBOL Programming**
3 Credits Offered Spring Semester

CSBA 235 offers advanced concepts of application programming using the COBOL language. It emphasizes writing programs that create, access, and update sequential and indexed-sequential data files in an interactive environment. Also included are the concepts of creating and accessing subprograms and use of system libraries and utilities.

Prior completion of CSBA 233 or permission of instructor is necessary.

CSBA 235L **Advanced COBOL Laboratory**
3 Credits Offered Spring Semester

This course offers applied exercises and projects using the COBOL language where the student develops a variety of advanced-level application programs. Concurrent enrollment in CSBA 235 is required.

CSBA 262 **Introduction to Network Administration**
3 Credits Offered Fall Semester

This course teaches the fundamental skills needed to manage a NetWare 3.11 network effectively. Beginning with a discussion of networking and NetWare basics, this course teaches software basics as well as how to set up users, directories and security. NetWare utilities are taught through hands-on training, worksheets and team projects. The course also covers how to create login scripts and menus, select network applications and follow archiving procedures. Prior completion of CSBA 160 is required.

CSBA 264 **Advanced Network Administration**
3 Credits Offered Spring Semester

This course teaches the skills needed to monitor and maintain a NetWare 3.11 network. Course topics include high-level system management features of NetWare; how to analyze and improve network performance; advanced printing setup, including how to customize printing and how to prevent problems using recommended backup strategies. Lab activities are included to provide hands-on practice. Prior completion of CSBA 262 is required.

CSBA 293 **Data Base Management Systems**
3 Credits Offered Spring Semester

This course is an applied study of data base management systems within microcomputer, minicomputer, and mainframe computer environments. Concepts of data base design, schema development, use of a query language, and file management utilities are utilized in application case studies.

Prior completion of CSBA 235 or permission of instructor is required.

CSBA 293L **Data Base Management Systems Lab**
2 Credits Offered Spring Semester

The following areas are covered in this course: development of database applications involving database dictionary definition, screen development, file management, and report generation utilizing *Powerhouse*. Concurrent enrollment in CSBA 293 is required.

CSBA 294 **Systems Development**
2 Credits Offered Spring Semester

This course is an applied study using a fourth-generation language, such as *Powerhouse*, to develop a data base system. Prior completion of CSBA 293 is required.

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degrees. May be repeated for a total of four credits. Prior dance experience is not required.

DANC 114 **Jazz Dance II**
1 Credit Offered Spring Semester

Jazz Dance II is a continuation of DANC 113, exploring movements and styles particular to today's jazz dancer. It emphasizes exercise, combination steps, and explores theatrical, lyrical, and "funk" styles set to popular music.

This course provides an alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility.

This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits. DANC 113 or some knowledge of jazz dance is recommended prior to this course.

DANC 115 **Modern Dance: Beginning I**
1 Credit Offered Each Semester

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. Includes an insight into how dances are created through improvisation, and by analyzing these movements, students will explore choreography.

This course provides a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and an appreciation of the art form. This is an excellent course for theatre and performing arts students. Satisfies a P.E./dance requirement for the A.S. and A.A. degrees. Prior dance experience is not required. May be repeated for a total of four credits.

DANC 117 **Ballet: Beginning I**
1 Credit Offered Each Semester

This course concentrates on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form.

DANC 117 helps gain more flexibility, muscle strength and control, and mental discipline over the body. It also promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. May be repeated for a total of two credits. Prior dance experience is not required.

DANC 118 **Ballet: Beginning II**
1 Credit Offered Each Semester

This course is a continuation of DANC 117 for beginners and concentrates on technique, alignment, and progressions. The student is introduced to more complex steps through faster-paced instruction.

The course increases flexibility, muscle strength and control, and mental discipline over the body. It further enhances an appreciation of the art form as technique improves. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees. It may be repeated for a total of two credits. Prior completion of DANC 117 or its equivalent is required.

Developmental Education

DEED 010 **Reading Fundamentals**
2 Credits Offered Each Semester

An open-entry, open-exit course, DEED 010 is designed for instruction in basic reading skills that include word attack, word structure, sentence sense, paragraph patterns, and main ideas. This is an important skill-building course that can influence college success but does not fulfill degree requirements. Enrollment is recommended based on placement test results. Graded either satisfactory or unsatisfactory.

DEED 013 **Reading Comprehension**
2 Credits Offered Each Semester

DEED 013 is an open-entry, open-exit course designed to enhance basic reading skills with an emphasis on the comprehension of expressed and implied main ideas. The course also focuses on understanding basic patterns of organization and supporting details. This is an important skill-building course that can influence college success but does not fulfill degree requirements. Enrollment is recommended based on placement test results. Graded either satisfactory or unsatisfactory.

DEED 017 **Spelling I**
1 Credit Offered Each Semester

DEED 017 is an open-entry, open-exit course which offers effective strategies and tools to help overcome personal spelling problems. It includes the study of common letter patterns, basic rules, and successful techniques designed to improve overall spelling performance. Spelling I is helpful for any student whose poor spelling is interfering with efforts toward success. This is an important skill-building course that can influence college success but will not fulfill degree requirements.

DEED 023 **Vocabulary I**
1 Credit Offered Each Semester

Vocabulary I is an open-entry, open-exit individualized program emphasizing practical ways to increase personal and academic vocabulary. It includes a focus on words that are important for adults to understand in today's world. The level of vocabulary study is determined by preliminary test scores on the first day of class. This is an important skill-building course that can influence college success but will not fulfill degree requirements.

DEED 040 **Reading in the Social Sciences**
1 Credit Offered Each Semester

This is an open-entry, open-exit course designed to improve reading skills related to the social sciences. Actual reading situations are used to enhance performance in social sciences courses.

This is an important skill-building course that can influence college success but does not fulfill degree requirements. Planned or concurrent enrollment in social science courses is recommended.

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with mock-ups, components, live work, or in some cases School to Work arrangements with local shops. Prior successful completion of the first year of the Automotive A.A.S. program is required, or instructor permission.

DSLT 120 **Clutch/Differentials**
1 Credit Offered Fall Semester

This course will teach students the operation, construction and repair of heavy-duty clutch systems, drivelines, universal joints, single and two-speed differential repair and adjustment, bearings and seals.

DSLT 130 **Diesel Engine Fundamentals**
1 Credit Offered Fall Semester

This course will teach students the basics on how to identify, repair, or replace diesel engines. The student will learn two-stroke and four-stroke internal combustion engine theory as well as engine performance factors. Students will also learn proper disassembly, measuring and machining procedures.

DSLT 170 **Engine Components**
2 Credits Offered Spring Semester

At the completion of this course the student will understand the operation and basic principles of the various components and their respective systems on a diesel engine. The student will also learn how to identify, troubleshoot, repair or replace components as necessary on diesel engines.

DSLT 180 **Diesel Tune-Up Fundamentals**
1 Credit Offered Spring Semester

This course will teach students the proper tune-up procedures for Caterpillar, Cummins, Detroit and various other diesel engines. The student will also learn proper use of diagnostic tools, repair manuals, and troubleshooting procedures associated with diesel engine tune-ups. In addition, students will learn basic engine testing and use of dynamometers.

DSLT 190 **Manual Transmissions**
2 Credits Offered Spring Semester

This course will teach students the basic powerflow and construction of various manual transmissions related to the truck and heavy equipment field. The student will also learn how to identify, troubleshoot, overhaul, or replace transmissions and related components as necessary.

DSLT 195 **Specialization Study**
1 Credit Offered Summer Session

During this course of study each student will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects or short field trips. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

DSLT 210 **Fuel/Induction Systems**
1 Credit Offered Fall Semester

This course will teach students the operation, construction, and repair techniques associated with diesel fuel systems and induction systems. Fuels, fuel additives, and troubleshooting procedures will also be studied. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

DSLT 215L **Advanced Diesel Lab**
5 Credits Offered Fall Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSLT 210, 220, 230 and 250 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or using tools or equipment.

DSLT 216L **Advanced Diesel Lab**
5 Credits Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in DSLT 260, 270 and 280 theory classes. The instruction will utilize a variety of mock-ups, training aids, components and live customer work. The student will also be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle or using tools or equipment.

DSLT 220 **Advanced Tune-Up**
1 Credit Offered Fall Semester

This course will teach the student how to test, troubleshoot, adjust, repair, or replace components associated with proper tune up procedures for Caterpillar, Cummins, Detroit and other common diesel engines. Exhaust emissions regulations and other environmental issues pertaining to diesel engines will be discussed. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

DSLT 230 **Engine Controls**
1 Credit Offered Fall Semester

At the completion of this course the student will understand the basic principles of computerized diesel engine fuel systems as well as be familiar with control parameters associated with computerized engines. The student will also learn proper diagnostic and troubleshooting procedures and repair techniques. Prior successful completion of the first year of the Diesel A.A.S. degree program is required, or instructor permission.

DSLT 250 **Computer Controls**
2 Credits Offered Fall Semester

The theory and systems of automotive and diesel computer controls will be covered including the various sensors and output devices. The use of scanners, computerized engine

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COURSE DESCRIPTIONS



DRFT 236 Applied Physics
3 Credits Offered Spring Semester

This course covers the mechanical properties of matter, solids, liquids, gases, and the study of heat and thermodynamics.

DRFT 262 Surveying
1 Credit Offered Fall Semester

This course provides instruction in performing physical measurements in the horizontal and vertical planes, computation of areas, topographical mapping, and road profile layout are taught. Field work includes use of transit, level, rod, tape, and electronic distance meter (EDM) techniques.

Economics

ECON 151 Principles of Economics (Macro)
3 Credits Offered Each Semester

This course is an introductory study of the behavior of our national economy, including the tools of supply and demand and the measurement of inflation, employment, business cycles, national income, and money. Economic vocabulary and analysis of economic situations are emphasized.

ECON 151 is a required course in the Business Administration, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of MATH 101 or two years of high school algebra is strongly recommended.

ECON 152 Principles of Economics (Micro)
3 Credits Offered Each Semester

ECON 152 is an introductory study of the economic behavior of individual consumers and suppliers. It examines consumer response to price changes and levels of satisfaction, supplier response to costs, and business response to degree of competition. Economic vocabulary and analysis of economic situations are emphasized.

This is a required course in the Business Administration, Business Education, and Small Business Management programs. Satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required. However, ECON 151 provides some familiarity with the vocabulary and methodology used in the course. Prior completion of MATH 101 or two years of high school algebra is strongly recommended.

Education

EDUC 190 Special Education Lab
1 Credit Offered Each Semester

This course involves observation of and involvement with exceptional individuals in a variety of educational settings. It includes interaction with practicing special educators and the exceptional individuals they are serving.

This course provides valuable insights by observing the teaching techniques used by special educators as they teach. Concurrent enrollment in EDUC 275 is required.

EDUC 201 Introduction to Teaching
3 Credits Offered Each Semester

EDUC 201 provides an introduction to the world of teaching by focusing on teachers, learners, curriculum, and the social context in which teaching occurs. Insight and understanding of this world will be facilitated through reflection and analysis of the student's observations and participation in 30 hours of field experience in the public schools.

This course is required for some transfer degrees in education. Its major goals are to assist students in making an educated decision about teaching as a career choice, to develop communications and interpersonal skills, to encourage creativity and critical thinking, and to provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required. Sophomore standing or permission of the instructor is required.

EDUC 243 Early Childhood Education
(Same as CHD 243)
2 Credits Offered Fall Semester

This course introduces the basic goals of early childhood education, birth through eight years. Included is an examination of young children's characteristics, areas of growth and development, developmentally appropriate curriculum, behavior guidance, and the role of the teacher and aide. This course is required for the Child Development Program. Prior completion of other courses is not required.

EDUC 275 Education of the Exceptional Individual
3 Credits Offered Each Semester

This course offers a general overview of special education. It emphasizes an introduction to the different handicapping categories, teaching methods, and unique legal requirements associated with educating exceptional individuals.

EDUC 275 provides important knowledge about exceptional individuals who are found throughout the educational system (not just special education classrooms). This course is appropriate for all education degrees. Concurrent enrollment in EDUC 190 is required.

Electronics Technology

ELEC 151 Electrical Theory I
8 Credits Offered Fall Semester

Theory of DC and AC electricity is presented in this course and includes the study of voltage, current, resistance and their relationships. Also presented is the theory of magnetism, inductance and capacitance and their reaction to AC and DC electricity. These basics prepare the student for understanding the action of electrical circuits and how passive components work in a circuit. Component recognition and schematic symbols of passive components are taught as a precursor to circuits and analysis.

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COURSE DESCRIPTIONS

ELEC 151L
4 Credits

Electrical Laboratory I
Offered Fall Semester

Laboratory experience is gained in using and measuring DC and AC electricity, voltage and current, in circuits constructed of passive components. Test equipment such as meters and oscilloscopes are introduced, and their proper use and operation is learned. Safety and general lab practices from schematics and analyzing their operation for the purpose of troubleshooting component and circuit problems.

ELEC 152
8 Credits

Electrical Theory II
Offered Spring Semester

This course studies voltage and current sources, general semiconductor theory, diodes, transistors, DC and AC amplifiers and field effect transistors. The use of semiconductors in DC and AC circuits and troubleshooting problems in semiconductor component and circuit problems.

ELEC 152L
4 Credits

Electrical Laboratory II
Offered Spring Semester

This course features laboratory practices in the use and troubleshooting of circuits constructed with semiconductors. It includes DC and AC amplifiers and AM radio operation and troubleshooting of radio and amplifier problems. Semiconductors are used in many electrical circuits; understanding their operation and practice in building and troubleshooting prepares the student for problem solving in future employment. Prior completion of ELEC 151L is required.

ELEC 253
9 Credits

Electronics Theory III
Offered Fall Semester

The study of semiconductor devices and their application is continued and expanded to include digital devices. Boolean algebra and computer number systems are taught coincidentally with developing an understanding of digital devices. Prior completion of ELEC 152 is required.

ELEC 253L
6 Credits

Electronics Laboratory III
Offered Fall Semester

Laboratory experiments are planned to provide hands-on experience with the devices being taught in ELCT 253. Familiarity with test equipment will be expanded to include logic analyzer and digital oscilloscope. Troubleshooting of problems in complex analog and simple digital circuits are provided as part of the planned experimentation. Prior completion of ELEC 252L is required.

ELEC 254
8 Credits

Electronics Theory IV
Offered Spring Semester

The study of digital devices and circuits is expanded to include complex systems and microprocessor systems. An overview of TV, VCR and compact disk systems is presented. An introduction is made to assembly language programming. Prior completion of ELEC 253 is required.

ELEC 254L
4 Credits

Electronics Laboratory IV
Offered Spring Semester

Laboratory experiments designed to provide hands-on training with the devices and systems covered in ELCT 254 are presented. Familiarity with industry test equipment as a part of troubleshooting digital systems is reinforced. Practical experience is gained in using assembly language programming as a troubleshooting tool. Prior completion of ELEC 253L is required.

Engineering

ENGR 101
2 Credits

Engineering Graphics
Offered Each Semester

This course provides instruction in computer-aided engineering drafting with emphasis on visualization of points, lines, planes, and solids in space; freehand sketching; orthographic projection; axonometric and oblique drawing; sectioning; dimensioning; descriptive geometry; mechanical, electrical, and civil drawing.

It provides engineering students with beginning skills in computer-aided engineering drawing but is not intended as a preparation for professional drafting. It is required for engineering transfer degrees. A basic understanding of mathematics is required and completion of high school algebra and geometry is recommended.

ENGR 201
4 Credits

Circuits I
Offered Spring Semester

ENGR 201 presents a study of Ohm's Law, analysis methods, network theorems, Laplace transforms, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers.

This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry. Prior completion or concurrent enrollment in MATH 180 is required.

ENGR 203
4 Credits

Circuits II
Offered Fall Semester

Circuits II presents a study of power, three phase, transformers, filters, Farrier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers.

This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry. Prior completion of ENGR 201 and prior completion or concurrent enrollment in MATH 190 is required.

ENGR 211
4 Credits

Introduction to Mechanics
Offered Fall Semester

ENGR 211 is a study of vector analysis, resolution of forces, free body diagrams, equilibrium, friction, centroids, moments of inertia, statics of rigid bodies, trusses, frames, machines, and cables.

The course provides basic engineering skills in mechanics

COURSE DESCRIPTIONS



necessary for analysis of structures and dynamics of rigid bodies. It is required for all engineering transfer degree programs. Prior completion of MATH 180 is required and PHYS 210 is required.

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. It is required for transfer degrees in civil engineering and surveying and recommended for other engineering programs. This course includes one three-hour laboratory per week. Prior completion of MATH 155 or its equivalent is required.

ENGR 221 **Dynamics of Rigid Bodies**
3 Credits Offered Spring Semester

ENGR 221 is the study of kinematics and kinetics of particles and rigid bodies. Includes position, velocity, acceleration, relative velocity and acceleration, translation and rotation by Newton's 2nd Law, energy, and momentum methods, collision equations, and vibrations.

The course provides basic engineering skills that apply to all machines and other engineering bodies in motion. It is required for transfer degree programs in civil and mechanical engineering and recommended as an engineering science elective for other engineering programs. Prior completion of MATH 190 and ENGR 211 is required.

ENGR 233 **Introduction to Engineering Design**
3 Credits Offered Either Semester on Demand

Engineering 233 is a required class in engineering at the University of Idaho and Gonzaga University, as well as at most four-year engineering institutions. The class is taught in the sophomore year and is considered to be fundamental to any pre-engineering program. It combines numerical analysis skills with basic engineering applications using various computer software programs for analysis and presentation. The University of Idaho, as well as other universities, expect transferring engineering students to be proficient in the use of computer methods for use in junior level classes. Prior completion of ENGR 101 and MATH 180 or permission of instructor are required. Corequisite: CS 135 or 150, or permission of instructor.

ENGR 295 **Strength of Materials**
4 Credits Offered Spring Semester on Demand

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, deformation, modes of failure, and column analysis.

The course provides a basic understanding of how structures and machines should be designed to prevent

failure. It is required for transfer degree programs in mechanical and civil engineering and is recommended for all other engineering programs. Prior completion of ENGR 211 and MATH 190 is required.

English

The Writing Center

The Writing Center, located in the Kildow Learning Center, is open 10-15 hours per week (scheduled hours may vary each semester). NIC students can drop in to receive professional assistance with their writing assignments. Experienced writing instructors are available to offer help in all areas of concern ranging from correct punctuation to word choice and organization. A student may come in one time or use the center on an on-going basis all semester.

ENGL 045 **Writer's Workshop**
3 Credits Offered Each Semester

English 045 offers introductory instruction in grammar, sentence construction, and paragraph development. This class includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support.

Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college success but will not fulfill degree requirements. Enrollment is recommended based on placement test results.

ENGL 095 **Communication Skills**
1 Credit Offered Either Semester

English 095 is a course designed specifically to meet the needs of certificate technical students. It focuses on the writing tasks students may encounter in the work force. The course introduces technical writing forms and strategies for approaching writing tasks relevant to the trade and industrial programs and also reinforces fundamentals of grammar and English mechanics. Enrollment is restricted to students enrolled in certificate technical programs.

ENGL 099 **Fundamentals for Writing**
3 Credits Offered Each Semester

Fundamentals for Writing is a course focusing on building sentence, paragraph, and basic essay skills. This class teaches some related language skills, such as dictionary use and spelling development.

English 099 positively influences college success by providing entry-level skills necessary to tackle required English composition courses. It is offered in traditional or lab classroom settings. English 099 may be taken on a graded or satisfactory/unsatisfactory basis. It will not fulfill A.A. or A.S. degree requirements, but it applies toward a certificate of completion and specified A.A.S. degree requirements. Enrollment is based on placement test results.

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COURSE DESCRIPTIONS

ENGL 099A, 099B, 099C **Fundamentals for Writing**
1 Credit each (3 credits) Offered Each Semester

These courses are the same as English 099, but are scheduled as three one-credit units that must be taken sequentially. The class is structured in a self-paced setting with each student working one-to-one with the instructor. The student must sign up at the beginning of the semester for three hours per week selected from the five hours the class is offered as listed on the semester schedule. Students may work with the instructor during Writing Center hours also.

ENGL 103 **English Composition**
3 Credits Offered Each Semester

English 103 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. An appropriate placement test score and a satisfactory entry essay (written during the first class session) are required.

ENGL 104 **English Composition**
3 Credits Offered Each Semester

English 104 provides instruction in the research process which includes the gathering, the critical evaluation, and the presentation of evidence. Critical thinking is emphasized as vital to drawing conclusions from evidence.

This class helps provide techniques for conducting research in all areas of study. It is required for all transfer degree programs. Prior completion of ENGL 103 with a grade of C- or better and passing a minimal competency essay exam are required for enrollment.

ENGL 111 **Literature of Western Civilization**
3 Credits Offered Fall Semester

English 111 examines significant literary works of Western Civilization from about 800 B.C. through Shakespeare. This course focuses on the values, traditions, themes, and ideas that have shaped Western culture and have influenced other humanistic disciplines such as art, psychology, and philosophy.

This course helps link the basic concepts of early literature to the contemporary world. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 112 **Literature of Western Civilization**
3 Credits Offered Spring Semester

English 112 is the study of Western (European and North American) classics from the mid-1600s to the present. This course includes internationally acclaimed writers who are representative of the major literary movements (Enlightenment, Romantic, Realist, and Modernist traditions) and who are significant in shaping Western Civilization.

English 112 serves as a foundation to the humanities through an exploration of writers and works that comprise the core of our literary and philosophical tradition. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 175 **Introduction to Literature**
3 Credits Offered Each Semester

Introduction to Literature surveys literature's many forms including essay, short story, poetry, and drama. This course focuses on literature as a primary vehicle for ideas and values.

This course helps students to recognize and appreciate the humanistic and artistic elements of literature. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 202 **Technical Writing**
3 Credits Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports.

Technical Writing is designed for those interested in practical applications of technical writing principles. This class is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 099 and sophomore standing or permission of instructor are required. Prior completion of ENGL 103 with a grade of C- or better is recommended.

ENGL 204A **Writing a Personal Family History**
3 Credits (Same as HIST 204A)
Offered on Demand

English 204A offers instruction for the beginning or experienced student in researching and writing a personal or family history. This course focuses on the use of oral history, family folklore, genealogical research in private and public records, and techniques to make the writing interesting. It includes field trips to major archives.

This course helps the student develop research and writing skills while pursuing a project of great personal value. It is recommended for history and English students as a way to put theories into actual practice. Participation without submitting research and writing for evaluation is possible by enrolling for zero credit. Prior completion of ENGL 103 with a grade of C- or better is advisable.

COURSE DESCRIPTIONS



ENGL 204B Modern Writers and What They Are Saying
3 Credits Offered on Demand

English 204B provides a study of fiction, poetry, drama, essays, and other formative documents from 1940 to the present. It includes works of major American and European authors. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 204C Modern Writers and What They Are Saying
3 Credits Offered on Demand

English 204C provides a study of fiction, drama, poetry, and formative documents from 1940 to the present period. It includes the works of Malamud, Williams, Thomas, Camus, Plath, and others. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 205 Interdisciplinary Writing
3 Credits Offered Each Semester

This course builds on writing skills gained from ENGL 103 and ENGL 104. In addition, the course enables students to make connections among many disciplines, including a choice of art, mythology, poetry, architecture, music, culture, travel, nature, science, theater, autobiography and biography. Emphasis is placed on the student's own writing of essays and explications based on the 5-step critical thinking method.

This course encourages applied writing through projects in each student's field of study. It also encourages students to practice and to learn to apply the steps in the writing process: prewriting, arrangement, revision, and editing. Prior completion of ENGL 103 and ENGL 104 with a grade of C- or better is required.

ENGL 216 Mythology
3 Credits Offered Spring Semester

Mythology surveys both Greek myths and themes common to all Western mythologies, particularly those of the hero quest. This course includes the study of a variety of stories, poems, plays, and films, and it focuses on learning to identify the mythological elements at work within them.

Mythology creates an awareness and appreciation of mythological stories and themes as a base for much of our literature and art; therefore, it enhances literary and artistic experiences. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 267 Survey of English Literature
3 Credits Offered Fall Semester

English 267 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Anglo-Saxon period through the Eighteenth Century.

This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 268 Survey of English Literature
3 Credits Offered Spring Semester

English 268 is a study of historical documents, poetry, fiction, drama, and essays illustrating the development of English literature from the Romantic period to the present.

This course enhances cultural literacy and awareness of pertinent issues in the humanities. It satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 272 Business Writing
3 Credits Offered Each Semester

Business Writing offers instruction in the practical application of business writing principles. This course includes business writing strategies for memos, letters, and reports. It emphasizes audience analysis, content planning, language effectiveness, and message layout.

English 272 helps develop the writing skills necessary for effective business communication. It is required for some business and business-related programs. A working knowledge of correct grammar and a satisfactory score on the English Placement Test are essential. Prior completion of ENGL 103 with a grade of C- or better is recommended.

ENGL 277 Survey of American Literature
3 Credits Offered Fall Semester

English 277 is a study of selected historical documents, journals, essays, poetry, and fiction illustrating the development of American literary ideas, values, and philosophy from the Colonial Period (1620) to the end of the Civil War (1865). This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 278 Survey of American Literature
3 Credits Offered Spring Semester

English 278 is a study of selected historical documents, journals, essays, poetry, fiction, and drama illustrating the development of American literary ideas, values, and philosophy from the Civil War (1865) to the present. This course satisfies an arts and humanities course requirement for the A.A., A.S., and most transfer degrees. Prior completion of ENGL 103 with a grade of C- or better is required.

ENGL 291 Creative Writing I
3 Credits Offered Fall Semester

English 291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. Exact content will depend on student preference.

This course helps develop a personal, advanced writing style and an appreciation of literary forms. An above average writing ability and some familiarity with literature are necessary. Prior completion of ENGL 103 with a grade of C- or better is required.

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COURSE DESCRIPTIONS

ENGL 292
3 Credits

Creative Writing II
Offered Spring Semester

English 292 introduces the principles and techniques of fiction and non-fiction writing, examined through exercises and discussions of student and professional writing. The exact content of the course will depend on student preference.

This course helps develop a personal, advanced writing style and an appreciation of literary forms. Above average writing ability and some familiarity with literature are necessary. Prior completion of ENGL 103 with a grade of C- or better is required.

English as a Second Language

ESL 090
1-2 Credits

ESL Conversant Program
Offered On Demand

ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus.

This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.

ESL 100
4 Credits

ESL Grammar and Structure
Offered On Demand

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb forms, verbal phrases, models, preposition, modifiers, and basic sentence strategies. Attendance at the language laboratory is required.

This course prepares students to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. It is designed for students whose native language is not English. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

ESL 101
3 Credits

ESL Composition
Offered On Demand

ESL 101 helps non-native speakers of English to understand and produce the kind of academic writing required in college. Emphasis is on the most common and effective formats of academic writing and on editing for accuracy of expression, grammar, and sentence structure.

This course is valuable for building fluency in written expression. It prepares students for success in competing with native English speakers in college writing courses. A working knowledge of English grammar and basic sentence strategies is required. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement determined by instructor.

Environmental Science

ENSI 119
3 Credits

Introduction to Environmental Science
Offered Both Semester

The content of this course may vary somewhat with class interest, current world affairs, and instructors. The topics covered generally include air and water pollution, land use, biocides, resource and energy crises, nuclear energy and radiation, population, world food supply, food additives, and environmental ethics. This course satisfies a laboratory science course requirement for the A.S. degree if enrollment includes the accompanying lab. Prior completion of Math 030 or its equivalent is strongly recommended.

ENSI 120
1 Credit

Introduction to Environmental Science Lab
Offered Both Semester

This laboratory accompanies Environmental Science 119 and involves one 2-hour laboratory per week. Some Saturday field trips may be required. Prior completion of Math 030 or its equivalent is strongly recommended.

Foreign Language

One full year of high school study in a foreign language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take an advanced placement examination in the target language and complete the next semester advanced level with a grade of "C" or better. Placement in and completion of the second elementary level or first intermediate level will enable a student to get credit for the first elementary level; placement in and completion of the second semester intermediate level will enable a student to get credit for the first three semesters of the target language.

FLAN 106
1-2 Credits

Collaborative Cultural Exchange Program
Offered Either Semester

This course is designed to match non-native speakers of English with American, or other native English students, to the mutual benefit of both. They will study and converse with one another in a structured and monitored situation, working on projects in established courses and in short-term EFL programs. The course may be repeated for a total of three credits.

FLAN 207
3 Credits

Contemporary World Cultures
Offered Each Semester

Foreign Language 207 examines a single national culture in terms of its historical background and expression in contemporary life, language, institutions, literature, art, music, and lifestyles.

This course provides a basis for comparative cultural studies for students interested in multicultural or international scholarship. It meets the cultural diversity requirement for the A.A. degree and satisfies an arts and humanities requirement for the A.S. degree. The national culture selected



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GERM 124 **Conversation Course: Open Door
to German Level I**
2 Credits Offered Each Semester

This course emphasizes conversation skills, contemporary language, and culture. Its content is designed to meet the professional or leisure linguistic needs of the community. Prior completion of other courses is not required.

GERM 125 **Conversation Course: Open Door
to German Level II**
2 Credits Offered Each Semester

German 125 is a continuation of GERM 124. This course is designed to meet the linguistic needs of community. Prior completion of GERM 124 with a grade of C- or better is required.

GERM 221 **Intermediate German I**
4 Credits Offered Fall Semester

Intermediate German provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 122, its equivalent, or permission of the instructor is required.

GERM 222 **Intermediate German II**
4 Credits Offered Spring Semester

The second semester of Intermediate German provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course.

This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Prior completion of GERM 221 with a grade of C- or better is required.

JAPA 123 **Conversation Course: Open Door to
Japanese Level I**
2 Credits Offered Fall Semester

This introductory course is designed for students who wish to learn elementary communication skills in Japanese. Subjects discussed include travelling, food, lodging, shopping and customs. Students will gain practical conversation skills and become familiar with cultural differences likely to be encountered in Japan.

JAPA 124 **Conversation Course: Open Door to
Japanese Level I**
2 Credits Offered Spring Semester

This course is a continuation of Japanese 123. Prior completion of Japanese 123 with a grade of C- or better is required.

SPAN 181 **Elementary Spanish I**
4 Credits Offered Fall Semester

This introductory course in Spanish language is based on the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing.

Students will enhance their understanding of the language, culture, and geography of the Hispanic world. A laboratory is included in the course. Prior completion of other courses is not required.

SPAN 182 **Elementary Spanish II**
4 Credits Offered Spring Semester

This course is a continuation of SPAN 181, emphasizing further development of basic language fluency. A laboratory is included in the course. Prior completion of SPAN 181 with a grade of C- or better is required.

SPAN 183 **Spanish Language Lab**
1 Credit Offered Each Semester

This course is an independent language study for students who plan to enter a more advanced course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis.

This lab allows students to develop listening and oral skills and gain additional practice for language fluency. Permission of the instructor is required for enrollment.

SPAN 184 **Conversation Course: Open Door
to Spanish Level I**
2 Credits Offered Each Semester

This introductory course is designed for students who wish to learn elementary communication skills in Spanish. Subjects discussed include travelling, food, lodging, and shopping.

Student will gain practical conversation skills and become familiar with cultural differences likely to be encountered in the Hispanic world.

SPAN 185 **Conversation Course: Open Door
to Spanish Level II**
2 Credits Offered Each Semester

This course is a continuation of SPAN 184. Prior completion of SPAN 184 with a grade of C- or better is required.

SPAN 281 **Intermediate Spanish I**
4 Credits Offered Fall Semester

Intermediate Spanish further develops Spanish fluency with an emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are also examined.

This course provides a continuation and refinement of language skills and greater depth in the study of cultural aspects. It meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements



COURSE DESCRIPTIONS

GEOL 107
1 Credit

Historical Geology Lab
Offered Fall Semester

This course provides supporting lab work for GEOL 106 and includes related field trips. Concurrent enrollment in GEOL 106 is required.

GEOL 123 Geology of Idaho and the Pacific Northwest
3-4 Credits Offered on Demand

Geology 123 is the study of the geologic history of Idaho and the Pacific Northwest. It examines the development of existing geologic structures and rock types, focussing on the development and distribution of major topographic and scenic features. Included are field trips to areas of important mineral and gem occurrences.

This course provides an appreciation for the development and distribution of geologic natural resources in the region. Prior or concurrent enrollment in GEOL 101 is recommended.

GEOL 255 Systematic Mineralogy
4 Credits Offered Spring Semester on Demand

Systematic Mineralogy studies the classification and determination of minerals by physical, chemical, and crystallographic properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory will include hands-on testing and identification of mineral samples and field trips to significant mineral locations.

Students learn to recognize and identify many important ore and industrial minerals, while gaining an enhanced appreciation for the application of mineral resources to everyday life. Some background in chemistry is helpful. Prior completion of GEOL 101 and 102 is required.

Heating, Ventilation, Refrigeration, and Air Conditioning

Note: Course enrollment requires prior acceptance into the Heating, Ventilation, Refrigeration, and Air Conditioning Program.

HVAC 151 Domestic Refrigeration & Electrical Theory
1 Credit Offered Fall Semester

HVAC 151 covers the fundamentals of refrigeration and air conditioning using domestic refrigeration units. It is an introduction to basic refrigeration and basic electricity.

HVAC 151L Domestic Refrigeration & Electrical Lab
5 Credits Offered Fall Semester

HVAC 151L covers the fundamentals of refrigeration and air conditioning. It includes the basic cycle and what happens in the system at all points, what tools are needed and how to use them, basic soldering, and on-the-job safety.

HVAC 152 Advanced Refrigeration & Electricity Theory
1 Credit Offered Fall Semester

HVAC 152 covers advanced electricity and basic control wiring for the refrigeration and air conditioning industry.

HVAC 152L Advanced Refrigeration & Electricity Lab
5 Credits Offered Fall Semester

HVAC 152L is an introduction to electricity as it relates to the air conditioning and refrigeration industry. Instruction focuses on electrical circuits, symbols, wiring practices, and interpreting schematic wiring diagrams.

HVAC 153 Comfort Heating Theory
1 Credit Offered Spring Semester

HVAC 153 is an introduction to electricity's relationship to heating and air conditioning systems. Student should have a basic knowledge of heat transfer and control wiring or approval of the instructor.

HVAC 153L Comfort Heating Lab
5 Credits Offered Spring Semester

At the conclusion of this course, students should have the knowledge and understanding of the following: psychometric charts and why they are used; oil furnaces and gas heating furnaces with add-on air conditioning units; electric heating furnaces; heat pump units with electric heating units; and safety procedures.

HVAC 154 Industrial & Commercial Refrigeration Theory
1 Credit Offered Spring Semester

HVAC 154 is an introduction to light commercial refrigeration and air conditioning. Students will study the commercial refrigeration air conditioning cycles.

Students should have a background in refrigeration and control wiring, pass a prerequisite exam, or have the approval of the instructor.

HVAC 154L Industrial & Commercial Refrigeration Lab
5 Credits Offered Spring Semester

HVAC 154L focuses on types of commercial refrigeration, air conditioning and ice machines; the use of psychometric charts, and the computation of heat gain and product load for commercial systems. Safety procedures are emphasized.

History

HIST 101 History of Civilization to 1500
3 Credits Offered Each Semester

History 101 explores important chapters of the human past from the earliest civilizations through the middle ages. It focuses on Western cultures which have most influenced ours: Hebrew, Greek, Roman, barbarian, and medieval European. The course considers how people, ideas, and events are interconnected across such broad-ranging fields as politics, religion, social movements, technology, and the arts.

History of Civilization is recommended for all students

COURSE DESCRIPTIONS



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seeking a broad background of general knowledge, whether as the foundation of a liberal arts education, out of curiosity, or to be well informed. It develops critical thinking skills essential in every career. It meets a social science requirement for A.A. and A.S. degrees. Previous successful completion of, or concurrent enrollment in, English 103 is required. Good reading skills are recommended.

HIST 102 **History of Civilization Since 1500**
3 Credits Offered Each Semester

History 102 explores human society's development and variety from the Renaissance to today, focusing on Western culture. It examines such world-changing events and ideas as the reformation and the age of discovery, the scientific revolution and enlightenment, the rise of nationalism and world war, technological change and "future shock." Students will consider how the past affects the present and future.

History of Civilization is recommended for any liberal arts program and is required for many degrees and majors. It provides an excellent opportunity for students to discover how all fields of knowledge fit together into a big picture. It meets a social science requirement for A.A. and A.S. degrees. Previous successful completion of, or concurrent enrollment in, English 103 is required. Previous completion of HIST 101 is not required. Good reading skills are highly recommended.

HIST 111 **United States History: Discovery Through
the Civil War**
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 the Civil War. Attention is focused on differing historical interpretations, and on themes which illuminate current events.

U.S. History serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees, and is transferrable to regional four year colleges. Successful completion of the English and reading proficiency examinations is strongly recommended. Student participation in discussion is expected. No course prerequisite.

HIST 112 **United States History: Reconstruction
to 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 end of the Civil War through the present. Attention is focused on differing historical interpretations, and on themes which illuminate current events.

U.S. History fulfills a social science requirement for A.A. and A.S. degrees, and is transferrable to regional four year colleges. Successful completion of the English and Reading proficiency examinations is strongly recommended. Student participation in discussion is expected. No course prerequisite.

HIST 204A **Writing a Personal Family History**
3 Credits (Same as ENGL 204A)
Offered Spring Semester

History 204A assists any student, beginner or experienced, in researching and writing a personal or family history. Students learn to use oral history, family folklore, genealogical research in private and public records, and techniques to make writing interesting. Included are field trips to major archives.

Writing a Personal Family History provides an excellent opportunity to develop research and writing skills while pursuing a project of great personal value. This elective is recommended for history and English majors and minors as a way to put theory into practice. No research experience is required, but English 103 level writing skills are advised. Those who wish to participate without submitting research and writing for evaluation should take the course for zero credit. Prior completion of other courses is not necessary.

HIST 204B **Oral History Research**
3 Credits Offered on Demand

Oral History Research uses audio or videotape to record the first-hand experiences and knowledge of men and women who have helped shape North Idaho history. Each student will choose a topic of special interest and prepare a series of interviews to be preserved for the future in the regional oral history archive, housed in the NIC library.

History 204B provides guided practice in one of today's historians most indispensable research techniques, as well as a chance to make a significant contribution to the community. This transferable elective is recommended for history majors, future teachers, and those with an interest in preserving local history.

Students should own or borrow an audio cassette tape recorder or video camcorder with a microphone and furnish their own blank tapes. Prior completion of other courses is not required.

Humanities

HUMN 101 **Montage: Introduction to the Humanities**
3 Credits Offered Spring Semester

This course explores how the humanities, through many varied types of creative works, comment on human experience and raise questions of value and meaning. Students will learn an approach to understanding a wide variety of works in art, music, literature, and philosophy, based on questions applicable to all genres. The course is highly interactive, with frequent class discussion and informal written responses to the works being explored.

Humanities 101 provides a good foundation for further humanities study in courses focusing on one particular field such as literature, philosophy, or one of 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. This course fulfills an arts and humanities requirement for the A.A. and the A.S. degrees. Prior completion of, or concurrent enrollment in, ENGL 103 is required.



COURSE DESCRIPTIONS

Human Services

NOTE: Application and acceptance into the Human Services AAS degree program is required before enrolling in courses numbered 220 or above.

HSS 101 **Introduction to Human Services**
2 Credits Offered Fall Semester
(Formerly MLTH 101)

This course defines and describes the history of human services. Agencies, institutions, and programs which help meet human services needs are studied in the broad context of social and political systems. Various human service worker roles are explored with emphasis on the mental health technician. Concurrent enrollment in ALTH 101 is required.

HSS 102 **Introduction to Human Services Lab**
1 Credit Offered Fall Semester, Odd Years
Formerly MLTH 101; same as ALTH 102)

This weekly three-hour lab course provides the student an opportunity to explore health careers that may be of interest. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Mental Health Technician Certificate and/or the Human Services Associate of Applied Science program. All students who have a sincere interest in exploring health and human services career options are welcome. Concurrent enrollment in HSS 101 is required.

HSS 108 **Helping Skills Lab**
1 Credit Offered Spring Semester, Odd Years

This course provides the student with an overview of a problem-management model of helping and opportunities to practice a variety of therapeutic approaches and strategies. Prior completion of COMG 101, COMG 233, HSS 102, PSYC 100 is required.

HSS 220 **Crisis Intervention**
3 Credits Offered Fall Semester, Odd Years
(Formerly MLTH 201)

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. Prerequisite: Admission into the Human Services program.

HSS 221 **Human Services Field Experience and Seminar I**
5 Credits Offered Fall Semester, Odd Years
(Formerly MLTH 201)

Students obtain on-the-job training in selected human services settings. Helping and problem management principles are applied under agency supervision. Weekly

on-campus seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience. Prior completion or concurrent enrollment in HSS 220 is required.

HSS 230 **Case Management and Human Services**
3 Credits Offered Spring Semester, Even Years
(Formerly MLTH 202)

This course provides the student with the knowledge and skills required to perform case management services with clients in a variety of program settings. Discusses activities the case manager performs in the service of the client, ensuring to the maximum extent possible, that the client has access to, and receives all resources and services which can help the client reach and maintain his optimal level of functioning. Case management standards, responsibilities and obligations will be incorporated. Prior completion of HSS 220 is required.

HSS 231 **Advanced Mental Health Technician and Seminar**
5 Credits Offered Spring Semester, Even Years
(Formerly MLTH 202)

This practicum experience provides students the opportunity to apply previous and current course concepts to individual clients and groups in an area of special interest to the student. Weekly on-campus seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience. Prior completion of HSS 220 and concurrent enrollment in HSS 230 are required.

Journalism

COMJ 100 **Sentinel (NIC Newspaper) Staff**
1-2 Credits Offered Each Semester

This course provides practical training and application of journalism theory and techniques. Students are considered as staff members of *The Sentinel*, the NIC student newspaper. Students work in a variety of positions corresponding to those in a professional journalistic organization.

Sentinel staff students learn the practical workings of a newspaper, including reporting, editing, design, layout, paste-up, computer-based technologies, and advertising. Writing and design projects contribute to the student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of ten credits. Prior completion or concurrent enrollment in COMJ 121 or permission of instructor is required.

COMJ 121 **News Writing**
3 Credits Offered Fall Semester

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for news media. Students develop news stories in lab and outside of class.

Mastering the basics of news writing, students will improve their abilities to participate as members of communications

COURSE DESCRIPTIONS



professions in print, broadcast, and corporate areas. Prior completion of ENGL 103, some typing ability, or permission of instructor is required.

COMJ 140 **Mass Media in a Free Society**
3 Credits Offered Spring Semester

Mass Media in a Free Society examines how and why today's American media works: their development, successes, and failures. Career options are explored through media facilities tours and guest presentations by working media professionals.

After completion of COMJ 140, students will know if a media career is an option to pursue. All students will gain a clear view of themselves as media consumers. Many topics that will be covered extensively in upper division course work will be introduced. Prior completion of other courses is not necessary.

COMJ 222 **Reporting**
3 Credits Offered Spring Semester

Reporting provides practical experience working with different types of news sources. Students gather and write articles about on-and off-campus events. Assignments include writing multi-source stories, features, editorials, columns, and research pieces. The course includes some "deadline critical" situations corresponding to professional newspaper practices.

Students learn and exercise the duties of a reporter in preparation for advancement to upper division college course work and career development in Journalism. Prior completion of COMJ 121 is necessary.

COMJ 254 **Editing**
2 Credits Offered Spring Semester

This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses Apple Macintosh computers for desktop publishing. Students learn and practice the responsibilities of an editor, including copy reading and measuring, article evaluation, headlining, page design, and photo editing. Skills gained contribute to portfolio development and career preparation. Prior completion of COMJ 121 is required.

COMJ 298 **Journalism Practicum**
2 Credits Offered Each Semester

Journalism Practicum provides on-the-job training and experience through a four-hour weekly internship in a media-related work place.

Developed as a "contract" agreement between the student intern and a "host" organization, the practicum offers practical work experience supporting preparation for upper division college studies or career entry. Students seeking clarification of career direction or "real-world" experience will benefit. Prior completion of COMJ 121 or permission of instructor is necessary. This course may be repeated for a total of eight credits.

Law Enforcement

NOTE: Application and acceptance into the sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above.

LAWE 103 **Introduction to Criminal Justice**
3 Credits Offered Either 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.

LAWE 219 **Self Defense**
3 Credits Offered Either 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 qualify for Idaho POST standards with firearms.

LAWE 220 **Basic Police Law**
2 Credits Offered Either Semester

This course is the study of basic police law as it relates to the U.S. Constitution, the Idaho Codes, liquor laws, rules of evidence, criminal law, arrest, search and seizure, traffic code, and Idaho Fish and Game Laws. When they have completed the course, students will be able to determine traffic offenses, criminal offenses, probable cause for arrest and how to process cases.

LAWE 221 **Professional Orientation**
1 Credit Offered Either Semester

This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention and human relations.

LAWE 222 **Police Procedures**
2 Credits Offered Either Semester

This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are jail procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying.

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LAWE 223
1 Credit

Patrol Procedures
Offered Either Semester

This course teaches patrol procedures and techniques for crimes in progress including responding to armed robberies, low-risk, high-risk, and felony traffic stops, prowler calls, hostage situations, and domestic disputes.

LAWE 224
1 Credit

Practical Problems
Offered Either Semester

The course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in the following areas: crime scene investigation, search warrant exercise, traffic stops, arrest situations, and domestic disputes.

LAWE 225
3 Credits

Investigations
Offered Either Semester

This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations and suspicious deaths. Techniques and procedures explored include drug identification, protection of crime scenes, collecting evidence, fingerprinting, interviewing, notification and interrogation.

LAWE 226
1 Credit

Enforcement Skills
Offered Either Semester

This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials.

LAWE 227
1 Credit

First Aid for Police
Offered Either Semester

Police officers are often first responders to situations involving medical emergencies. Students will learn first responder techniques including cardiopulmonary resuscitation (CPR) and trauma treatment.

LAWE 228
1 Credit

Police Physical Fitness
Offered Either Semester

This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test.

LAWE 290
3 Credits

Law Enforcement Theory
Offered Either 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. Prior completion of LAW 219-228 is required.

LAWE 293
11-14 Credits

Law Enforcement Internship
Offered Either Semester

A structured internship experience within local law enforcement agencies designed to match the student's abilities and career goals. Students will function in a law enforcement position under the direct supervision of a

selected, experienced law enforcement officer and is evaluated on a daily basis in accordance with the agency's established training policies for new officers. The student will be expected to participate in the enforcement activities being performed by the supervising officer. Prior completion of LAW 219-228 is required.

Library Skills

LIBS 120
1 Credit

Library Skills
Offered Each Semester

Library Skills provides instruction in the use of the public catalog, periodical indexes, reference works, library classification systems, and basic research techniques. Students are introduced to a variety of services and resources offered by libraries that are essential to most college programs. Prior completion of other courses is not required.

Machine Technology

Note: Course enrollment requires prior acceptance into the Machine Technology Program.

MACH 151
4 Credits

Machining Technology Theory I
Offered Fall Semester

This basic course consists of the following: measuring instruments and their use, of hand tools, knowledge of operating machine sections, cutting tools and machine set-up for lathe, the components of a milling machine, and safety and machining preparation. Machining Technology Theory is necessary for the safe, efficient operation of machinery. Machine tool practices and machinist reference books are required.

MACH 151L
7 Credits

Machining Technology Laboratory I
Offered Fall Semester

Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned in theory sessions are transferred to the lab through projects. Students must acquire their own tools but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.

MACH 152
4 Credits

Machine Technology Theory II
Offered Spring Semester

Machining Technology Theory II is a continuation of MACH 151. It includes sawing, drilling, grinding, heat treating, and new technology machining. The course is necessary for the safe, efficient operation of machinery.

MACH 152L
6 Credits

Machining Technology Laboratory II
Offered Spring Semester

This lab is a continuation of MACH 151L lab. Students continue to progress through different machines and methods with their projects. Students also are given varied outside work to improve machining skills. Skills learned in theory sessions are transferred to the shop projects.

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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**
4 Credits Offered Spring Semester

Blueprint Reading is a continuation of MACH 171. Students learn to interpret increasingly difficult prints and geometric tolerance prints.

MACH 253L **Advanced Machining Laboratory I**
8 Credits Offered Fall Semester

This course teaches hands-on use of advanced machine tools and equipment. The student will become familiar with precision grinders, advanced milling, advanced grinding, and computer numerical control (CNC) machine tools, and computer aided drafting - computer aided machinery (CAD-CAM). Prior completion of MACH 151L and MACH 152L is required.

MACH 254L **Advanced Machining Laboratory II**
7 Credits Offered Spring Semester

This course involves hands-on experience under work-like conditions and in-depth CNC projects. Students will learn to make parts and complete repairs according to customer specifications with a minimum of supervision. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist. Prior completion of MACH 253L is required.

MACH 273 **Advanced Blueprint Reading**
4 Credits Offered Fall Semester

Students learn interpretation of advanced blueprints and drawings. This course includes complex and datum dimensioning as well as making sketches and working drawings. Advanced Blueprint Reading is necessary if students are to accomplish the projects and tasks given in the lab or work place. It will enable students to interpret nearly any type of print or drawing with which they may come in contact. Prior completion of MACH 171 is required.

MACH 274 **Advanced Blueprint Reading II**
2 Credits Offered Spring Semester

This course is a reinforcement and application of skills attained in MACH 273. The student will also be introduced to complex CAD drawing and part programming using CAM. The student will be required to make sketches from parts and write material lists and job time requirements. Students will be able to recognize Datum Dimensional drawings and identify the symbols used. Inspection of parts and statistical production control methods are introduced. Prior completion of MACH 273 is required.

MACH 283 **Computer Numerical Control Theory I**
4 Credits Offered Fall Semester

This course is an introduction to the standard practices and methods of CNC machines and controls. Students will become familiar with accepted practices in the use, programming, and setup of modern CNC machine tools. Prior completion of MACH 151, MACH 151L, MACH 152L, MACH 171, and MACH 172 is required.

MACH 284 **Computer Numerical Control Theory II**
4 Credits Offered Spring Semester

This course deals with the manual programming of CNC machine tools and helps the student understand the different types of machine languages. Students will write CNC code using the standard RS 274 format including fixed cycles and subroutines. Students will use the CAM system for controlling and programming machine tools. Prior completion of MACH 283 is required.

Maintenance Mechanic/ Millwright

Note: Course enrollment requires prior acceptance into the Maintenance Mechanic/Millwright Program.

MM 151 **Maintenance Mechanic Theory I**
4 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**
6 Credits Offered Fall Semester

Maintenance Mechanic Lab applies the skills learned in MM051, 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**
3 Credits Offered Spring Semester

Maintenance Mechanic Theory II provides instruction in the technical skills required in the safe use of GMAW & GTAW welding, industrial electricity, pipe fitting, coupling maintenance and alignment, bearings, packings, seals, and pumps. Prior completion of MM 151 with a grade of C- or better is required.

MM 152L **Maintenance Mechanic Laboratory II**
6 Credits Offered Spring Semester

This laboratory applies the skills learned in MM 152 including exercises in: GMAW (wirefeed) and GTAW (TIG)

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welding, coupling alignment and maintenance, bearing maintenance, pipe fitting, electric motor and control maintenance, and pump maintenance. Exercises in hydraulics components and troubleshooting areas also included. Prior completion of MM 151 and MM 151L with a grade of C- or better is required.

MM 153 **Maintenance Mechanic Theory III**
3 Credits Offered Summer Session

This course continues instruction in safety, welding, and industrial mechanic skills, including flat pattern layout, sheet metal, conveyor systems, compressors, and specialty maintenance welding. Prior completion of MM 152 with a grade of C- or better is required.

MM 153L **Maintenance Mechanic Laboratory III**
5 Credits Offered Summer Session

This laboratory applies skills learned in MM 153. Students will work on assigned tasks, projects, and performance tests. Prior completion of MM 151 and MM 152L with a grade of C- or better is required.

MM 155 **Blueprint Reading**
2 Credits Offered Fall Semester

This course provides the maintenance mechanic/millwright with the necessary skills to understand industrial blueprints. Students will learn to read and understand title blocks, bills of materials, dimensions and notes, welding symbols, orthographic projection, auxiliary views, and section views.

MM 156 **Hydraulics**
3 Credits Offered Spring Semester

This is a basic course in the fundamentals of fluid power. Students will learn how to effectively troubleshoot industrial hydraulic systems, with emphasis on reservoirs, pumps, filters, directional flow and pressure control valves, cylinders, and motors. Hands-on applications are addressed in MM 052L.

MM 062 **Shop Math**
2 Credits Offered Spring Semester

Students study the skills necessary to solve practical problems using areas, volumes, weights or materials, and basic trigonometry. The effective maintenance mechanic/millwright requires competence in these math skills.

Marine Mechanics

Note: Course enrollment requires prior acceptance into the Marine Mechanics Program.

MART 151 **Electrical Theory/4-Cycle**
1 Credit Offered Block 1

MART 151 includes the study of four-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair. This course is critical to job placement in the marine mechanic trade.

MART 151L **Marine Mechanic Laboratory I**
3 Credits Offered Block 1

The laboratory applies the concepts studied in MART 151. It prepares the student for work as an entry-level mechanic in the marine mechanic trade.

MART 152 **Trim/Fuel and Cooling 4-Cycle Systems**
2 Credits Offered Fall Semester

This course covers hydraulic systems, trim and tilts, cooling systems, and basic rigging of boats and trailers.

MART 152L **Marine Mechanic Laboratory II**
6 Credits Offered Fall Semester

The laboratory applies the concepts studied in MART 152.

MART 153 **Gearcase/Shift Systems (4-Cycle)**
2 Credits Offered Fall Semester

This course covers power train and gearcase theory.

MART 153L **Marine Mechanic Laboratory III**
6 Credits Offered Fall Semester

This laboratory applies the concepts studied in MART 153.

MART 154 **Two-Cycle/50 HP and Smaller**
2 Credits Offered Spring Semester

Two-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair for 50 HP or smaller will be studied.

MART 154L **Marine Mechanic Laboratory IV**
6 Credits Offered Spring Semester

This laboratory applies the concepts studied in MART 154.

MART 155 **Two-Cycle/50 HP and Larger**
2 Credits Offered Spring Semester

Two-cycle electrical, carburetor, and ignition systems as well as engine maintenance, diagnosis, and repair for 50 HP or larger will be studied.

MART 155L **Marine Mechanic Laboratory V**
5 Credits Offered Spring Semester

This laboratory applies the concepts studied in MART 155.

MART 178 **Computer Applications Laboratory**
1 Credit Offered Block 5

This course teaches basic keyboard skills and the use of terminology will be stressed. Specialized computers and software used for inventory within the marine mechanics trade will be studied.



COURSE DESCRIPTIONS

topics of the elementary school curriculum. Focus is on the development of the real number system from the whole numbers, fractions, integers, and rational and irrational numbers. It emphasizes the study of math in a variety of ways, using techniques of cooperative learning, both for more effective learning and to address the concerns of "math anxiety." It is designed to broaden students' appreciation of math.

This course is required for elementary teacher certification by the State of Idaho. It satisfies the core requirement for the A.A. degree; it does *not* for the A.S. degree. Prior completion of MATH 101 or its equivalent is required.

MATH 136 Mathematics for Elementary School Teachers II 3 Credits Offered Spring Semester

This course is a continuation of MATH 135, with a topical emphasis on statistics, probability, and geometry. It demonstrates the usefulness of math in ordinary life (particularly with statistics), the aesthetics/"artsy" side of math, and the overall richness of the study of geometry.

This course is required for elementary teacher certification by the State of Idaho. It does *not* satisfy the math core requirement for either the A.A. or the A.S. degree. Prior completion of MATH 101 or its equivalent is required.

NOTE: Students are **strongly** encouraged to take MATH 135 before MATH 136. Reversing the recommended order may cause difficulties for the student.

MATH 145 Advanced Technical Mathematics I 3 Credits Offered Fall Semester

This course is designed to continue the development of mathematical skills beyond MATH 030 or first year high school algebra for the technical student. MATH 145/146 is not designed for mathematics majors. It includes the study of rational expressions, radicals, linear functions, logarithmic and exponential equations, right angle trigonometry and complex numbers. Students finishing both MATH 145 and MATH 146 with a grade of a B should be able to successfully complete MATH 180 (Calculus I). Students completing MATH 155 after the successful completion of MATH 145 will receive 3 credits for MATH 155. (NOTE: MATH 155 is a 5 credit course. MATH 145 satisfies the math requirements for an A.A., A.S., and A.A.S. degrees. Prerequisite: MATH 030 (Elementary Algebra) with a grade of C+ or appropriate ASSET score for placement in MATH 101 (Intermediate Algebra).

MATH 146 Advanced Technical Mathematics II 3 Credits Offered Spring Semester

This course is designed to continue the development of mathematical skills begun in MATH 145. It includes the study of second degree equations, conic sections, linear and nonlinear inequalities, trigonometric identities and an introduction to differentiation and integration. Students finishing both MATH 145 and MATH 146 with a grade of a B should be able to successfully complete MATH 180 (Calculus I). (NOTE: MATH 145/146 is not designed for mathematics majors. Students completing MATH 145 and MATH 146 cannot receive credit for MATH 155

(PreCalculus). This course satisfies the math requirements for an A.A., A.S., A.A.S., degrees. Prerequisite: Successful completion of MATH 145 or its equivalent.

MATH 155 Pre-Calculus 5 Credits Offered Each Semester

Pre-Calculus is the study of polynomial and rational equations, functions and their inverses, graphs, systems of equations, complex numbers, exponential and logarithmic functions, trigonometric functions, identities and graphs, applications of triangles and polar coordinates.

This course prepares students for calculus courses which are required for degrees in mathematics, engineering, computer science, physics, chemistry, and others. It satisfies the mathematics requirement for the A.S. and A.A. degrees. Successful completion of two years of high school algebra and an appropriate score on the placement test or prior completion of MATH 040 with a grade of "B" or better is required.

MATH 160 Survey of Calculus 4 Credits Offered Each Semester

MATH 160 is the introduction to calculus as used in business, social sciences, and life sciences. It focuses on functions, graphs, the derivative, exponential and logarithm functions, and integration applications.

The course develops an understanding of the fundamentals of differential and integral calculus and how to apply these principles and theories to the solution of real problems. Prior completion of MATH 115 or 155 is required.

MATH 176 Discrete Mathematics 4 Credits Offered Each Semester

This course is intended for computer science majors, mathematics majors, and for other students wishing to pursue in-depth study in computer science.

Topics covered will include basic set theory, propositional and predicate logic, number systems, Boolean algebra, combinatorics and graph theory. Analysis and development of algorithms will be emphasized. Little or no programming will be done. Prior completion of MATH 155 or two years of high school algebra is required. Knowledge of programming language, e.g., PASCAL, is highly recommended.

MATH 180 Analytic Geometry and Calculus I 4 Credits Offered Each Semester

MATH 180 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, continuity, applications of differentiation and the integral.

This course builds a foundation for all further study in mathematics and science that is typically required in mathematics, engineering, computer science, physics, chemistry, and other transfer degrees. It satisfies the mathematics requirement for the A.S. and A.A. degrees. Requirements include successful completion of two years of high school algebra, one year of plane geometry, one-half year each of trigonometry and analytic geometry, and an appropriate score on the placement test, or prior completion of MATH 155.

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MATH 190 **Analytic Geometry and Calculus II**
4 Credits Offered Each Semester

This course is a continuation of MATH 180 emphasizing techniques and applications of integration, vectors and vector-valued functions, polar coordinates, and parametric equations. Prior completion of MATH 180 with a grade of "C" or better is required.

MATH 200 **Analytic Geometry and Calculus III**
3 Credits Offered Each Semester

MATH 200 is a continuation of the calculus sequence. It includes the study of sequences and series. 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. Prior completion of MATH 190 is required.

MATH 231 **Linear Algebra**
3 Credits Offered Fall Semester on Demand

This course includes the study of linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and diagonalization of matrices with applications. Prior completion of MATH 115 or MATH 155 with permission of instructor, or completion of MATH 180 is required.

MATH 251 **Principles of Applied Statistics**
3 Credits Offered Each Semester

MATH 251 is an introduction to applied statistical methods including, descriptive statistics, confidence intervals, hypothesis testing, small and large sample methods, linear regression and correlations, chi-square, and analysis of variance. Probability, as needed, will be included. Prior completion of MATH 115 or MATH 155 and two years of high school algebra are required.

MATH 295 **Introduction to Ordinary Differential Equations**
3 Credits Offered Spring Semester

MATH 295 studies classification, initial value problems, exact equations, second order equations with constant coefficients, variation of parameters, Laplace transforms, series methods, and systems of linear equations. Prior completion of MATH 200 or permission of instructor is required.

Mental Health Technician

NOTE: Course enrollment requires prior acceptance into the Mental Health Technician Program.

MLTH 106 **Direct Care Assessment and Intervention**
2 Credits (Formerly MLTH 102) Offered Fall Semester

This course builds on abnormal psychology concepts and DSM-III-R diagnostic groups of disorders to incorporate assessment and interventions in direct care provider roles. Psychosocial history, mental status exam and how to manage client behaviors including anger, manipulation, hallucinations, delusions and suicidality will be included. Acute care settings and roles will be emphasized. Prior completion of HSS 102, PSYC 100, COMG 101, COMG 233 and ALTH 107 are required; prior completion or concurrent enrollment in PSYC 211 is required; concurrent enrollment in MLTH 107 is required.

MLTH 120 **Orientation to Mental Health
(Formerly MLTH 103)** **Technician Field Experience**
1 Credit Offered Spring Semester

Summer field experience plans, processes, and guidelines will be discussed with students accepted in the Mental Health Technician Program. Student expectations during field experience will be highlighted. Students will be oriented to their assigned field experience agency.

MLTH 121 **Mental Health Technology Field Experience**
7 Credits (Formerly MLTH 103) Offered Summer Session

The 10-week field experience provides the student opportunity to apply concepts in assessment and intervention with psychiatric clients, function as members of an interdisciplinary team and to practice recording on the patient record. Prior completion of MLTH 120 is required.

MLTH 122 **Mental Health Technician Seminar**
3 Credits (Formerly MLTH 103) Offered Summer Session

This seminar provides the student the opportunity to share learning experiences with peers, raise questions and obtain clarification of practices or concerns regarding their field experience and gain assistance in applying classroom concepts in the field environment. Concurrent enrollment in MLTH 121 is required.

Music

MUS 090 **Individual Instruction**
2 or 4 Credits Offered Each Semester

MUS 090 provides individual instruction in all band and orchestra instruments. This course is designed for beginners, students with limited musical background, or for experienced students with a special interest.

Individualized instruction in an area of choice can assist students of all levels to improve their performance abilities. Credits are non-transferrable. Special fees may apply. Two

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COURSE DESCRIPTIONS

credits require one half-hour lesson per week. Four credits require one hour weekly. May be repeated for credit. Prior completion of other courses is not necessary.

MUS 100 **Individual Instruction I**
2 or 4 Credits Offered Each Semester

MUS 100 provides individual instruction in voice, piano, guitar, and all band and orchestra instruments. This course is designed as the first level of study for music majors and experienced students. A jury exam is required. Individualized instruction in an area of choice can assist students to improve their performance abilities. Credits may be transferable. Special fees may apply. Two credits require one half-hour lesson per week. Four credits require one hour weekly. May be repeated for credit. Prior completion of other courses is not necessary. Audition and permission of instructor are required. The number of credits must be approved by instructor.

MUS 101 **Individual Instruction II**
2 or 4 Credits Offered Each Semester

MUS 101 provides individual instruction in voice, piano, guitar, and all band and orchestra instruments. The course is designed as the second level of study for music majors and experienced students. A jury exam is required.

Individualized instruction in area of choice can help students improve their performance abilities. Credits may be transferable. Special fees may apply. Two credits require one hour-half lesson per week. Four credits require one hour weekly. May be repeated for credit. Prior completion of MUS 100 or its equivalent skill level as demonstrated by audition and approval of the instructor are required.

MUS 103 **Concert Choir**
1 Credit Offered Each Semester

Concert Choir is North Idaho College's large vocal ensemble organized to perform standard and mixed choir arrangements. The choir frequently performs with the North Idaho Symphony Orchestra.

This course may be taken as an ensemble elective for music majors. Credit may be transferrable. It may be repeated for credit. An audition and permission of instructor are necessary. Choir membership is open to college students and area residents.

MUS 104 **Vocal Jazz Ensemble**
1 Credit Offered Each Semester

The North Idaho College Vocal Jazz Ensemble is a small group that performs studio quality popular and swing jazz music. It provides a choral learning atmosphere with an emphasis on small group dynamics, solo performance, and an aggressive singing style.

This course is for students interested in an intense study of the vocal jazz form. An audition and permission of the instructor are required. It may be repeated for credit. MUS 103 must be taken in conjunction.

MUS 106 **North Idaho Symphonic Band**
1 Credit Offered Each Semester

The North Idaho College Symphonic Band is an instrumental ensemble designed to perform traditional and contemporary concert band literature. Band membership is open to college students and area residents.

This course provides student and area residents a chance to enhance their music appreciation through musical performance. An audition and permission from instructor is necessary. It may be repeated for credit.

MUS 107 **Cardinal Pep Band**
1 Credit Offered Each Semester

The Cardinal Pep Band is an instrumental ensemble designed to perform at athletic events and other school events. It may be repeated for a maximum of four credits. An audition and permission of instructor are required.

MUS 109 **North Idaho Symphony Orchestra**
1 Credit Offered Each Semester

The North Idaho Symphony Orchestra is an ensemble organized to perform a standard orchestral repertoire.

Credit may be transferrable. The course may be used as an ensemble elective for music majors and can be repeated for credit. An audition and permission of instructor are required. Orchestra membership is open to college students and area residents.

MUS 110 **Vocal Ensemble**
1 Credit Offered Each Semester

This course introduces students to literature for the particular type of ensemble and includes involvement in regular public performances with other small ensembles. It is designed to provide a variety of vocal experiences for the student: male quartet, mixed quartet, female trio, duets, etc. An audition and permission of instructor are required. Ensemble membership is open to college students and area residents.

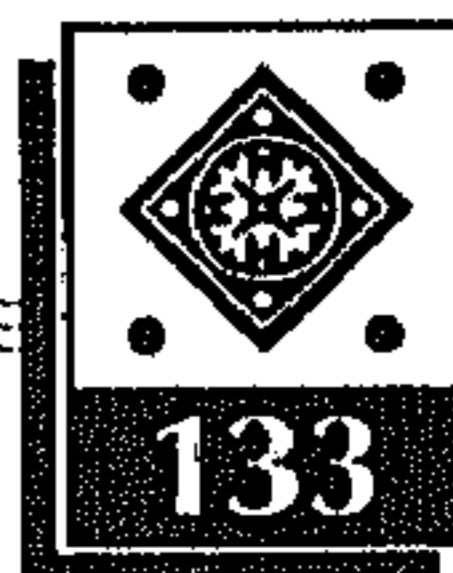
MUS 111 **Instrumental Ensemble**
1 Credit Offered Each Semester

Instrumental ensembles are small groups of brass, woodwind, string, percussion, or mixed instruments organized to perform a standard chamber music repertoire. Credit may be transferrable and can be repeated for credit. An audition and permission of instructor are required. Ensemble membership is open to college students and area residents.

MUS 112 **Introduction to Voice**
1 Credit Offered Either Semester

This introductory level course is designed to provide group instruction in the basic techniques of vocal performance. This course will emphasize reading musical notation and vocal production. Students enrolling in Class Voice need no prior musical background. This course may be repeated for credit.

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MUS 113 **North Idaho Jazz Ensemble**
1 Credit Offered Each Semester

North Idaho Jazz Ensemble is an instrumental ensemble designed to perform jazz literature in all 20th century styles. Ensemble membership is open to college students and area residents.

This course provides students and area residents a vehicle for jazz appreciation through performance. It may be repeated for credit. An audition and permission from instructor are required.

MUS 115 **Pit Orchestra**
1 Credit Offered Each Semester

Pit Orchestra is an ensemble organized to perform operas or musicals in conjunction with the Theatre Department.

Credit may be transferrable and this course can be repeated for credit. An audition and permission of instructor are required. Orchestra membership is open to college students and area residents.

MUS 116 **Musical Theatre**
1 Credit Offered Each Semester

Musical Theatre is a performance experience with a Broadway musical repertoire. An audition and permission of instructor are required. It may be repeated for credit.

MUS 117 **Music Convocation**
0 Credit Offered Each Semester

Concert attendance is required for all music majors. Written critiques of eight concerts are required each semester. Supplemental experience in music analysis and appreciation assists music majors in refining listening capabilities.

MUS 120 **Fundamentals of Music**
2 Credits Offered Each Semester

Music 120 is an introduction to the basic materials of music. Areas explored are acoustics, rhythmic and melodic notation of music, scales, keys, and basic harmony.

Music theory is for the novice or experienced musician who wants to develop or refresh music reading skills. Prior completion of other courses is not required.

MUS 125 **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. Prior completion of other courses is not required.

MUS 127 **Survey of American Popular Music Since 1900**
3 Credits Offered Fall or Spring Semester

MUS 127 is an introduction for students (majors and non-majors) to the various styles of American popular music—its roots and development. Music will be presented with regard to its historical and social implications. Study includes dixieland, swing, bebop, fusion, musical theatre, country western, and all types of rock'n'roll.

This course is designed to enhance musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion of other courses is not required.

MUS 130 **Introduction to Piano**
1 Credit Offered Either Semester

This introductory level course is designed to provide group instruction at the piano keyboard.

The emphasis of this course is on reading music and playing melody with simple chord accompaniment. Students enrolling in Class Piano need no prior musical background. This course may be repeated for credit.

MUS 140 **Introduction to Music Literature**
3 Credits Offered Fall Semester

MUS 140 is an introduction to the art and nature of music with an emphasis on aural skills, historical styles, musical forms, and the literature of music.

It is designed for freshman music majors and other students interested in humanity-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees. Prior completion of other courses is not necessary.

MUS 141 **Harmony and Theory I**
3 Credits Offered Fall Semester

MUS 141 is the study and application of the basic materials in four-part harmony. Emphasis is placed upon a thorough knowledge of the fundamentals of music, development of composition skills, and beginning analysis skills. It deals with harmonic practice from the year 1600 on.

This course fulfills a theory requirement for music majors. MUS 141L must be taken concurrently. Music reading skills and permission of instructor are required.

MUS 141L **Harmony and Theory I Laboratory**
1 Credit Offered Fall Semester

This laboratory assists students in the development of aural skills, i.e. sight-singing; rhythmic, melodic, and simple harmonic music dictation; and recognition. Emphasis is on materials covered in MUS 141.

This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141. Music reading skills and permission of instructor are required.

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COURSE DESCRIPTIONS



NURS 121 Conceptual Basis of Nursing - Laboratory II
1 Credit Offered Spring Semester

This course expands concepts presented in NURS 120 and introduces additional concepts basic to nursing practice. Students will develop interpersonal skills for application to patient care. Prior completion of NURS 119, NURS 120, and NURS 180 or permission of division chair is required.

Concurrent enrollment in and NURS 186 is required.

NURS 185 Fundamentals of Nursing I
6 Credits Offered Fall Semester

This course introduces the student to basic nursing theory and practice. Developmental theory, pharmacology, basic physical assessment, physiologic and psychologic needs form the ground work for future nursing courses. Care of the gerontological patient will be emphasized. The basic foundation for nursing practice is presented. Laboratory experience provides for nursing skill development and application of theory to the care of patients in hospitals and long-term care settings. Practice of nursing skills in the learning laboratory is required.

High school competencies in algebra, biology and chemistry are necessary. College-level prerequisites which must be complete before admission to the nursing program are BACT 250, CHEM 108, ENGL 103, PSYC 100.

NURS 186 Nursing Management of the Medical-Surgical Patient
8 Credits Offered Spring Semester

Medical-surgical nursing builds upon the concepts of nursing practice learned in Nursing 185. This course specifically focuses upon the adaptation of individuals and their families experiencing common medical-surgical disorders. Clinical experiences will include nursing skill development and the provision of care to selected patients requiring medical or surgical interventions within hospital and/or outpatient settings.

Successful completion of NURS 185, NURS 119, NURS 120 and ZOOL 107 is required.

NURS 187 Obstetrical Nursing
3 Credits Offered Summer Session

Obstetrical Nursing focuses on the methods which nurses and other health care providers can utilize in assisting patients and their families in their adaptation to childbearing. Prenatal, labor and delivery, newborn, and postpartum care are taught with a family-centered emphasis. Common complications in maternal-newborn care are introduced. Opportunities are provided for students to care for the patient and their family during all aspects of the childbearing experience.

Prior completion of ZOOL 108, NURS 185 and NURS 186 is required.

NURS 188 Psychiatric Mental Health Nursing
3 Credits Offered Summer Session

Psychiatric Mental Health Nursing is designed to assist the student in using the concept of adaptation in applying the nursing process to the client experiencing mental health problems. Laboratory experiences include care of clients in an acute psychiatric facility. Basic concepts in Psychiatric Mental Health Nursing will apply to clients in all clinical settings - the general hospital, specialty units, and psychiatric settings.

Prior completion of NURS 121, 185, and 186 is required.

NURS 204A Nursing Management
2 Credits Offered Either Semester

Nursing Management expands concepts from previous courses and presents selected topics relating to the management of patient care. This course is designed to assist the learner in patient management techniques needed as a beginning nurse.

Prior completion of NURS 285 or permission of instructor is required.

NURS 204B Wellness Lifestyles
3 Credits (Same as PE 222) Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness issues with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness.

Prior completion of other courses is not required.

NURS 221 Issues in Nursing
1 Credit Offered Spring Semester

Nursing 221 expands concepts from previous nursing courses and presents selected topics to examine issues in nursing practice. It is designed to assist the learner in transition from the student role to the graduate nurse.

NURS 285 Nursing Interventions I
9 Credits Offered Fall Semester

Nursing Intervention I focuses on the nursing management of patients of all ages with common disorders and problems related to all body systems and provides for progressive development and application of concepts introduced in preceding nursing and support courses. Opportunity is provided for the student to manage the care of patients under supervision, utilizing the nursing process and is based on the related pathophysiology, treatment, psychosocial need of the patients and their families. It provides the students with opportunity to become increasingly self-directed in their learning and the application of health care concepts.

Prior completion of NURS 187 and NURS 188 or permission of the division chair is required.

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COURSE DESCRIPTIONS

NURS 286
8 Credits

Nursing Interventions II
Offered Spring Semester

This course focuses on the nursing management of patients of all ages with emergent, traumatic, and complex disorders and problems related to all body systems. The course provides for progressive development and application of concepts introduced in preceding nursing and support courses. Opportunity is provided for the students to manage and coordinate care, under supervision. The nursing process is utilized in planning and providing care for patients and their families. The clinical experience provides the student with opportunity to become self-directed in problem solving and critical thinking in meeting the health care needs of patients and their families.

Prior completion of NURS 285 or permission of the division chair is required.

Nursing: Practical Nursing (PN)

Note: Course enrollment requires prior acceptance into the Practical Nursing Program.

PN 101
5 Credits

Practical Nursing Theory I
Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. It includes the study of anatomy and physiology (body systems), microbiology, nutrition, growth and development, adaptation to the life cycle, nursing process, medical and surgical nursing, pharmacology, and psychiatric nursing.

Pharmacology must be successfully completed to enable the student to continue into spring semester.

PN 101L
9 Credits

Practical Nursing Laboratory I
Offered Fall Semester

This laboratory involves supervised hospital experiences with patient care, applying theory from PN 051. It comprises progression of skill experiences, including operating room observations.

PN 102
6 Credits

Practical Nursing Theory II
Offered Spring Semester

This course covers the nursing aspects of obstetrics, pediatrics, first aid, cardiopulmonary resuscitation (CPR), emergency nursing, oncology, and death and dying. It explores nursing responsibilities in more complex diseases of major body systems.

Prior completion of PN 051 and PN 051L is required.

PN 102L
10 Credits

Practical Nursing Laboratory II
Offered Spring Semester

This course correlates hospital and convalescent-care patient experiences with theory of Practical Nursing 052. Course work includes medication administration, aseptic skills, and rehabilitation opportunities with instructor supervision.

Prior completion of PN 051L is required.

PN 103
3 Credits

Practical Nursing Theory III
Offered Summer Session

This course covers nursing care of the nervous, sensory, and integumentary systems. It also includes studies of allergies, the immune system, and geriatric care.

Prior completion of PN 051 and PN 052 is required.

PN 103L
5 Credits

Practical Nursing Laboratory III
Offered Summer Session

Supervised clinical experiences include convalescent homes, doctors offices, and multiple patient care in an acute care setting.

Prior completion of all first semester classes is required.

PN 105
1 Credit

Communication Skills
Offered Either Semester

This course explores nurse-patient relationships. The focus is on the differences between therapeutic and non-therapeutic interactions. Course work includes interviewing skills, appropriate documentation of nursing performance, telephone protocols, and hospital shift reporting. This course is an integral part of PN 051 and is required for program completion.

PN 107
1 Credit

Computational Skills
Offered Either Semester

This course covers practice and application of the mathematical formulas used in nursing. Focus is on apothecary and metric system conversions, principles of fractions, decimals, and ratio and proportion. This course is required for program completion.

Pharmacy Technician

PHAR 110
1 Credit

Pharmacy Law
Offered Fall Semester

This course provides the student with an introduction to federal and state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on record keeping and medical ethics.

NOTE: Application and acceptance into the Pharmacy Technician Program is required before enrolling in courses numbered 150 and above.

PHAR 150
4 Credits

Orientation to Over The Counter Drugs
Offered Spring Semester, Odd Years

This course provides an overview of prescription and non-prescription medication, with emphasis on therapeutic classification and use of the top 200 drugs. It includes generic and brand naming, general mode of action, side effects and potential drugs for this drug group.

COURSE DESCRIPTIONS



PHAR 170 **Pharmacy Technology**
4 Credits Offered Spring Semester, Odd Years

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks in hospital and retail settings. Included are prescription processing, dispensing, compounding and repackaging, pharmacy software and computer systems; and third-party reimbursement. There will be an emphasis on pharmacy calculations and preparations. Previous exposure to keyboarding is recommended.

PHAR 180 **Pharmacy Technician Practicum I**
3 Credits Offered Spring Semester, Odd Years
(Formerly PHAR 190)

Supervised pharmacy technician practice in the retail setting. Instruction and guidance are provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. Concurrent enrollment in PHAR 150 and PHAR 170 is required.

PHAR 181 **Pharmacy Technician Seminar**
1 Credit Offered Spring Semester, Odd Years
(Formerly PHAR 191)

Taken concurrently with PHAR 180, this seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Concurrent enrollment in PHAR 180 is required.

PHAR 185 **Pharmacy Technician Practicum II**
8 Credits Offered Summer Session, Odd Years
(Formerly PHAR 195)

Supervised pharmacy technician practice in the hospital setting. Instruction and guidance is provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. This course occurs during a 10-week summer session. Prior completion of PHAR 180 is required.

PHAR 186 **Pharmacy Technician Seminar**
2 Credits Offered Summer Session, Odd Years
(Formerly PHAR 196)

This seminar provides the student the opportunity to share learning experiences with peers; raise questions and obtain clarification of practices or concerns regarding their practicum experience. Additionally, students will have the opportunity to discuss role transition - student to worker - and their job search plans and attempts. Concurrent enrollment in PHAR 185 is required.

PHAR 203 **Advanced Pharmacy Technician Lab**
1 Credit Offered Fall Semester, Odd Years

This three-hour per week lab course provides students the opportunity to enhance their preparation and dispensing skills in a campus lab environment. Intravenous medication preparation and evaluation will be a major focus. Prior completion of the Pharmacy Certificate of Completion program is required.

PHAR 221 **Pharmacy Internship**
1-6 Credits Offered Either Semester

Students participate in a structured internship experience under the direction of selected community and/or hospital pharmacy preceptors. Emphasis is on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequential semesters. A total of six credits of PHAR 221/222 is required for completion of the AAS degree.

PHAR 222 **Pharmacy Internship**
1-6 Credits Offered Either Semester

Students participate in a structured internship experience under the direction of selected community and/or hospital pharmacy preceptors. Emphasis is on the distributive aspects of pharmacy practice. Prior completion of the Pharmacy Certificate of Completion program is required. Variable credits may be taken in sequential semesters. A total of six credits of PHAR 221/222 is required for completion of the AAS degree.

Philosophy

PHIL 103 **Introduction to Philosophy**
3 Credits Offered Each Semester

Introduction to Philosophy is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God.

This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 103 strongly encouraged but not required.

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. Special attention is given to similarities and differences in concepts of humanity and our relationships to society, nature, and the divine.

This course is for students interested in humankind's religious heritage and cultures of other parts of the world. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 103 strongly encouraged but not required.

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PHIL 120
3 Credits

Logic and Critical Thinking
Offered Each Semester

Philosophy 120 is a general introduction to the reasoning skills and psychological approaches used for effective decision-making, problem-solving, and argument analysis and evaluation.

This course provides instruction in skills essential to success in everyday life, citizenship, and as a professional in any career. It fulfills the critical thinking requirement for the A.A. degree. Prior completion or concurrent enrollment in ENGL 103 and/or SPCH 131 is strongly encouraged but not required.

PHIL 201
3 Credits

Ethics
Offered Each Semester

Ethics is the investigation and discussion of personal, social, and professional moral problems and the principles and thinking skills used for their resolution. Emphasis is on the development and application of reasoning skills for problem-solving and decision-making in the moral domain.

This course provides awareness, sensitivity, and skills essential to the success and moral integrity of the person in today's morally complex society. It fulfills an arts and humanities requirement for the A.S. degree. Prior completion or concurrent enrollment in ENGL 103 is required.

Photography

COMP 281
3 Credits

Introduction to Photography
Offered Each Semester

This course is designed to build basic skills in students who have an interest in photography but no prior experience. The course uses a combination of lecture/demonstration and hands-on exercises to develop mastery of basic photographic tools and techniques.

Students will be exposed to a wide variety of technical and aesthetic concerns involved in making photographs. These include camera handling, shooting color and black and white film, basic darkroom techniques, composition and developing a photographic vision. Students entering this course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are also responsible for all photographic film and paper. Prior completion of other courses is not necessary.

COMP 285
3 Credits

Wildlife Photography
Offered Fall 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 wildlife photography.

It provides basic skills and knowledge for students interested in photographing nature and marketing photographs. A background in basic photography, successful completion of COMP 281, or permission of instructor or Communications Division Chair is required.

COMP 283
3 Credits

Intermediate Photography
Offered Spring Semester

This course is designed to expand the photographic knowledge of motivated students who have completed COMP 281. Basic skills in shooting, printing, and processing black and white film will be refined, and students will work to develop a personal photographic vision.

Further photographic experience will enhance student abilities through exposure to more challenging concepts including the zone system of exposure control, studio and natural lighting schemes, and printing and presenting the fine print. Prior completion of COMP 281 or permission of instructor is required. Students entering this course must have a 35mm camera with adjustable f-stop, shutter speeds, and focus. Students are responsible for all photographic film and paper.

COMP 289
3 Credits

Photojournalism
Offered Spring Semester

This course provides exposure to the challenge of publications photography for students who have completed an introductory photography course. Through lecture, demonstration, and hands-on exercises, students develop their abilities in visual communication.

Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. The course requires that students have a 35mm camera with adjustable f-stops, shutter speeds, focus, and synchronized strobe flash. Students are responsible for purchasing all photo paper and film stock. Prior completion of COMP 281 or permission of instructor is required.

Physical Education

Note: Students in special physical education activity courses are charged extra fees payable at registration. These additional fees are charged to students taking PE 235, which includes courses such as bowling, rollerskating, equitation, firearms, and racquetball. Students enrolled in skeet and trap shooting must pay for the cost of clay pigeons and shells; students enrolled in riflery must provide their own ammunition.

Activity Courses

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for the maximum number of credits indicated under the course descriptions. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

PE 105
1 Credit

Varsity Sports
Offered Each Semester

This course is restricted to varsity athletes who compete in cross country, volleyball, wrestling, basketball, baseball, track and field. Teams compete regionally with two and four-year colleges and may advance to tournament competition. Student

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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 **Cheerleading**
1 Credit 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 try-outs to earn a place on the squad. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

PE 106 **Equitation**
1 Credit Offered Each Semester

Equitation provides instruction and practice in horseback riding, focusing on development of skills and techniques for safe Western and English pleasure riding.

It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for total of four credits. Prior completion of other courses is not required.

PE 108 **Hiking and Lightweight Camping**
1 Credit Offered On Demand

Instruction and guided practice in hiking and camping techniques, including proper clothing and equipment selection, outdoor cooking, and edible plant identification is part of this course. Students participate in weekly field trips for conditioning and skill development.

This course is for students interested in outdoorsmanship and area ecology. For optional overnight trips, students must furnish their own food and gear. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

PE 109 **Kayaking**
1 Credit Offered On Demand

This course offers instruction in white-water kayaking skills, including basic strokes, Eskimo roll, and river-reading.

Through this course, one develops safe kayaking skills and fulfills a physical education requirement for the A.A. and A.S. degrees. It may be repeated for a total of four credits. Prior completion of other courses is not necessary.

PE 131 **Multiple Sports**
1 Credit Offered Each Semester

This course offers instruction and practice in a variety of individual and team sports, including volleyball, touch football, basketball, swimming, tennis, and softball. It requires participation of two hours weekly.

It improves athletic skills and explores a variety of sporting activities. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not required.

PE 207 **Water Aerobics**
1 Credit Offered Each Semester

Instruction and participation in Water Aerobics is a combination of aquatic toning, strengthening and cardiovascular conditioning. It consists of a thermal warm-up, pre-stretch, cardiovascular workout, toning, cool down, and post-stretch. Water offers 12 times the resistance of air which makes water exercise the perfect place to condition the muscles without injury. Prior completion of other courses is not required.

PE 208 **Beginning Swimming**
1 Credit Offered Fall Semester

In this course, students are taught fundamental swimming and water safety skills for the non-swimmer or beginner. The course requires two hours of practice weekly.

It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Prior completion of other courses is not necessary.

PE 209 **Intermediate Swimming**
1 Credit Offered Each Semester

This course is a continuation of PE 208, focusing on developing intermediate swimming strokes, safety skills, versatility, and endurance. It requires two hours of practice weekly. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Beginning swimming ability is necessary. Prior completion of other courses is not required.

PE 210 (formerly PE 244) **Advanced Swimming**
1 Credit Offered Spring Semester

This course offers instruction and practice for the intermediate or advanced swimmer, emphasizing cardiovascular conditioning by lap swimming.

Advanced swimming is designed for physical fitness, developing endurance, and perfecting various styles of swimming. It fulfills a physical education requirement for the A.A. and A.S. degrees. Two hours of practice weekly is required. Prior completion of PE 209 is required.

PE 235 **Individual and Team Sports**
1 Credit Offered Each Semester

Fundamental instruction in a variety of courses that offer instruction in many different activities including: bowling, golf, jogging, tennis, racquetball, roller skating, self-defense, skiing, riflery, skeet & trap shooting, weight training, basketball, softball, volleyball, and more.

It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Special activity fees may be required. Prior completion of other courses is not necessary.

COURSE DESCRIPTIONS



Physics

PHYS 101 **Fundamentals of Physical Science**
4 Credits Offered Each Semester

This course provides a general presentation of the spirit of scientific investigation for the non-science major. It includes treatment of physics, chemistry, astronomy, and geology, and their relation to the world in which we live.

This course is designed for the non-science major interested in an overview of the physical sciences and developing an appreciation for the nature of the physical universe. It includes a weekly two-hour lab and fulfills a laboratory science requirement for the A.A. and A.S. degrees. A working knowledge of basic mathematics and satisfactory scores on placement tests are recommended.

PHYS 103 **Elementary Astronomy**
3 Credits Offered Each Semester

PHYS 103 is an introductory study of astronomy including properties of stars, stellar evolution, the Milky Way, galaxies, theories of cosmology and cosmogony, and the history of astronomy.

It fulfills a laboratory science requirement for the A.A. and A.S. degrees. Concurrent enrollment in PHYS 104 lab is necessary. Prior completion of other courses is not required.

PHYS 104 **Elementary Astronomy Laboratory**
1 Credit Offered Each Semester

The Elementary Astronomy Laboratory offers practical experience to accompany PHYS 103. It includes activities in naked eye and telescopic stellar observation, mechanics, optics, and stellar evolution. Concurrent enrollment or prior completion of PHYS 103 is required.

PHYS 113 **General Physics I**
3 Credits Offered Fall Semester

General Physics I is the study of mechanics, sound, linear and rotational motion, momentum, energy, vectors, elasticity, vibration, and mechanical wave motion. Concurrent enrollment in PHYS 115 is required. High school Algebra II or MATH 155 or permission of instructor is required.

PHYS 114 **General Physics II**
3 Credits Offered Spring Semester

General Physics II is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics. Concurrent enrollment in PHYS 116 is required. PHYS 113 or 210 or permission of instructor is also required.

PHYS 115 **General Physics I Laboratory**
1 Credit Offered Fall Semester

This laboratory is required for students enrolled in PHYS 113.

PHYS 116 **General Physics II Laboratory**
1 Credit Offered Spring Semester

This laboratory is required for students enrolled in PHYS 114.

PHYS 210 **Engineering Physics I**
3 Credits Offered Each Semester

PHYS 210 is the study of physics applicable to engineering fields, including examination of statics, dynamics, work and energy, sound and fluids. Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. It fulfills a laboratory science requirement for the A.S. degree. Concurrent enrollment in PHYS 212 and MATH 180 is necessary. Prior completion of high school physics or PHYS 101 is recommended.

PHYS 212 **Engineering Physics Laboratory**
1 Credit Offered Each Semester

PHYS 212 is a practical laboratory experience taken concurrently with PHYS 210.

PHYS 221 **Engineering Physics II**
4 Credits Offered Spring Semester

PHYS 221 is a continuation of PHYS 210, focusing on the study of heat and thermodynamics, electricity and magnetism, and optics.

Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from exposure to the principles and practices investigated. It fulfills a laboratory science requirement for the A.S. degree. Prior completion of MATH 180 and PHYS 210 is required.

PHYS 224 **Engineering Physics Laboratory II**
1 Credit Offered Spring Semester

This laboratory course must be taken concurrently with PHYS 221.

Political Science

POLS 101 **American National Government**
3 Credits Offered Each Semester

Political Science 101 is the study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the Declaration of Independence, the United States Constitution, the three branches of national government, powers and limits of national government, public ethics, political parties, voters, pressure groups, and public opinion.

This is an essential course for students majoring in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

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COURSE DESCRIPTIONS

POLS 102 **State and Local Government**
3 Credits Offered Each Semester

Political Science 102 presents a comparative study of the 50 state governments and the local governments operating within those states. Emphasis is placed upon state constitutions, the three branches of state governments, county governments, metropolitan politics, relationships between state and local governments, and the powers and limits of these governments.

This is an essential course for students wishing to major in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees. Prior completion of other courses is not required.

POLS 105 **Introduction to Political Science**
3 Credits Offered Fall Semester

This is the introductory course in political science. It is a study of the basis, scope, nature, content, alternative theories, and comparative aspects of politics and political science. The purpose is to analyze the nature of politics, government, and international politics; to trace the development and changes in political cultures; and to deal with political science mythology.

This is an essential course for students majoring in political science or pre-law and should be taken the first semester of the freshman year. It fulfills a social science requirement for A.A. and A.S. degrees.

POLS 298 **Political Involvement Practicum**
1-6 Credits Offered Each Semester

In this practicum, students are participants and observers within local, state, or national government. They will be supervised by a government employee and an NIC political science instructor. A maximum of two credits per semester is offered to students serving as ASB officers/board members.

This course is useful for students wishing to obtain practical experience in government operations. Permission of the instructor, who will find a practicum assignment for the student, is required.

Psychology

PSYC 100 **Introduction to Psychology**
3 Credits Offered Each Semester

This course is designed to provide students with a general overview of the science which seeks to understand and explain behavior and mental processing. Variations in psychology faculty training and research interest influence topic emphasis. However, students will be introduced to many of the major contemporary theories and concepts in psychology.

This course will prove interesting and useful to those students wishing to better understand human behavior and thinking. As such, it should prove helpful to students preparing for a career that will bring them into contact with other people. This course fulfills a social science elective for both the A.A. and A.S. degrees.

Prior completion of other courses is not required. Strong reading and writing skills are recommended.

PSYC 105 **Individual and Family Development**
3 Credits (Same as CHD 105)
Offered Fall Semester

An introductory overview of human development from conception to adolescence including social issues and trends affecting modern families and children's development. A required course for the Child Development Program. Prior completion of other courses is not required.

PSYC 205 **Developmental Psychology**
3 Credits Offered Each Semester

This course is valuable to students pursuing a career that will necessitate working with and being sensitive to people of various ages (teachers, social workers, nurses, law enforcement officers, etc.). This course fulfills a social science degree elective for both the A.A. and A.S. degrees.

Prior completion of PSYC 100 is recommended. Strong reading and writing skills are recommended.

PSYC 211 **Abnormal Psychology**
3 Credits Offered Spring Semester

This course provides a study of the nature, cause, treatment, and prevention of patterns of emotional disturbance and personality disorganization. It introduces the major categories of mental disorders as defined in the DSM-III-R. This course will not fulfill a requirement for the A.A. or A.S. degree and may not be transferable.

PSYC 218 **Intro to Research in the Behavioral Sciences**
4 Credits Offered Spring Semester

Psychology 218 is primarily designed for behavioral and social sciences majors. In this course, students will be introduced to the basic methods of behavioral research. This will be accomplished through active participation in the design, implementation, and analysis of class research projects. This class involves three one-hour lectures and a two-hour lab per week.

This course is applicable for those students who plan to pursue an undergraduate and graduate degree in one of the behavioral or social sciences. It also fulfills a social science elective for both the A.A. and A.S. degrees.

Prior completion of PSYC 100 is required. Strong reading and writing skills are recommended.

PSYC 223 (Formerly SOSC 204B) **Stress Management**
3 Credits Offered Each Semester

This course explores the concepts of stress from a holistic approach, emphasizing identification of sources of stress, understanding physical and emotional consequences, and developing techniques for dealing with stress.

Students will gain improved personal stress management skills through discussion and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem. Prior completion of other courses is not necessary.



PSYC 234 **Infancy & Early Childhood (Same as CHD 234)**
3 Credits Offered Spring Semester

An in-depth look at development of early childhood from birth through eight years. The course investigates factors that determine physical, cognitive, social, and creative development and includes discussions of current trends and issues affecting young children. A required course for the Child Development Program. Prior completion of other courses is not required.

PSYC 254 **Child Management Theory**
3 Credits **(Same as CHD 254)**
Offered Spring Semester

Techniques for understanding and effectively guiding children's behavior and managing classroom situations are examined and practiced. Included are setting expectations, redirecting behavior, conflict resolution, group skills, verbal guidance, effective use of praise, and setting individual goals. A required course for the Child Development Program. Permission of instructor or prior completion of one of the following courses is required: PSYC/CHD 105, PSYC 205, PSYC/CHD 234, CHD/EDUC 243.

Social Work

SOWK 240 (Formerly SOSC 240) - Introduction to Social Work
3 Credits Offered Fall Semester

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within our society. Issues relating to historical and contemporary social service institutions and their place in both an ethical and public context are examined. The course begins the professional foundation for social work.

SOWK 241 **Social Work Generalist Practice**
3 Credits Offered Spring Semester

Social Work 241 is a continuation of Social Work 240 which introduced students to the social work profession in relation to social services in a social welfare system context. Elementary social work processes focus on an overview of the theoretical knowledge and methodological skills necessary for entry level practice in social work. Topics covered include generalist practice; social work values; principles of interviewing; assessment; confidentiality; contemporary theories of counseling; social work with individuals, groups, families and community practice; evaluation; general systems theory; cross cultural social work; working within a bureaucratic system; burnout; and the frustrations and satisfactions of being a social worker. Case examples are discussed and role-played to apply the theory that is presented. Prior completion of SOWK 240 is required.

Sociology

SOC 110 **Introduction to Sociology**
3 Credits Offered Each Semester

This introductory course presents the fundamental principles affecting human social systems. The concepts of traditional as well as contemporary theorists will be discussed. Emphasis will be placed on the forces governing groups and the conditions that transform social life. This course fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

SOC 155 (formerly SOC 155) **Drug Abuse: Fact, Fiction, and the Future**
3 Credits Offered Each Semester

This course is designed to provide information about drugs, their effects, and the laws and social implications relative to them. Students will learn about the causes of drug abuse, treatment modalities, community resources, alternatives, and problem-solving skills.

SOC 220 **Marriage and Family**
3 Credits Offered Each Semester

Sociology 220 is designed to help students understand the responsibilities that marriage creates. Students will have to confront such issues as marriage expectations, money management, interpersonal needs, marriage adjustment, contraception, communication, pregnancy and child care, divorce, and the like. This course fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

SOC 230 **Social Problems**
3 Credits Offered Each Semester

This course investigates the persistent problems of American society as they relate to values, attitudes, and social change. Application of sociological principles to the identification and analysis of selected problems will be consistently developed. SOC 230 fulfills a social science requirement for the A.A. and A.S. degrees. Prior completion of other courses is not required.

SOC 283 (formerly SOCS 204A) **Death and Dying**
3 Credits Offered Each Semester

Death and Dying explores concepts and attitudes towards dying, death, and grief beginning with historical and cultural perspectives and emphasizing sociological, theological, and psychological behavior. Special topics include widowhood, geriatrics, suicide, funerals, laws, insurance, children and death.

This course offers students an opportunity to develop analytical skills useful for social research and further studies, through integrating concepts from sociology, psychology, and anthropology. Prior completion of other courses is not necessary.



COURSE DESCRIPTIONS

Speech

(See Communications, pgs. 104-105)

Theatre

THTR 101 Introduction to the Theatre
3 Credits Offered Each Semester

Theatre 101 examines the contributions of individual artists to the collective art of theatre. Through discussion and attendance at plays, students will become familiar with elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costumer, playwright, sound technician, actors, and scene designer.

This is a non-performance course open to non-majors designed to enhance students' understanding of dramatic art and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend five plays during the semester. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

THTR 102 Stage Makeup
1 Credit Offered Each Semester

This course is an introduction to the principles and practices of stage makeup design and its application for theatre and television/film. Practical lab experiences are provided to demonstrate and practice makeup techniques.

Theatre 102 offers an opportunity to develop makeup skills for theatre and media production for students exploring these career areas or interested in community theatre participation. Students must purchase a theatrical makeup kit. It may be repeated for a total of four credits. Prior completion of other courses is not necessary.

THTR 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.

THTR 105 Basics of Performance I
2 Credits Offered Fall Semester

Theatre 105 is an introduction to the art of stage performance, emphasizing practice of exercises for developing 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 and 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 necessary.

THTR 106 Basics of Performance II
2 Credits Offered Spring Semester

This course is a continuation of THTR 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 THTR 105 are improved upon and includes verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character. Prior completion of THTR 105 is required.

THTR 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. Prior completion of other courses is not required. However, previous participation in theatre productions or completion of THTR 103 and THTR 263 are recommended.

THTR 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.

THTR 263 Technical Production
2 Credits Offered Spring Semester

Theatre 263 provides instruction and practice in the techniques of stage management and production roles and responsibilities. Students will participate in the design, development, and execution of NIC Theatre Department productions.

This course offers an opportunity to develop stage management skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of THTR 103 or permission of instructor is required.

COURSE DESCRIPTIONS



THTR 271 **Play Analysis**
2 Credits Offered Spring Semester

Focusing on the role of the playwright, students will explore the structure of dramatic works and the process of script creation. The course includes exposure to live and recorded plays of Ibsen, Shakespeare, Chekov, Arthur Miller, and other great playwrights. Different styles of drama including tragedy, comedy, melodrama, and farce are emphasized.

Students will strengthen skills in reading, listening, writing, script, and character interpretation as they develop an appreciation of dramatic literature and the playwright's art and craft. Weekend attendance at plays is anticipated. Prior completion of other classes is not required, but strong writing skills and prior completion of THTR 101 is recommended.

THTR 272 **Intermediate Acting**
3 Credits Offered Spring Semester

Theatre 272 introduces the student actor to aspects of the Stanislavski system of acting and realistic acting techniques for the modern theatre. Emphasis is on character analysis, ensemble acting for an audience with exercises in concentration, observation, and use of inner truth and emotional recall.

Skills learned include interpretive and internal techniques for character identification and "bringing a character to life." Attention is given to improving verbal and nonverbal acting qualities. Some evening and weekend participation may be necessary. Prior completion of THTR 105 and THTR 106 or permission of instructor is required.

THTR 273 **Stage Lighting**
3 Credits Offered Spring Semester

Theatre 273 provides an introduction to the theory and practice of lighting, with attention to visual interpretation and design of the performance environment for theatre, dance, and rock n'roll.

This course offers an opportunity to develop technical lighting skills for theatre and media production for students exploring those career areas or who are interested in lighting support for community theatre, dance, and rock bands. Prior completion of other courses is not required. However, previous participation in theatrical productions and/or completion of THTR 103, 163, and 263 is recommended.

Welding

NOTE: Course enrollment requires prior acceptance into the Welding Program.

Courses offered in the evening, (WELD 055-059), are comparable to those offered during the day, but are not as comprehensive.

WELD 055 **Welding Theory (OAC & SMAW Basic)**
1 Credit

Same course description as WELD 161

WELD 055L **Shielded Metal Arc Welding Lab (Basic)**
2 Credits

Same course description as WELD 161L

WELD 056 **Welding Theory (SMAW Advanced)**
1 Credit

Same course description as WELD 162

WELD 056L **Shielded Metal Arc Welding Laboratory (Adv)**
2 Credits

Same course description as WELD 162L

WELD 057 **Welding Theory (SMAW)**
1 Credit

Same course description as WELD 163

WELD 057L **Gas Metal Arc Welding Laboratory**
2 Credits

Same course description as WELD 163L

WELD 058 **Welding Theory (GTAW & OAW)**
1 Credit

Same course description as WELD 164

WELD 058L **GTAW & OAW Laboratory**
2 Credits

Same course description as WELD 164L

WELD 059 **Pipe Welding Theory**
1 Credit

Same course description as WELD 165

WELD 059L **GTAW & SMAW Pipe Welding Laboratory**
2 Credits

Same course description as WELD 165L

WELD 130 **Welding Blueprint I**
3 Credits Offered Fall Semester

Reading and interpretation of advanced blueprints as they pertain to the welding field will be covered.

WELD 132 **Pattern Layout & Parallel Line Development**
3 Credits Offered Spring Semester

This course acquaints the welding student with layout methods to include parallel and radial line development, triangulation, layout of 90 degree elbows, square to round transitions, frustums, cones and "Y" and "T" structures. Techniques for sketching and drawing orthographic projections, oblique and isometric views, as well as dimensioning techniques will be covered.

WELD 161 **Oxacetylene Cutting & Basic SMAW Theory**
1.5 Credits Offered Fall Semester

Oxyacetylene cutting and stick (SMAW) welding are essential skills for the welding professional. Students will become proficient in the theory of cutting and stick welding and be prepared to apply this theory in lab or work situations.

WELD 161L **Oxacetylene Cutting & Basic SMAW Lab**
4 Credits Offered Fall Semester

This lab course will enable the student to practice and use the theory skills taught in WELD 161. Skill development is

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COURSE DESCRIPTIONS

the primary goal of this course. Both oxyacetylene cutting and stick (SMAW) welding are vital skills in the welding industry.

WELD 162 **Advanced SMAW Theory**
1.5 Credits Offered Fall Semester

Advanced processes of stick welding are studied in this theory course. Open root welding on plate, cast, aluminum, stainless steel and other common materials will be discussed.

WELD 162L **Advanced SMAW Lab**
4 Credits Offered Fall Semester

Using the information from WELD 162, students will become proficient in advanced welding procedures of open root welding on plate, cast, aluminum, stainless steel and other common materials, as well as plasma arc cutting of non-ferrous material. Students will receive one-on-one instruction to develop these skills. Welder certification testing is included.

WELD 163 **GMAW Theory**
1.5 Credits Offered Spring Semester

Wire feeding is one of the fastest growing methods of welding. It is necessary for the welder to study set-up, adjustment, and manipulation of this process before actual welding starts. Many welding shops and manufacturers use this process of welding.

WELD 163L **GMAW Lab**
4 Credits Offered Spring Semester

Practice and use of WELD 163 theory will be used in this lab. Many welding jobs require welders to be certified in gas metal arc welding.

WELD 164 **Welding Theory - GTAW and OAW**
1.5 Credits Offered Spring Semester

Theory and uses of TIG are studied as well as oxyacetylene welding practices. Both of these processes use similar skills and are studied at the same time. A high degree of understanding of this welding process is necessary to set-up and obtain X-ray quality welds. This theory will enable students to obtain these skills.

TIG and gas welding are used in many industries where aluminum and stainless steel are used. It is a vital skill for professional welders, especially in the aircraft and pipe welding industry.

WELD 164L **GTAW & OAW Lab**
4 Credits Offered Spring Semester

Using information from WELD 164, students will first become proficient in oxyacetylene welding skills and then become proficient in TIG welding. One-on-one instruction enables the student to gain a high degree of welding skill for this demanding procedure. X-ray quality welds are necessary in much of the welding industry. These processes provide that high quality weld and require a highly skilled welder to perform them. The pipe welding industry is only one of many employment areas that uses this process.

WELD 165 **Introduction to Pipe Welding Theory**
1 Credit Offered Spring Semester

This class will give students an introduction to the theory of procedures and methods of pipe welding using shielded metal arc welding process.

WELD 165L **Introduction to Pipe Welding Lab**
3 Credits Offered Spring Semester

Students will apply the knowledge from WELD 165 through practical lab exercises acquiring a rudimentary skill level in pipe welding.

WELD 221 **Automated Processes**
3 Credits Offered Spring Semester

An introduction to various automated welding processes in use in today's industries. Including orbital TIG and MIG welders, electron beam welders, laser beam technology and submerged arc welding.

WELD 235 **Welding Blueprint II - Pipe Drawings**
2 Credits Offered Fall Semester

This course provides the welding technologist with the skills necessary for reading and interpreting pipe drawings. Course content includes the AWS's adopted standards for welding symbols. Prior completion of Basic Blueprint reading or its equivalent with a passing grade on a competency test is required.

WELD 236 **Fabrication Techniques - Layout & Fitting**
3 Credits Offered Spring Semester

This course will enable the student to perform basic layout of pipe, figure offsets, runs, and travel distances, and aid students in understanding the variables that greatly affect welding fabrication.

WELD 241 **Material Preparation**
1 Credit Offered Fall Semester

This course provides students with the methods and procedures for preparing materials for various pipe welding operations.

WELD 242 **Metallurgy**
3 Credits Offered Fall Semester

Course concepts explain the metallurgical behaviors and determinations of the weldability of ferrous and non-ferrous metals.

WELD 243 **Welding Quality and Inspection**
2 Credits Offered Spring Semester

This course is structured to introduce the welding technologist to the fundamentals of welding inspections, terminology, weld codes, standards and specifications, test methods, quality control and welding qualifications.

WELD 265 **Pipe Welding I - SMAW Theory**
2 Credits Offered Fall Semester

Procedures are aimed at producing welds which will meet the requirements of the commonly used codes. Preparation



for certification of welding test in accordance with AWS and ASME codes.

WELD 265L **Pipe Welding I - SMAW Lab**
5 Credits Offered Fall Semester

Procedures are aimed at producing welds which will meet the requirements of the commonly used codes. Preparation for certification of welding test in accordance with AWS and ASME codes.

WELD 266 **Pipe Welding II - SMAW & GTAW**
1 Credit **Combination Theory**
Offered Fall Semester

Procedures and methods for producing welds using gas tungsten arc welding and shielded metal arc welding on ferrous metals will be covered.

WELD 266L **Pipe Welding II - SMAW & GTAW**
2 Credits **Combination Lab**
Offered Fall Semester

This course will enable the welding student to perform pipe welds using gas tungsten arc welding and shielded metal arc welding on ferrous metals.

WELD 267 **Pipe Welding III - GTAW Theory**
1.5 Credits Offered Spring Semester

Procedures and methods for producing welds using the gas tungsten arc welding process on both ferrous and non-ferrous metals will be covered.

WELD 267L **Pipe Welding III - GTAW Lab**
3 Credits Offered Spring Semester

Students will apply code quality procedures to develop a high quality and appearance using the gas tungsten arc welding process on both ferrous and non-ferrous metals. Students will also gain practical experience in fitting branches and lateral configurations.

WELD 268 **Pipe Welding IV - Certification Theory**
1.5 Credits Offered Spring Semester

This course will have special emphasis on qualification tests for piping and tubing.

WELD 268L **Pipe Welding IV - Certification Lab**
3 Credits Offered Spring Semester

Practical application of methods and procedures for qualification tests for piping and tubing will be the focus of this course.

Zoology

ZOOL 107 **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 special emphasis on acid-base balance and important physiological problems. Systems covered include skeletal, muscular, nervous, and respiratory. It is designed primarily for students enrolled in health-related fields. Also included is one three-hour lab per week.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective as well as those in the health-related areas. Prior completion of CHEM 107 is strongly recommended. This course fulfills a laboratory science requirement for the A.S. degree.

ZOOL 108 **Human Anatomy and Physiology II**
4 Credits Offered Spring Semester

This course is a continuation of ZOOL 107 and covers the cardiovascular, digestive, urinary, and reproductive systems; the sense organs; and metabolism. It is designed primarily for students enrolled in health-related fields. Included is one three-hour lab per week.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner which should interest students wishing to take a science elective as well as those in the health-related areas. Prior completion of ZOOL 107 or CHEM 107 and permission of the instructor is required. It fulfills a laboratory science requirement for the A.S. degree.

ZOOL 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. Included are two two-hour labs per week. This course is required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, all biology majors, and interested general studies students. Prior completion of BIOL 100, BIOL 201, or high school biology and permission of instructor is required.

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APPLICATION FOR ADMISSION • NORTH IDAHO COLLEGE

Office of Admissions, 1000 West Garden Ave., Coeur d'Alene, ID 83814 (208) 769-3311

PLEASE TYPE OR PRINT CLEARLY IN INK. ANY ITEMS LEFT BLANK WILL DELAY THE PROCESSING OF YOUR APPLICATION.

Have you ever attended any other college before? No Yes

Have you ever applied for admission to North Idaho College? No Yes: Year, Term _____

Have you previously attended North Idaho College? No Yes: Year _____

If Yes: For credit? Days Evenings Off Campus Coeur d'Alene campus

For Non-credit? ... Community Ed./Special Interest Short-Term Job Training Program

Full Legal Name: _____
Last First Middle

Name you prefer to be addressed or called (include titles if desired): _____

Other name(s) used (for previous transcripts, maiden name, etc): _____

Social Security Number: _____ NIC I.D. (if known): _____

Perm. Address: _____
Street Address/P.O. Box City State Zip Phone (include area code)

Where are you currently living, if different from above address? If temporary, until what date? _____ / _____ / _____
Street Address/P.O. Box City State Zip Phone (include area code)

Will you be Degree Seeking? Non-Degree Seeking? What is your intended major area of study?
(Use code on back of this sheet)

Do you plan to apply for financial aid or veterans benefits through NIC? No Yes

What term do you plan to begin? Fall, Aug 19____ Spring, Jan 19____ Summer Only 19____ Summer/Fall 19____

COUNTY of Residence: _____ From ____ / ____ / ____ to ____ / ____ / ____ If less than 12 months, previous county: _____
mo. yr. mo. yr.

STATE of Residence: _____ From ____ / ____ / ____ to ____ / ____ / ____ If less than 12 months, previous state: _____
mo. yr. mo. yr.

(Note: If you have been a resident of Kootenai County for at least one year and less than 18 months, you will need to complete a residency questionnaire)

Are you a U.S. citizen? No Yes If no, what country? _____

If not the U.S., what is your visa status? Visitor International Student With F or M visa No visa at this time

Immigrant/Permanent Resident Alien Number: _____ Other (Explain) _____

Refugee/Parolee or Conditional Entrant Alien Number: _____

This section is optional to complete:

Female Male Birthdate ____ / ____ / ____ Birthplace: (city) _____ (State) _____

IA American Indian/Alaskan Native AP Asian/Pacific Islander BI Black, Afro American

HI Hispanic NR No Response WI White/Non-Hispanic

High School attending or last attended: _____

High School ETS Code number: _____ Location: _____
(Current HS students. Check with your counselor for ETS code number) City State

High School graduation status: Date, or anticipated date, of graduation: ____ / ____ / ____
mo. yr.

GED, date completed: ____ / ____ / ____ Issuing institution _____
mo. yr.

Not a High School graduate (Please contact the Admissions Office for more information)

SRCH _____ CROSSREF _____ RIM _____ Cost/ _____ ADDRESS _____ APPLY _____ SAM Track _____ TRACKING _____ UICD _____ ACA1 _____ Other _____ PRIMARY _____ AUPC _____

Colleges/Universities: List all colleges and universities in order of attendance (no exceptions). If you are currently enrolled in a college/university, please indicate your anticipated leaving date: / /
mo. day yr.

Current Enrollment:	College or University	City/State	Dates From/To	Credits Earned	Degree/Diploma
Previous Enrollment:	College or University	City/State	Dates From/To	Credits Earned	Degree/Diploma
	College or University	City/State	Dates From/To	Credits Earned	Degree/Diploma
	College or University	City/State	Dates From/To	Credits Earned	Degree/Diploma

Military Veteran: No Yes If yes, dates of service: / to /
mo. yr. mo. yr.

Housing: Do you plan to apply for college residence hall accommodations? Yes No

Who would you like us to contact in an emergency?

Name	Relationship			
Address	City	State	Zip	Phone

I understand failure to submit complete official transcripts from all schools, colleges, or universities attended may result in the denial of this application or my subsequent dismissal from North Idaho College. I certify to the best of my knowledge all statements I have made in this application are complete and true. All materials submitted by me for the purposes of admission become the property of North Idaho College. I understand that falsification, withholding pertinent data or failure to report changes in my residency status may result in my dismissal.

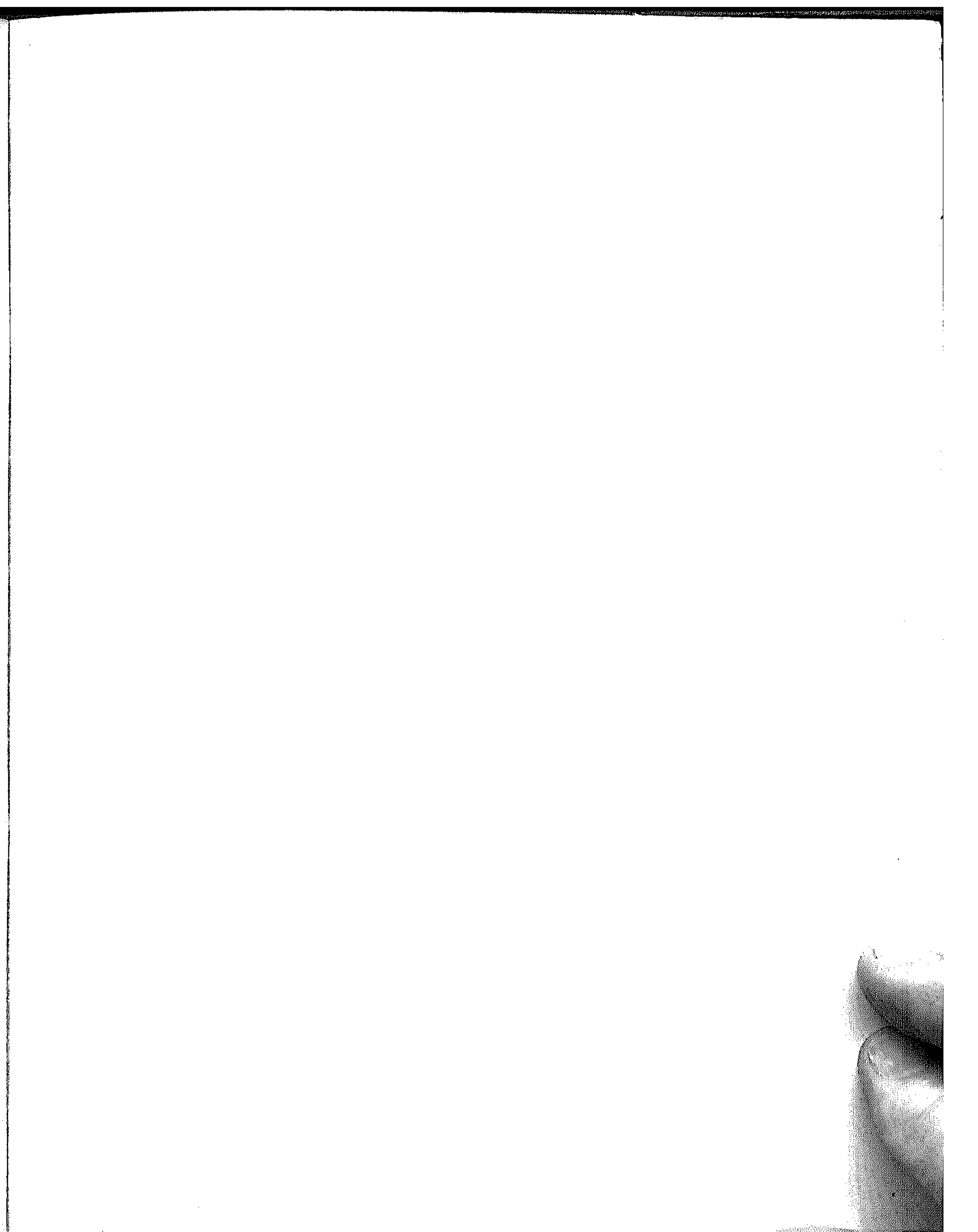
Name of Applicant (print): _____ Signature of Applicant: _____ Date: _____

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

504 Policy: Federal law prohibits us from making a preadmission inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admissions decisions. If you require special services because of a disability, you may notify the Student Services Office. This voluntary self-identification allows North Idaho College to prepare appropriate support services to facilitate your learning. All information received will be held in strict confidence.

Codes for Majors: (Use this list to indicate your Major Area of Study on the front side of this form).

- | | | | | | |
|---|-------------|---|-------------|-------------------------------------|-------------|
| PROGRAM | CODE | PROGRAM | CODE | PROGRAM | CODE |
| Agriculture, Pre | AGRI | Electronics Technology | ELEC | Nursing, Practical (LPN) | NURC |
| Allied Health | | Elementary Education | EDUE | Nursing, Registered (RN) | NURA |
| Pharmacy Technician | PALH | Secondary Education | EDUS | Nursing, Pre | NURP |
| Mental Health Technician | PALH | English | ENGL | Office Information Specialist | OISP |
| Anthropology | ANTH | Engineering, Pre | ENGR | Law, Pre | PLAW |
| Auto Body Technology | ABRR | Environmental Health | ENVH | Medical Related, Pre | MEDR |
| Automotive Technician | AUTO | Foreign Languages | FLAN | Office Systems Specialist | OSSP |
| Carpentry | CARP | Forestry/Fishery Resources/
Range Resources/Wildlife | WRES | Pharmacy, Pre | MEDP |
| Commercial Art | ARTC | General Studies for Transfer | GENL | Philosophy | PHIL |
| Computer Applications in Business | CSBA | Geology | GEOL | Pharmacy Technician | PHRM |
| Culinary Arts | CULA | Heating, Ventilation, | | Physical Therapy, Pre | PTHY |
| Fine Art | ARTF | Refrigeration & Air Conditioning | HVAC | Physics | PHYS |
| Astronomy | ASTN | History | HIST | Political Science | POLS |
| Bacteriology | BACT | Human Services | HSS | Psychology | PSYC |
| Biology (Botany, Zoology) | BIOL | Journalism | JRNL | Secretary, Medical | SECM |
| Small Business Management | BMGT | Journalism Technician | JRNT | Secretary, Legal | SECL |
| Business Administration | BUSA | Machining Technology | MACH | Secretary, Administrative | SECX |
| Business Education | BUSE | Maintenance Mechanic | MMEC | Sociology | SOCL |
| Child Development | CDEV | Marine Technology | MART | Theatre | THTR |
| Chemistry | CHEM | Mathematics | MATH | Veterinary, Pre | VETP |
| Criminal Justice | CJUS | Medical Technology | MEDT | Undecided | UNDC |
| Communications | COMM | Mental Health Technician | MTLH | Welding | WELD |
| Computer Science | CSCI | Music | MUSC | Welding (Night program) | WLDN |
| Diesel Mechanics | DSLML | Natural Sciences, General | NSCI | | |
| Drafting Technology | DRFT | | | | |





North Idaho College
1000 West Garden Avenue
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