

NORTH IDAHO
COLLEGE



NORTH IDAHO COLLEGE
2002-2003 Catalog • \$3
Coeur d'Alene, Idaho

PHONE DIRECTORY

| | | | |
|--|----------|--|----------------------|
| Campus Operator & General Info | 769-3300 | Disability Support Services | 769-7794 |
| Academic Divisions: | | Distance Education/Dual Enrollment | 769-3436 |
| Business & Professional Programs | 769-7784 | Emergency | 9-911 |
| College Skills | 769-3450 | Financial Aid | 769-3368 |
| Communications, Fine Arts, Humanities | 769-3276 | Food Services | 769-3359 |
| English & Foreign Languages | 769-3394 | Foundation | 769-5978 |
| Health Professions & Nursing | 769-3481 | GED | 769-3450 |
| Mathematics & Natural Sciences | 769-3495 | Grants Coordinator | 769-7750 |
| PE & Dance | 769-3481 | Grounds/Custodial | 769-3310 |
| Social/Behavioral Sciences | 769-7782 | Gymnasium | 769-3348 |
| Trades & Industry | 769-3226 | Health Services | 769-7818 |
| Admissions | 769-3311 | Human Resources | 769-3304 |
| Adult Basic Education/GED | 769-3450 | International Student Advisor | 769-7713 |
| Advising | 769-3370 | Intramural Sports | 769-3299 |
| Alumni Office | 769-7806 | Instruction, Office of | 769-3305 |
| American Indian/Minority Student Advisor | 769-3365 | Instructional Media Services | 769-3429 |
| Associated Students (ASNIC) | 769-7761 | Library | 769-3215 or 769-3355 |
| Athletics | 769-3348 | Lost and Found | 769-3310 |
| Auditorium | 769-3424 | Outdoor Pursuits | 769-7809 |
| Auditorium Box Office | 769-7780 | Parking Information | 769-3310 |
| Auxillary Services | 769-3361 | Peer Tutoring | 769-3450 |
| Bonner County Office (Sandpoint) | 263-4594 | Physical Plant | 769-3413 or 769-3234 |
| Bookstore | 769-3364 | President | 769-3303 |
| Business Office | 769-3340 | Professional-Technical Education | 769-3433 |
| Campus Safety | 769-3310 | Health Professions & Nursing | 769-3481 |
| Career Center | 769-3297 | Business & Professional Programs | 769-7784 |
| Center for New Directions | 769-3445 | Trades and Industry | 769-3226 |
| Children's Center Day Care | 769-3471 | Coordinator Student Support Services | 769-3468 |
| College Relations | 769-3316 | Registrar | 769-3320 |
| College Skills Center | 769-3450 | Security/Emergency | 769-3310 |
| Community Education (WFTC) | 769-3444 | Sentinel Newspaper | 769-3388 |
| Computer Services HelpDesk | 769-3280 | Staff Development | 769-3400 |
| Computer Lab (2nd floor Library) | 769-3251 | Student Activities (ASNIC) | 769-7761 |
| Computer Lab (Boswell Hall) | 769-3331 | Student Services | 769-3370 |
| Computer Services | 769-3230 | Student Support Services | 769-5979 |
| Copy Center (Staff & Faculty) | 769-3357 | Veteran's Services | 769-3281 |
| Counseling | 769-3370 | Workforce Training | 769-3444 |

North Idaho College does not discriminate or deny services on the basis of race, color, ethnicity, nationality, religion, gender, sexual status, age, disability, or status as a Vietnam-era veteran. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulation.

WELCOME



Dear Students,

Let me be the first to welcome you to North Idaho College! As the College President, I can assure you that you have made an excellent decision by selecting North Idaho College as your college of choice. You will soon discover that NIC's faculty and staff are committed to academic excellence, instructional innovation, life-

long learning, and student success. You will also find a supportive, nurturing environment where you can develop new skills, explore new career opportunities, and gain new perspectives on the world around you.

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

Sincerely,

Michael Burke

Michael L. Burke, Ph.D.
President

NIC MISSION STATEMENT

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

INITIATIVES FOR 1999-2002

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

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

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

Educational Access: Use flexible delivery systems to provide students throughout the college service area with broad access to educational opportunities.

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

Collaboration/Community: Form appropriate partnerships to meet the educational and training needs of the college service area.

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STUDENT CALENDAR

HOLIDAYS **ADVISING/CURRICULUM DAYS**

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

August 2002

- 1 *Payment due for students already registered for Fall Semester*
- 5 **Priority Application for Admission deadline**
- 5 *Summer grades posted to NIC Online*
- 15 *Payment due for students registered after July 31 for Fall Semester. If registering after Aug. 14, payment is due immediately.*
- 20 *Faculty return to campus*
- 22 **Final day to register for Fall Semester**
- 23 *New Student Orientation - Schuler Auditorium*
- 26 **Fall Semester begins**
- 26-30 *Fall Semester course add/drop*

| 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 | | | | | |

September 2002

- 2 **Labor Day Holiday - campus closed**
- 5 *Financial Aid checks disbursed - Financial Aid Office*

| 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 | | |

October 2002

- 7 *Last day to remove incompletes from Spring Semester and Summer Session*
- 14-18 *Midterm week*
- 25 *Midterm grades posted to NICOnline*
- 29 *Advising Day (No day classes scheduled, evening classes in 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 |

November 2002

- 4 *Last day to withdraw from regular-length Fall Semester classes*
- 6 *NICOnline registration begins for continuing students for Spring Semester: Payment due on or before Jan. 2, 2003.*
- 20 **Registration begins for new and returning students for Spring Semester. By appointment at Student Services. Payment due on or before Jan. 2, 2003. If registering after Jan. 1, payment is due immediately.**
- 27-29 **Thanksgiving Holiday - campus closed**

| 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 | | | | |

December 2002

- 13 *Curriculum Day (No day classes scheduled, evening classes in session)*
- 16-19 *Final exam week*
- 19 *Fall Semester ends*
- 25-27 **Christmas Holiday - campus closed**
- 30 **Priority Application for Admission deadline**

STUDENT CALENDAR

HOLIDAYS

ADVISING/CURRICULUM DAYS

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

January 2003

- 1** New Year's Day Holiday - campus closed
- 2** Payment due for students registered for Spring Semester
- 3** Fall Semester grades posted to NICOnline
- 7** Faculty return to campus
- 9** Final day to register for Spring Semester
- 10** New Student Orientation - Student Union
- 13** Spring Semester begins
- 13-17** Spring Semester course add/drops
- 20** Martin Luther King, Jr. Holiday - campus closed
- 23** Financial Aid checks disbursed - Financial Aid Office

| S | M | T | W | T | F | S |
|----|-----------|----|----|----|----|----------|
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| 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 | |

February 2003

- 1** President's Day Holiday - campus closed
- 24** Last day to remove incompletes from Fall Semester

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

March 2003

- 3** Summer Session Financial Aid Applications available - Financial Aid Office
- 3-7** Midterm week
- 17** Midterm grades posted to NICOnline
- 17-21** Spring Break - no classes scheduled
- 17-28** Convocation/Popcorn Forum Week
- 31** Last day to withdraw from regular-length Spring Semester classes

| 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 | | |

April 2003

- 8** Advising Day (No day classes scheduled, evening classes in session)
- 16** NICOnline registration begins for continuing students for Summer Session. Payment due on or before May 6, 2003.
- 22** NICOnline registration begins for continuing students for Fall Semester. Fall Semester payment due on or before Aug. 4, 2003.

| 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 |

May 2003

- 6** Registration begins for Summer Session for new and returning students. First-come, first-serve in Student Services. Payment due immediately
- 9** Curriculum Day (No day classes scheduled, evening classes in session)
- 12-15** Final exam week
- 15** Spring Semester ends
- 16** Commencement 10 a.m.
- 19** 4-week and 8-week technical program blocks begin
- 27** Memorial Day Holiday - campus closed
- 27** Final grades posted to NICOnline
- 30** Last day to register for Summer Session

DEFINITIONS

Academic load: The number of credit hours taken in one semester.

Academic probation: When a student's cumulative grade point average falls below 1.75 at the end of a semester the student will be placed on academic probation. The student must either earn at least a 2.0 during the next semester or raise the cumulative GPA to 1.75 or above. Students who fail to meet the GPA requirements will be suspended from college for one semester.

Advisor: A full-time faculty member or advising staff person who is trained to assist students with educational planning, scheduling classes, and promoting a successful college experience.

Articulation agreement: An agreement with another college or university that allows a student who has earned either an NIC Associate of Arts degree or an Associate of Science degree to transfer with junior standing. Articulation agreements are in effect for recipients of either degree with all Idaho public colleges or universities. Articulation agreements are in effect for recipients of the Associate of Arts degree with Eastern Washington University, Whitworth College, Central Washington University, and Gonzaga University.

Auditing: Taking a class without receiving a grade or credit. Audited courses cost the same as credit courses.

Certificate program: Prepares students for entry-level employment in career fields through completion of technical training. Credits are often applicable toward an Associate of Applied Science degree.

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

Concurrent enrollment: Enrollment in one course requires enrollment in a second course. For example students who enroll in a biology course must also enroll for an accompanying laboratory course.

Concurrent enrollment in colleges: When a student is enrolled at NIC and University of Idaho's or Lewis-Clark State College's programs in Coeur d'Alene. Students who are receiving financial aid from either UI or LCSC may defer payment on NIC's tuition and fees by providing information to NIC's Financial Aid Office prior to enrollment or they will be expected to make full payment for their NIC courses.

Core courses: General education courses within various disciplines, that require a C- or better to satisfy the distribution requirements for the associate degrees. See pages 50-57 for more information.

Corequisite course: A corequisite in the course description means there is a requirement to enroll concurrently in another course or courses unless the corequisite has been previously completed with a minimum of a "C-" grade.

Counselor: A professional who is trained to assist students with overcoming barriers to personal success.

Credit: A unit of measure for the amount of course instruction. One credit is approximately one hour of instruction each week for a semester. Courses range from 1 to 8 credits.

Curriculum: A specific program of study composed of courses leading to a degree or certificate.

Distance education: Classes taught at off-campus locations, such as Sandpoint and Kellogg, or by Internet or interactive video.

Dual enrollment: A program for qualified high school students to enroll in an NIC course and receive high school and NIC college credit at the same time.

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

Interactive video: NIC courses delivered to off-campus sites by technology that allows interaction between students and faculty through two-way audio and video.

Internet course: An NIC course delivered through a website.

Local address: The address used by a student only while he/she is attending college.

Linked courses: When enrollment in one course requires enrollment in another, providing the opportunity for an enhanced learning experience taught by two instructors. This concept allows students to gain content of two distinct classes, but the academic experience is broadened and deepened through the exploration of connections across disciplines. The classes are usually offered "back-to-back" in the schedule and separate credit is given for each course.

Major: A chosen academic field of study. Students may earn an A.A. or an A.S. degree without selecting a major.

Matriculated/Non-Matriculated: Students who are matriculated are working toward a degree or certificate and have completed the admissions process, which includes application, payment of application-fee, and provision of high school and/or college transcripts. Matriculated students are eligible to apply for financial aid. Non-matriculated students are not working for a degree from North Idaho College and are not eligible for financial aid or participation in varsity athletics.

Non-credit courses: Courses offered through the Workforce Training and Community Education Center that carry no academic credit. They may offer continuing education units. Non-credit courses cannot be applied toward an academic degree or certificate.

Permanent address: The address through which a student may always receive mail. This address is usually the address the student used at the time of application and the address upon which residency status is based.

Prerequisite course: A prerequisite in the course description means there is a requirement that must be met prior to enrolling in the course. This may include, but is not limited to: completion of other courses, acceptance in certain programs, sophomore standing, instructor permission, and prescribed test scores. If the prerequisite is another course, then that course must have been completed with a grade of "C-" or better in order to satisfy the pre-enrollment requirement.

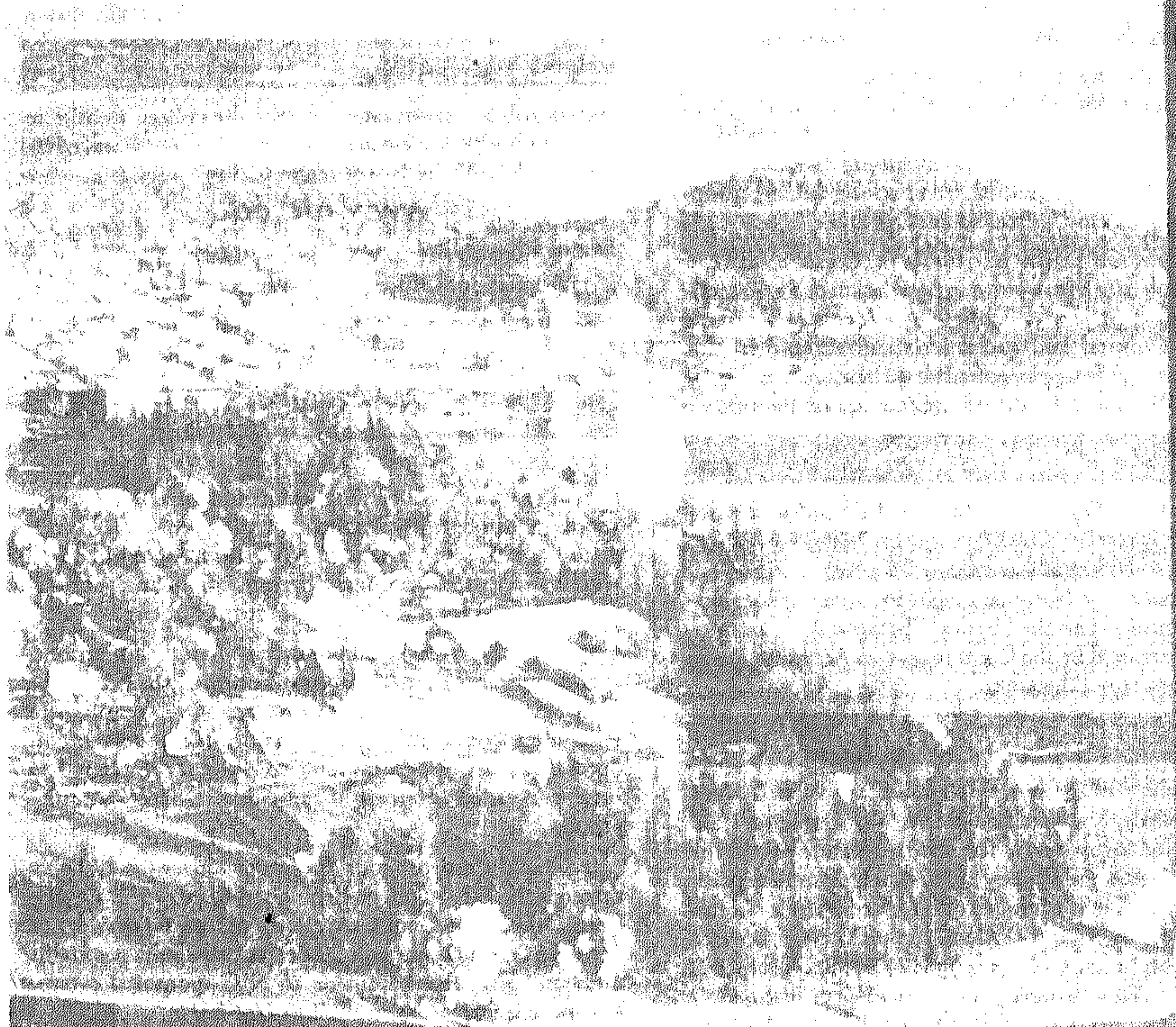
Reciprocity: An agreement between two states that allows some students from one state to pay a reduced out-of-state tuition rate in the other state. At NIC, this award is based on merit and requires no special application. Full-time matriculating students with a complete admissions file are eligible (see tuition assistance programs on page 14 for more information).

Schedule of classes: A list of the course offerings with dates, times, and classroom location for a semester, summer session, or technical block.

Service Learning: Service Learning combines academic studies with community service by linking the theory and content of a course with the practical application of the course's concepts in a community setting. The Service Learning assignment, which is optional, requires 15-20 hours outside the classroom during the semester (in lieu of other course assignments comparable to 15-20 hours). Career exploration is an added benefit to this type of class.

Transcript: An accurate record of a student's academic history showing courses, grades, credits, grade point average, and notation of any program completion.

North Idaho College 2002-2003



General Information

NORTH IDAHO COLLEGE

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

NIC offers associate degrees in more than 35 transferable academic majors and technical certificates or associate of applied science degrees in 26 professional-technical programs. Credit courses are offered during Fall and Spring Semesters and during an eight-week Summer Session. Courses are offered days, evenings, on the NIC campus, at the Post Falls Workforce Training Center, and at outreach sites throughout the five northern counties.

Approximately 4,100 students are enrolled in credit courses with classes averaging 15-20 students. NIC's Workforce Training Center, at the Riverbend Commerce Park in Post Falls, offers non-credit classes and workforce training programs to approximately 10,000 students each year.

NIC's main campus is located in Coeur d'Alene, a destination resort town, which lies in the four-season beauty of North Idaho's famous recreation area. An abundance of outdoor activities are available including mountain biking, boating, fishing, hunting, backpacking, hiking, camping, swimming, snowboarding, and skiing.

The campus lies in the city limits of Coeur d'Alene, a 100-year-old city with a growing population of 35,000 residents with approximately 130,000 residents in Kootenai County. Cultural and social activities abound in this lakeside city, well-supplemented by the resources of nearby Spokane, Washington, a metropolitan area of 406,000.

ACCREDITATION

North Idaho College is accredited by the Northwest Association of Schools and Colleges and the Idaho Division of Professional-Technical Education. The Nursing program is accredited by the National League for Nursing Accrediting Commission and the Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education.

HISTORY

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

OPEN-DOOR POLICY

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

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

Certain designated courses of study have special requirements for admission. The college tests and evaluates entering students to place them in the appropriate level courses.

WEBSITE

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

www.nic.edu

Frequently used campus e-mail addresses are:

Admissions Office admit@nic.edu

Financial Aid Office finaid@nic.edu

Registrar's Office registration@nic.edu

COMMUNITY SERVICES

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

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

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

NIC FOUNDATION

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

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

With the support of the community, the NIC Foundation is helping change lives. Annually, the foundation provides more than \$340,000 in student scholarships and approximately \$50,000 in support of faculty and staff grants to enhance instruction and support services. In the past decade, the NIC Foundation has been able to provide several million dollars to help with campus building projects.

Each year, the NIC Foundation raises money through community events, such as its annual benefit concert and the Really BIG Raffle, in which a \$200,000 grand prize custom home built by the NIC Carpentry program is raffled off as well as \$30,000 worth of additional prizes.

To make a gift or to request additional information about the NIC Foundation or charitable giving, please call (208) 769-5978, write to the NIC Foundation at 1000 West Garden Avenue, Coeur d'Alene, ID., 83814, or email rayelle_anderson@nic.edu.

NIC ALUMNI ASSOCIATION

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

Membership is free and only requires that 12 credits of NIC courses be completed. You need not be a graduate to become a member. Members are invited to special events and reunions as well as benefits such as Molstead Library privileges, personalized ID cards, and discounts at the NIC bookstore and for home athletic contests. To join, visit the website at www.nic.edu/alumni or call (208) 769-7806.

The Alumni Office is located on the second floor of the

Edminster Student Union Building. Please stop by to visit us when you come to campus.

NIC BOOSTER CLUB

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

The Booster Club holds various fund-raising events throughout the year including an annual auction, 3-on-3 basketball tournament, golf tournament, and fun runs. It also sponsors a booth each year at the North Idaho Fair and operates a concession stand in Christianon Gym. For more information or to become a member, contact President Ron Ouren at (208) 667-6690 or NIC Athletic Director Jim Headley at (208) 769-3351. Meetings are held weekly at the Coeur d'Alene Resort on Tuesdays at noon.

USE OF NIC FACILITIES

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

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

NIC PUBLICATIONS

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

**AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY**

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

DRUG FREE CAMPUS

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

North Idaho College 2002-2003

Admissions

ADMISSION INFORMATION

In order to allow sufficient time to evaluate transcripts and provide notice of acceptance, it is strongly recommended that the NIC Admissions Office receive all application materials at least one month prior to registration. Students can apply online at www.nic.edu.

DEGREE- OR CERTIFICATE-SEEKING STUDENTS (Matriculating)

Students intending to receive a degree or certificate from NIC must complete and submit the following:

1. An Application for Admission.
2. \$25 admission fee (non-refundable, one-time fee).
3. Official high school transcript showing the 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 may wait to have their transcripts mailed until after their final grades and high school graduation date are posted on the transcript.

OR,

Official GED scores if you are a non-high school graduate. Students who have not completed the GED or are non-high school graduates should refer to the "Non-High School Graduate" section.

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. Students transferring from another college or university who have a cumulative grade point average below 1.75 will be admitted on probation. See the "Academic Probation" section on page 28.

4. Complete the Placement Assessment requirement (COMPASS, ACT, or SAT).
5. Submit a Certificate of Residency: Required from Idaho students whose home county is NOT Kootenai County. Refer to page 13 for details on determining residency status.

Applicants who have lived in Kootenai County for more than 12 months, but fewer than 18 months, are required to submit a Kootenai County Proof of Residency form to apply for in-state tuition.

If all materials are not provided, the student's status will be changed to non-degree seeking.

NON-DEGREE-SEEKING STUDENTS (Non-Matriculating)

This category is for individuals who are 18 years of age or older and who wish to enroll in courses for personal enrichment or who are concurrently enrolled and pursuing a degree at an institution other than NIC.

Title IV financial aid, Washington Reciprocity, and the Western Undergraduate Exchange (WUE) are not available for non-matriculating students. These students are not

allowed to participate in intercollegiate athletics. All non-matriculated students follow the Academic Probation and Disqualification Policy that applies to matriculated students.

Students who wish to change to matriculated (degree seeking) status need to contact the Admissions Office for instructions on completing a degree-seeking application.

To enroll as a non-matriculating student, complete the following steps:

1. Submit an Application for Admission.
2. Pay the \$25 admission fee (non-refundable, one-time fee).
3. Complete the Placement Assessment requirement (COMPASS, ACT, or SAT).
4. Submit a Certificate of Residency. This is required from Idaho students whose home county is NOT Kootenai County. See page 13 for determining residency status.

Applicants who have lived in Kootenai County for more than 12 months, but fewer than 18 months, are required to submit a Kootenai County Proof of Residency form to apply for in-state tuition.

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) or summer session without reapplying for admission. Students are responsible to notify the Admissions Office of any change of name or address.

FORMER STUDENTS

Students who have been away from North Idaho College for one or more semesters (fall or spring) must complete an Application for Admission. In addition, any student who plans to be a matriculating (degree-seeking) student and has attended other colleges since enrollment at NIC, must submit official transcripts from those institutions. Students are encouraged to review the residency status on page 13. Students are responsible for filing the appropriate certification if and when their residency status changes.

NON-HIGH SCHOOL GRADUATE

Non-high school graduates who are 18 years of age or older, or students who have graduated from non-accredited high schools, may enroll as a non-matriculated student. All credits completed will appear on an NIC transcript. Students under this classification who want to be admitted as a regular matriculating student may do so after passing the high school level General Educational Development (GED) tests. Students must receive a standard score of 410 or above on each test and an average standard score of at least 450 on all five tests.

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

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

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

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

| | |
|-------------------|----|
| Numerical Skills | 33 |
| Reading Placement | 35 |
| Writing Placement | 35 |

PLACEMENT ASSESSMENT

The Placement Assessment (COMPASS) is an important part of enrollment and meets state and institutional requirements for student assessment and tracking. North Idaho College has an "open-door" admissions policy, allowing students with a wide range of skills to be admitted. Entry skill levels in English, math, and reading are measured. Results of the assessment are used to assist students in selecting appropriate courses and to ensure student success. Additional information or an assessment appointment is available by calling Student Services at (208) 769-7821.

You do not need to complete the assessment if:

1. You have completed the COMPASS at NIC within the last two years, or
2. You have completed the ACT or SAT within the past two years and provided copies to the NIC Admissions Office, or
3. You have successfully completed at least 24 college-level semester credits, including a grade of C- or better in English and college-level math, or
4. You are enrolling only in exempt courses. These courses are listed in the Class Schedule.

PROFESSIONAL-TECHNICAL PROGRAM ADMISSION REQUIREMENTS

Students wishing to enter a Professional-Technical program should follow the Degree- or Certificate-Seeking (Matriculating Students) section on page 10 for admission to the following programs:

- Accounting Assistant
- Administrative Assistant
- Graphic Design
- Human Services
- Legal Administrative Assistant
- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Receptionist
- Medical Transcriptionist
- Office Receptionist

LIMITED ENROLLMENT PROGRAMS

The following Professional-Technical programs have limited enrollment:

- Automotive Technology
- Carpentry
- Collision Repair Technology
- Computer Information Technology (CITE)
- Culinary Arts
- Diesel Technology
- Drafting Design and Technology
- Electronics Technology
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Machine Technology
- Maintenance Mechanic/Millwright

Since these programs often fill quickly, prospective students are encouraged to begin the application process as early as possible (6-12 months prior to enrollment). Decisions on applicant files are made on an eligibility/space-available basis, and only after the Admissions Office has received, at a minimum, the following three items:

1. An Application for Admission to NIC and the specific program.
2. The \$25 admission fee (non-refundable, one-time fee).
3. Results from the COMPASS or an equivalent test, or waiver of the test based on previous college level coursework. To schedule a COMPASS test for a limited enrollment program, call (208) 769-7847.

For more information, call the Admissions Office at (208) 769-3311 or the Professional-Technical Student Support Services Office at (208) 769-3468.

Students who score below the program cut-off scores are designated as "pre-technical" students and must complete specific academic coursework prior to program entry. Students will be advised to participate in the Bridge Program to prepare them for their program of choice. Information about the Bridge Program is on page 47.

Acceptance letters for Fall Semester are usually mailed in March or early April. Students accepted into a limited enrollment program will receive a letter asking for a non-refundable \$100 deposit to be paid within three weeks of acceptance. The deposit will apply toward tuition and fees.

SELECTIVE PROGRAMS

The following programs have a selective admissions process:

| | |
|---------------------|-------------|
| Law Enforcement | See page 87 |
| Pharmacy Technology | See page 99 |
| Practical Nursing | See page 95 |
| Registered Nursing | See page 96 |

Application packets for all programs, except Law Enforcement, are available from the Admissions Office. Details about the Law Enforcement admissions process are on page 88. NOTE: Physical examinations are required for students accepted into the Registered Nursing (RN) and Practical Nursing (PN) programs.

DISTANCE EDUCATION CLASSES

Distance Education classes provide students with opportunities to take classes without traveling to the Coeur d'Alene campus. These courses are delivered by interactive video-conferencing (IVC), the Internet, or at off-campus sites. IVC courses offer interaction through a two-way audio and video network from NIC's main campus to locations in the five northern counties. Internet courses require students to have computer access with the majority of instruction delivered via a website.

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

For more information, call (208) 769-3436, send an e-mail to distance@nic.edu, or visit the webpage at www.nic.edu/disted

A.A. and A.S. Courses Available Online

Students may choose to take courses that apply toward an Associate of Arts or an Associate of Science degree over the Internet by enrolling in NIC's wide variety of Internet courses. For information, call the Distance Education Office at (208) 769-3436.

DUAL ENROLLMENT

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

Complete details about Dual Enrollment are available from high school counselors or from the NIC Distance Education Office at (208) 769-3436.

Entrance Requirements:

1. Must be at least 16 years of age or successfully completed at least one-half of the high school graduation requirements as certified by the student's high school.
2. Have a 3.00 high school GPA or higher.

Application and Registration Process:

1. Meet with a high school counselor to determine eligibility. If ability to succeed is a concern, the COMPASS assessment test may be taken.
2. Submit an NIC Application for Admission and an official high school transcript.
3. Complete the Dual Enrollment Registration Form, with high school counselor and parent signatures.

TECH PREP

Tech Prep is a vocational/technical program that coordinates what is taught in high school with the post-secondary curriculum. Students enrolled in approved high school programs can receive post-secondary credit toward a technical or vocational degree. This process allows students to begin working on an Associate of Applied Science degree or Certificate of Completion while still in high school.

Tech Prep students can either earn a degree in a shorter amount of time or go into greater depth of study.

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 program is renewed on an annual basis.

For more information about Tech Prep, contact the regional office at (208) 773-2401.

INTERNATIONAL STUDENTS

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

Admissions Requirements and Information:

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

All application materials from students who are located abroad should be sent to the Admissions Office at least six months prior to registration in order to allow time for evaluation and notice of acceptance. International students who are applying from within the United States need to submit all materials no less than one month prior to registration.

Send all forms to:

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

The college will issue an I-20 to accepted students who provide the appropriate admissions and financial documentation.

Required Information for a Complete Admissions File

1. International Student Application for Admission
2. The \$25 admission fee in U.S. funds (non-refundable, one-time fee).
3. Official secondary (high school) transcript and confirmation of graduation (an original, certified English translation must accompany those documents that are not in English).
4. Official transcripts from all colleges attended (an original, certified English translation must accompany those documents that are not in English).
5. Official Test of English as a Foreign Language (TOEFL) Scores. Minimum scores are 500 (paper-based) and 173 (computer-based).

Information about the TOEFL is available on the Internet at www.toefl.org. Students who do not yet have the minimum level of English proficiency may wish to enroll in North Idaho College's Intensive English Language Program (IELP). See below for more information.

6. Financial Declaration: International students must have sufficient financial resources to fully meet all institutional and personal expenses while studying in the United States. North Idaho College will not bear responsibility for an international student's finances. Estimated costs for the 2001-2002 school year are listed below.

| | |
|---|----------|
| Tuition and Fees* | \$5,264 |
| Room and Board* | \$5,400 |
| Mandatory Health Insurance (annual fee) ... | \$500 |
| Books, Supplies, Incidentals | \$3,052 |
| Total* | \$13,716 |

Summer room and board expenses are estimated to be \$500 per month.

- * NIC reserves the right at any time to change its charges. In the unlikely event that changes become necessary, NIC will endeavor to give advance notice.
7. Health Insurance: International students are required to purchase the Student Health Insurance (Plan B), which is available through the Associated Students of North Idaho College. Exemptions are only granted if the student can provide comparable evidence of financial responsibility for medical expense. Students purchasing this insurance will be covered until the end of the coverage period. This policy includes repatriation medical evacuation benefits.

INTENSIVE ENGLISH LANGUAGE PROGRAM (IELP)

NIC's Intensive English Language Program (IELP) includes five eight-week sessions throughout the year. The three levels of instruction are Intermediate I, Intermediate II, and Advanced. A TOEFL (Test of English as a Foreign Language) test is not required to enter the program. Students who successfully complete the program may become full-time regular NIC students if minimum admission requirements are met.

Students spend 15-18 hours per week in the classroom

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

Students who are interested in applying for IELP must have studied English a minimum of four years and have a limited understanding of English syntax and phonetics.

Submit the following for admission:

1. An Application for Admission
2. \$25 admission fee in U.S. funds (non-refundable, one-time fee)
3. Official transcripts from secondary school and all colleges
4. Financial Declaration
5. Health insurance

For more information, call the Admissions Office at (208) 769-3311.

RESIDENCY STATUS

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

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

"Counties in Idaho are liable for the out-of-district tuition so long as the student is duly enrolled and attending the college. This liability shall be for six (6) semesters or the term of the curriculum for which the student is enrolled, whichever is lesser. Liability shall terminate if the student's domiciliary residence changes and that change occurs for twelve (12) months."

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.

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

Some counties may require additional information or have students complete additional forms. Blaine, Canyon, Gem, Gooding, and Payette Counties require a Certificate of Residency on file for each semester. Ada County requires a Certificate of Residency on file for each academic year.

If you have completed six semesters at NIC, you will not be eligible for the tuition benefits from your county. Students who exceed the tuition benefit will be charged non-district tuition. However, non-district tuition is significantly lower than out-of-state. Check with your county for further details. The county is obligated by state code to pay the out-of-district charge pursuant to Idaho State Code 33-2110A.

RESIDENTS of IDAHO

Any applicant for admission who has been domiciled (a person's true, fixed, and permanent home or place of habitation) in Kootenai County for at least 12 months, but less than 18 months, will be asked to submit proof of Kootenai County residency within 15 calendar days of the start of the semester. Until this documentation has been received and approved by the Admissions Office, out-of-state tuition will be charged at the time of registration.

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

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

visions 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.

TUITION ASSISTANCE PROGRAMS

WASHINGTON STATE RECIPROCITY

A limited number of students who are legal residents of the state of Washington may qualify for a reduction of out-of-state tuition at NIC under the terms of this agreement.

WESTERN UNDERGRADUATE EXCHANGE

The Western Undergraduate Exchange (WUE) Program was established to financially assist individuals interested in attending college out of their home states. During the 2002-2003 academic year, two-year colleges in the following states will be participating in this program:

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

ELIGIBILITY for RECIPROCITY and WESTERN UNDERGRADUATE EXCHANGE

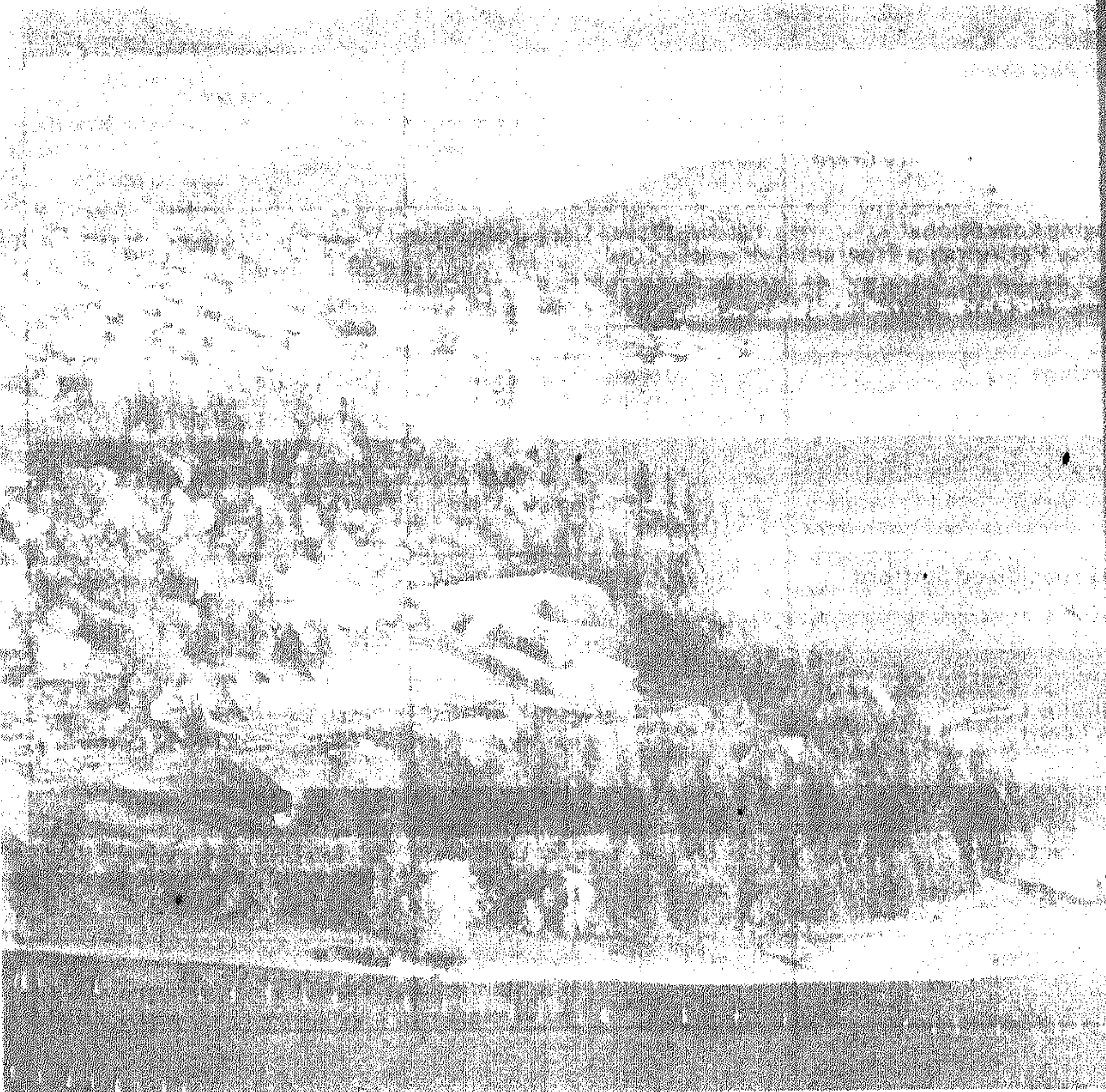
NIC's Admissions Office selects students for these tuition reductions based on merit. No special applications are required.

New, full-time, degree-seeking students who complete their admission files by April 1 for Fall Semester or by October 1 for Spring Semester will be given priority for these awards. Continuing students are eligible to receive their awards for five additional semesters if they complete at least 12 credits with a 2.8 grade point average each semester and register for upcoming semesters during the early registration periods.

Students participating in these programs must be bona fide residents of their home states and must not be seeking to establish Idaho residency while receiving reduced tuition through either program. Time accrued while participating in these programs will not contribute toward establishing Idaho residency.

North Idaho College 2002-2003

Financial Aid



FINANCIAL AID - WHAT IS IT?

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

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

Approximately 58 percent of the students attending North

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

Students eligible for financial aid, but who have not completed the process prior to registration, will be expected to pay all required charges at registration. For more information, visit our website at www.nic.edu/financialaid

| PROGRAM AND SOURCE OF FUNDING | ELIGIBILITY REQUIREMENTS | AVAILABLE AMOUNTS |
|---|--|--|
| GRANTS | | |
| Federal Pell Grant | Undergraduate student who has NOT received a bachelor's degree. | Maximum award for the 2002-03 school year is \$4,000. |
| Federal Supplemental Educational Opportunity Grant (SEOG) | Full-time student (12 credits) with demonstrated exceptional need. | Eligibility determined by Financial Aid Office. |
| Leveraging Educational Assistance Partnership Program | Full-time (12 credits) Idaho residents with demonstrated need. | Eligibility determined by Financial Aid Office. |
| Grant-in-Aid (GIA) | At least half-time (6 credits) enrollment. | Maximum award is tuition and fees. Awarded by various NIC departments. |
| Scholarships | Determined by donor. Awarded by the NIC Scholarship and Financial Aid Committee. | Determined by donor. Scholarship information is posted outside Financial Aid Office in Lee Hall. |
| LOANS | | |
| Federal Perkins Loan Program (FPSL) | At least full-time (12 credits) enrollment. | Maximum award for the 2002-03 school year is \$2,500. |
| Federal Subsidized Stafford Loan | At least half-time (6 credits) enrollment. | Maximum award for students completing 0-25 credits is \$2,625. Maximum award after 25 credits is \$3,500. |
| Federal Plus Loan (Parent Loan) | At least half-time (6 credits) enrollment. | Parents may borrow up to the cost of education minus previously awarded financial aid. |
| WORK | | |
| Federal Workstudy | At least half-time (6 credits) enrollment. | Amounts vary according to need. Maximum award for 2002-03 school year is \$2,000. |
| Idaho Workstudy | At least half-time (6 credits) enrollment. | Amounts vary according to need. |

ELIGIBILITY for FINANCIAL AID

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

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

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

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

1. Have a high school diploma, GED certificate, or pass the COMPASS assessment with appropriate ability-to-benefit scores (see page 11).
2. Be accepted for admission into North Idaho College as a matriculated (degree-seeking) student.
3. Not be in default on a Federal Perkins Loan, Federal Stafford Loan (formerly Guaranteed Student Loan), Federal Supplemental Loan for Students, Federal Parents Loan for Undergraduate Students made for attendance at North Idaho College, or any other educational institution.
4. Not owe a refund on a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Leveraging Educational Assistance Partnership Program, or Federal Family Education Loan previously used for attendance at North Idaho College or any other educational institution.
5. Be an American citizen, national, or resident alien.
6. Certify that, if required, the student has registered with Selective Service.
7. Maintain satisfactory academic progress toward his/her North Idaho College degree or certificate as defined by the North Idaho College Satisfactory Academic Progress Policy.

SATISFACTORY ACADEMIC PROGRESS POLICY

The U.S. Department of Education requires students to maintain satisfactory progress toward their degree or cer-

tificate 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 during the first semester of enrollment. A cumulative GPA of 2.00 or better must be earned after the first semester. If the cumulative is below 2.00, but the semester GPA is 2.00 or higher, students will be allowed to receive aid.

2. Complete a specified number of credits per semester based on the number of credits enrolled in during that semester.

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

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

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

FINANCIAL AID PROBATION

Students will be placed on financial aid probation if they do not meet 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 make up any deficit credits to be in good standing for the semester that they are on probation.

FINANCIAL AID ELIGIBILITY SUSPENSION

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

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

MAKING UP DEFICIT CREDITS

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

The Enrollment Status table on page 17 breaks out the number of credits students are expected to complete for each status. Full-time students are expected to complete 11 credits, and half-time students are expected to complete 5 credits. For example, if a student registers for 11 credits, he/she is expected to complete at least 8 credits by the end of the semester. Grades of F, W, or I on a transcript are three indicators of not completing expected credits.

Once a student has deficit credits, the only way to make them up is to complete more than the expected credits for a semester, complete classes during the summer, or enroll in 5 credits or less. For example, if a student registers three-quarter-time and completes 11 credits, 3 deficit credits will be made up during that semester (11 Enrolled Credits - 8 Expected Credits = 3 Deficit Credits Completed). This is because the student is expected to complete at least 8 credits based on his/her enrollment status. If a student registers full-time and completes 16 credits during a semester, he/she can make up 5 deficit credits.

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

APPEAL

If the student's financial aid award has been cancelled due to failure to maintain satisfactory academic progress, he/she may submit an appeal to the Scholarship and Financial Aid Committee to request reinstatement of aid eligibility. If the appeal is approved by the Scholarship and Financial Aid Committee, he/she will be placed on probation and asked to sign a Financial Aid Contract. The contract outlines the specific requirements the student must meet in order to maintain Satisfactory Academic Progress. Students who fail to meet the conditions of the Financial Aid Contract will not be eligible for financial aid from North Idaho College. Students will not be eligible to appeal until they complete 6 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 March 15. Scholarship Applications are available from the NIC Finan-

cial Aid Office, from area high schools, and on the NIC website at www.nic.edu.

APPLYING for FINANCIAL AID

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

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

FINANCIAL AID INFORMATION

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

BOOKSTORE CHARGES and FINANCIAL AID

Students who have been approved to receive financial aid through the NIC Financial Aid Office will be allowed to charge books and supplies at the NIC Bookstore beginning the week prior to the start of classes through the first week of classes, provided that he/she is matriculated (degree-seeking), enrolled in the correct number of credits, and has completed the admissions process.

OTHER FINANCIAL ASSISTANCE PROGRAMS

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

TITLE IV FEDERAL FINANCIAL AID REFUND and REPAYMENT POLICY

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

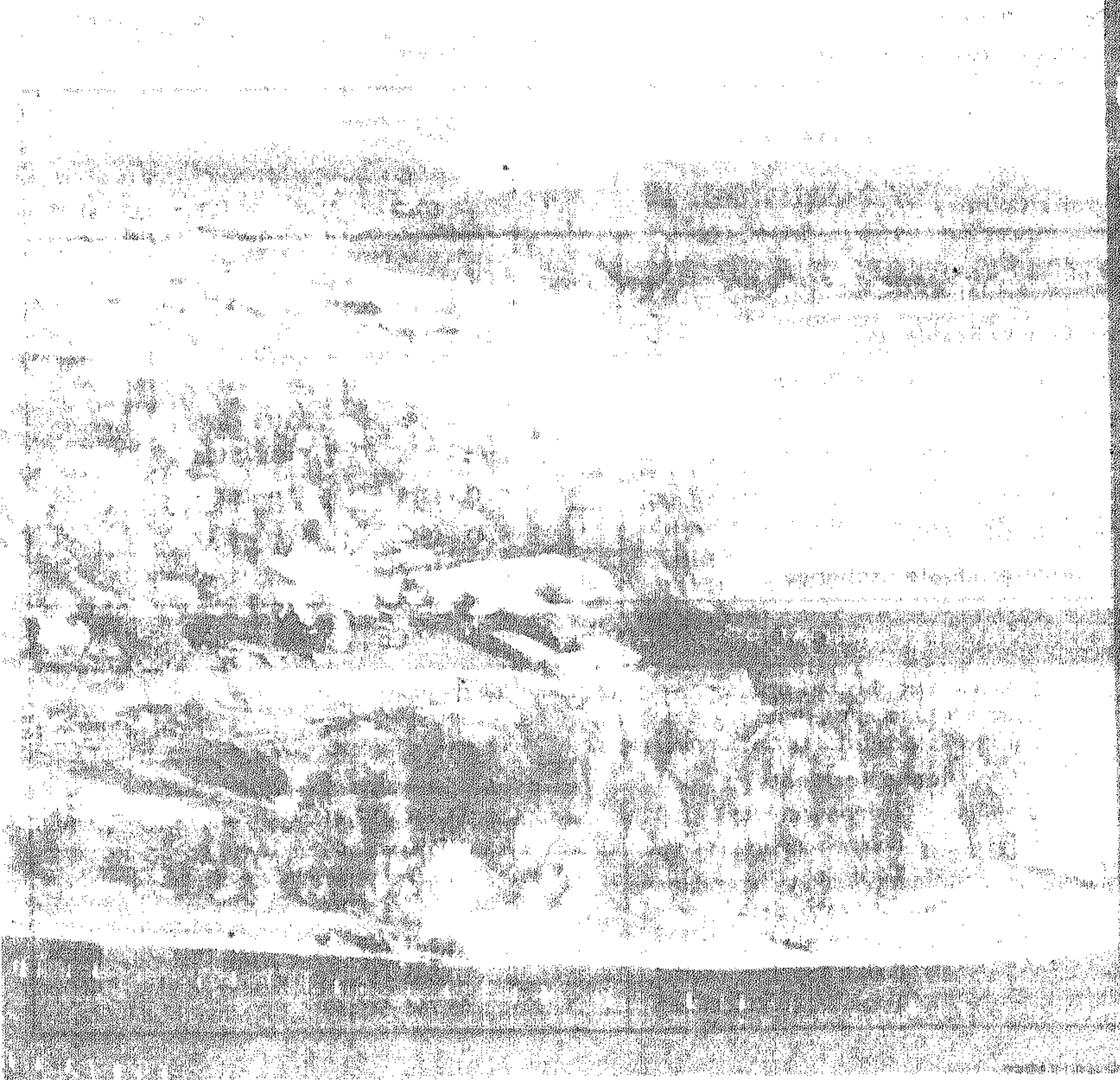
Anyone wishing to obtain a copy of the Federal policy and/or calculation examples may stop by the Financial Aid Office located in Lee Hall or access the information from the College website at www.nic.edu.

**CONCURRENT ENROLLMENT with
LEWIS-CLARK STATE COLLEGE or the
UNIVERSITY of IDAHO**

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

North Idaho College 2002-2003

Tuition & Fees



TUITION and FEES for 2002-03

Tuition and fees at NIC are among the lowest in Idaho and the Inland Northwest. All rates quoted below are subject to change without notice. Idaho residents not living in Kootenai County must submit a Certificate of Residency to receive county support. For details on the Washington

Reciprocity or Western Undergraduate Exchange programs, see page 14 or call the Admissions Office at (208) 769-3311. The figures below do not include personal expenses or transportation. Books and supplies for academic transfer programs are estimated at \$500 per year.

ACADEMIC TRANSFER PROGRAMS

| 8-18 credits: | Fall | Spring | Total |
|--|---|---|--------------|
| Kootenai County Residents | \$772 | \$772 | \$1,544 |
| Non-Kootenai County Idaho Residents | | | |
| Students qualifying for county support | \$772 | \$772 | \$1,544 |
| Students not qualifying for county support | \$1,272 | \$1,272 | \$2,544 |
| Out-of-State/Country | \$2,632 | \$2,632 | \$5,264 |
| Washington Reciprocity | \$1,908 | \$1,908 | \$3,816 |
| Western Undergraduate Exchange | \$1,908 | \$1,908 | \$3,816 |
| 19 or more credits are assessed the following nonrefundable per-credit fee: | | | |
| Idaho Residents | \$95 | \$95 | - |
| Out-of-State/Country | \$328 | \$328 | - |
| 7 credits or less are assessed the following per-credit fee: | | | |
| Kootenai County Residents | 1st credit - additional \$105 - \$95 | 1st credit - additional \$105 - \$95 | - |
| Non-Kootenai County Idaho Residents | | | |
| Students qualifying for county support | \$105 - \$95 | \$105 - \$95 | - |
| Students not qualifying for county support | \$168 - \$158 | \$168 - \$158 | - |
| Out-of-State/Country | \$338 - \$328 | \$338 - \$328 | - |
| Washington Reciprocity | \$247 - \$237 | \$247 - \$237 | - |
| Western Undergraduate Exchange | \$247 - \$237 | \$247 - \$237 | - |

PROFESSIONAL-TECHNICAL PROGRAMS

Tuition and fees vary by length of program. Depending on the program (which vary between 9-11 months), students will make payment for each semester and for additional terms specified. The cost for tools also varies with programs.

Idaho Residents

| | |
|------------------------------|-------------------|
| Tuition and Fees | \$1,544 - \$2,311 |
| Books, Supplies, Tools | \$500 - \$3,000 |
| Total | \$2,044 - \$5,311 |

Out-of-State

| | |
|------------------------------|--------------------|
| Tuition and Fees | \$5,264 - \$7,891 |
| Books, Supplies, Tools | \$500 - \$3,000 |
| Total | \$5,764 - \$10,891 |

SPECIAL and INCIDENTAL FEES
(SUBJECT TO CHANGE WITHOUT NOTICE)

- Admission Fee** \$25
This one-time fee is required at the time of submitting an initial Application for Admission. It is non-refundable.
- GED Testing Fee** \$10 per test
- On-Campus Parking Fee** \$20 per year
- Special Course Fees** Varies
Special fees are assessed for such things as labs, some physical education courses, and some music classes. Special fees are listed in the Class Schedule.
- Transcript Fee** \$5
Official transcripts are \$5 each. Turn around time is 5-10 days. Please note that transcripts will not be processed if a student has a financial hold on their records. Financial holds include parking fines, library fines, delinquent loan payments, etc.
- Rush Transcript Fee** \$10
A transcript will be mailed or ready for pick-up on the same day, if the request is received before noon. If received after noon, the transcript will be ready the next working day. An additional fee is required for overnight mailing.
- Room and Board-NIC Residence Hall** \$5,400
- Summer Session** See Class Schedule for charges
- Non-credit Classes** See Non-Credit Catalog

DEPOSITS

- Nursing Programs Deposit (R.N., L.P.N.)** \$100
The Nursing program deposit is due by May 1. It will be applied to the tuition and fee charges for the initial semester or term of enrollment. Deposits may be refunded if notification of cancellation is officially given to the Admissions Office by July 1. No refund will be given if a student withdraws after the prescribed deadline.
- Professional-Technical Program Deposit** \$100
After being accepted into a specific professional-technical program, students will be asked to submit a \$100 deposit within three weeks of the date of their acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. See page 11 for those programs that require a deposit.
- Residence Hall Security Deposit** \$150
A \$150 deposit must accompany the signed application/contract and is not to be construed as partial payment for room and board. This deposit serves as a guarantee against loss and breakage of residence hall equipment and furniture. The deposit remains in effect through the period of application and residency. All students who fulfill the terms of the contract after occupancy will receive a refund of their deposit within four weeks after checking out of the residence hall (less any deductions for losses, damages, or fines).

TUITION and FEES
PAYMENT PROCEDURES

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

his/her record or allowed to register for classes until all accounts are settled in full. This includes any funds received through the Financial Aid Office involving overpayments, refunds, or delinquent loans.

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

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

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

Tuition and fees are established annually by the Board of Trustees. Interested persons may inquire at the Admissions Office for applicable rates and payment information. NIC reserves the right at any time to change its charges. In the unlikely event that such changes become necessary, NIC will endeavor to give advance notice.

SENIOR CITIZENS' RATE

North Idaho College offers a special rate to individuals who are 60 years or older through a Gold Card program. The Gold Card allows individuals to enroll in credit classes at a 50 percent discount per credit hour. This discount is not Title IV Federal Financial Aid. Fees for non-credit courses, materials, books, or special fees are full price. Gold Cards are available from the Admissions Office in Lee Hall or the College Relations Office in the Sherman Administration Building. For more information, call (208) 769-3316.

NORTH IDAHO COLLEGE REFUND POLICY

Refund
Students who officially withdraw from all classes at North Idaho College may be entitled to a refund of a portion of their tuition and fees. If financial aid paid a portion of those charges, then a portion of the refund must be returned to the federal financial aid funds.

Note: Federal financial aid regulations require a pro rata refund of tuition and fee charges for students who enroll at North Idaho College for the first time and are receiving financial aid funds. For more information, see page 24.

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

REFUNDS for WITHDRAWAL from SEMESTER-LENGTH COURSES

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

1. 100%, less \$10, if prior to the 2nd day of the semester.
2. 75% if after the 1st day of the semester, but before the 6th day of the semester.
3. 50% if after the 5th day of the semester, but before the 11th day of the semester.
4. No refunds will be given after the 10th day of the semester.

Should a class be cancelled, students will receive a full refund for that class, provided the student's enrollment drops below 8 credits.

REFUNDS for WITHDRAWAL FROM SHORT-TERM COURSES

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

1. 100%, less \$10, if withdrawal is made prior to the 1st class meeting.
2. 75% if withdrawal is made before the 3rd day following the 1st class meeting.
3. 50% if withdrawal is made before the 3rd day following the 2nd class meeting.
4. No refund will be given after the 2nd day following the 2nd class meeting.

Should a class be cancelled, students will receive a full refund for that class, provided the student's enrollment drops below 8 credits.

REFUNDS for WITHDRAWAL from SUMMER SESSION CLASSES

Students who withdraw from Summer Session courses will, on written notification to the College Registrar at the time of withdrawal, receive refunds as follows:

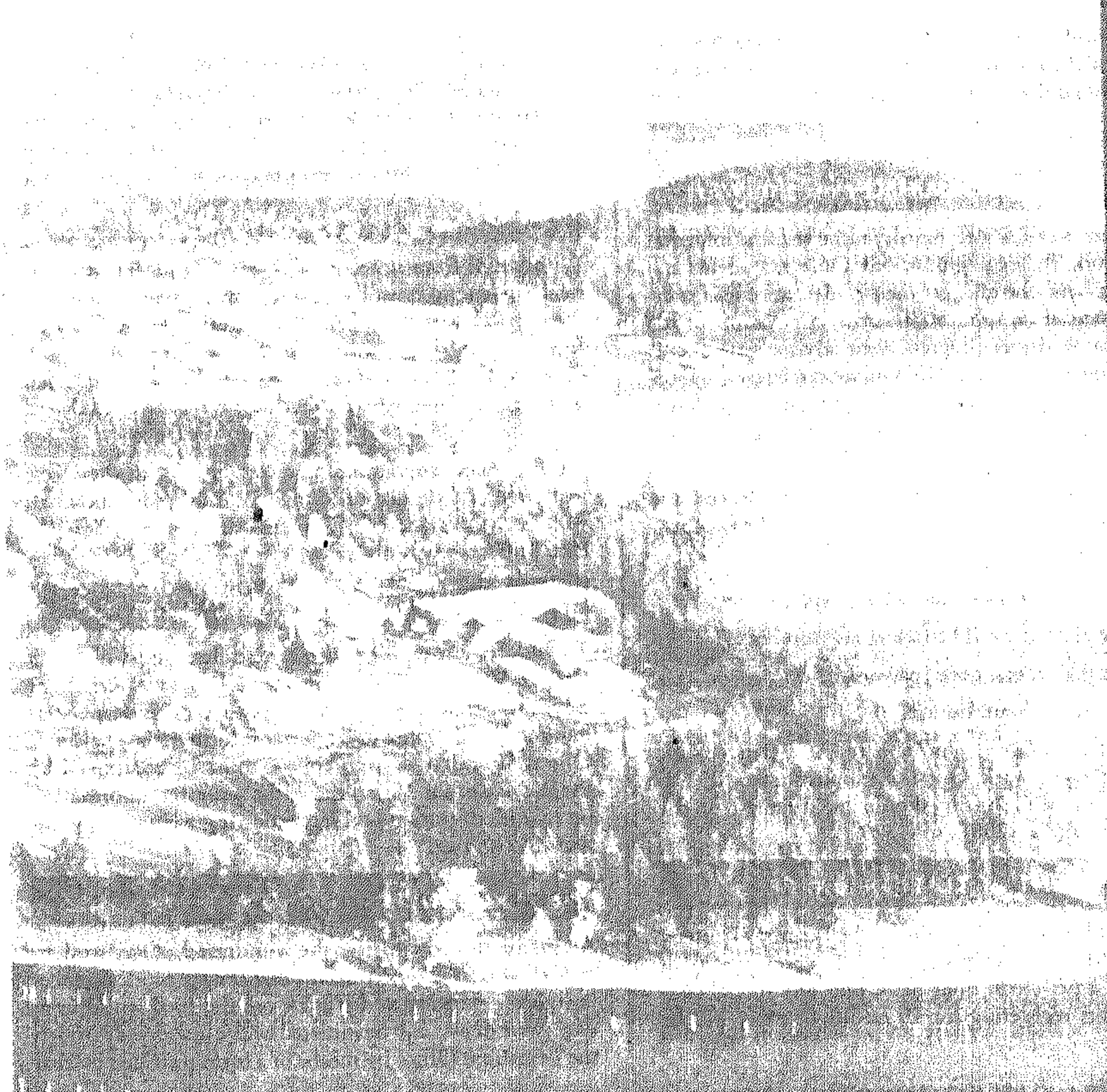
1. 100%, less \$10, if withdrawal is made prior to the 1st class meeting.
2. 75% if withdrawal is made prior to the 2nd class meeting.
3. 50% if withdrawal is made prior to the 3rd class meeting.

Should a class be cancelled, students will receive a full refund for that class, provided the student's enrollment drops below 8 credits. NOTE: No refund will be given after the third class meeting for Summer Session.

REFUNDS for STUDENTS CALLED to ACTIVE MILITARY SERVICE

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

North Idaho College 2002-2003



Academic & Registration Info

REGISTRATION

Registration is the official process of enrolling in classes and is accomplished by meeting with an advisor, registering for classes, and paying tuition and fees. NIC is on a Fall/Spring Semester system which are 16 weeks each, followed by an eight-week Summer Session. The student calendar on pages 2 and 3 of this catalog has information regarding application and registration dates. Students should refer to the year-long Class Schedule which is available in April for registration instructions.

New and former students register by appointment through an advisor. Advising/registration appointments are determined by the date that the student's Application for Admission is received. After meeting with an advisor, continuing students can register by appointment through a web-based registration system called NICOOnline. Appointment times for continuing students are determined by the number of credits completed at NIC.

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

NICOOnline:

STUDENT INFORMATION on the WEB

NICOOnline is NIC's web-based, online student information network. By logging onto NICOOnline, students can print their class schedule, get their grades, unofficial transcripts, financial aid application status, application for admission status, degree progress, their advisor assignment, and assessment test scores. NICOOnline can be used by students to look up registration appointment times, determine if a class is full or open, register for classes, and pay tuition.

After being admitted, the Admissions Office will send students an ID number and password to access the system.

To log onto NICOOnline:

1. Enter *www.nic.edu* and click on NICOOnline.
2. Enter your access ID (student ID number).
3. Enter your access code (password).
4. Click on the login button.

NICOOnline is available from 7 a.m. to 11:50 p.m. (Pacific time) seven days a week. Questions about student ID, access code, or NICOOnline should be directed to the Registrar's Office at (208) 769-3320.

PAYMENT of TUITION and FEES

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

assessed an overload fee at the regular per-credit rate. There are no refunds for overload fees.

New and former students from Idaho who reside outside of Kootenai County must provide a Certificate of Residency to the Admissions Office or be charged out-of-district rates.

CLASS SCHEDULE CHANGES (ADD/DROP)

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

WITHDRAWAL from INDIVIDUAL CLASSES

To withdraw from a course, a student must complete a Course Withdrawal Form and return it to the Registrar's Office. Forms are available in the Registrar's Office or Advising Services. A student may withdraw from a semester-length course only during the first 10 weeks of the semester. After the final withdrawal date, students may not withdraw from a class regardless of academic status. A student who withdraws officially from a course by 5 p.m. of the last day for withdrawal will receive a grade of "W," which will be recorded on the student's transcript.

Withdrawal from short-term classes (classes less than 15 weeks in length) must be completed within the first half of the total class sessions; i.e., the deadline for withdrawal from a course that consists of eight sessions would be at 4 p.m. on the date of the fourth session. Withdrawals from Summer Session are permitted beginning the third day of classes until the first day of the sixth week.

Students who 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.

COMPLETE WITHDRAWAL from NIC

To withdraw from all courses, a student must obtain a College Withdrawal Form from the Registrar's Office or Advising Services, secure the signature of those persons indicated on the form, and return the form to the Registrar's Office. Withdrawal from college must be completed by the last day of the 10th week of the semester. Information on refunds of tuition and fees following a complete withdrawal is on page 24.

INSTRUCTOR-INITIATED WITHDRAWALS

An instructor may initiate the withdrawal of any student in his/her class if he/she deems that the student's absences have been excessive and it is before the final withdrawal date. Withdrawal will be initiated by the instructor through the Registrar's Office 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.

Note: All withdrawals, whether for individual classes, total withdrawal from school, or instructor-initiated, are not considered to be satisfactory progress for financial aid. All students who withdraw from classes should be aware of the Financial Aid Satisfactory Progress Policy. See page 17.

INDEPENDENT STUDIES

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

Independent studies may include either a reading or a project and must be approved by the instructor, appropriate Division Chair, and Vice President. Students may take no more than three credits per semester of independent study or six credits per year. Students may register for independent study classes during the first four weeks of the semester or the first two weeks of Summer Session. Forms and information are available in the Registrar's Office.

ADDRESS/NAME CHANGES

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

GRADING POLICIES

GRADING PROCEDURES

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

| | | |
|----|-----|-----------|
| A | 4.0 | Excellent |
| A- | 3.7 | Excellent |
| B+ | 3.3 | Good |
| B | 3.0 | Good |
| B- | 2.7 | Good |
| C+ | 2.3 | Average |
| C | 2.0 | Average |
| C- | 1.7 | Average |
| D+ | 1.3 | Poor |
| D | 1.0 | Poor |
| D- | 0.7 | Poor |
| F | 0.0 | Failing |
| NR | | No Report |
| NG | | No Grade |

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

S (satisfactory – requires at least C or 2.0 work; used for designated courses only and for midterm grades); U (unsatisfactory – for courses in which S is given). Courses in which W, S, U or I grades have been earned are not included in the grade point calculation.

Students wishing to check their grade point averages should use the following formula: Per credit grade equivalency x number of credits per class + grade points = GPA. For example, a student receives a grade of B- in English 101 and a grade of C in Math 108:

English 101: (B-) 2.7 x 3 credits = 8.1 grade points

Math 108: (C) 2.0 x 4 credits = 8.0 grade points

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

GRADE CHANGES

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

ACADEMIC APPEALS

Exceptions to academic policies (i.e. late withdrawal from college) may be requested through the Admissions and Academic Standards Committee. Appeal forms are available at the Registrar's Office located in Lee-Kildow Hall.

AUDIT

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

INCOMPLETES

An incomplete is assigned only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length).

Incompletes are issued only in cases of extenuating circumstances, such as severe illness or injury. Incompletes are not issued in cases in which the student is simply unable to complete his/her work within the specified semester or session. If a final grade of "I" is recorded, the instructor will indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor will indicate in the written statement what permanent grade should be entered if the Incomplete is not removed by the deadline.

All incomplete grades must be removed within six weeks after the first class day of the following term, excluding the summer session. If the Incomplete is not removed by that date, the grade reverts to the grade indicated by the instructor's written statement authorizing the incomplete. 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.

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. At the completion of the term that a class is repeated, the student should go to the Registrar's Office to complete a Request for Repeat Grades form. Note: Repeating a course may affect financial aid funding.

DEAN'S LIST (HONOR ROLL)

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

ACADEMIC RENEWAL

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

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

1. At the time the petition is filed, a minimum of five years will have elapsed since the most recent course work to be disregarded was completed.
2. Before the petition may be filed, the student must complete at least 30 semester hours of course work at North Idaho College with a minimum cumulative grade point average of 2.50. These courses must be completed following the disregarded semester(s).

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

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

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

ACADEMIC PROBATION, SUSPENSION and DISQUALIFICATION

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

PROBATION

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

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

SUSPENSION

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

DISQUALIFICATION

A student who has been suspended and returns is on probation. During the semester of the student's return, he/she must attain either 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. The Admissions and Academic Standards Committee may reinstate a student who has been disqualified only after written petition and approval.

CREDIT INFORMATION

DEFINITION OF CREDIT

A credit, sometimes referred to as semester credit or semester hour, is related to time spent in class, study, preparation, laboratory, or field experience. One semester credit hour normally requires 45 hours of student work, or:

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

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

CREDIT ENROLLMENT LIMITS

The normal credit enrollment limit for students is 15 to 18 credit hours, provided the student is not engaged in outside employment. Registering for an excessive number of credits may result in marginal performance. Students enrolling for more than 18 credits will be assessed a non-refundable, per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have permission of their academic advisor. It is strongly recommended that Summer Session students take no more than 3-7 credits. Summer students taking more than 7 credits will need an advising clearance before being allowed to register.

STUDENT CLASSIFICATION

FULL-TIME CLASSIFICATION

A student must register for a minimum of 12 credits each semester to be classified as a full-time student; however, in most programs a student must earn at least 16 credits per semester to graduate in the normal two-year period. This should not be confused with the fact that for purposes of calculating tuition and fees, students enrolled for 8 credits or more are charged a flat fee.

FRESHMAN/SOPHOMORE CLASSIFICATION

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

COURSE NUMBERING SYSTEM

- 001 - 099 Courses are nontransferable and do not apply toward academic degrees. They may be required for some A.A.S. degrees.
- 100 - 199 Primarily for freshmen
- 200 - 299 Primarily for sophomores

CREDIT by EXAMINATION

CHALLENGE FOR CREDIT

A student enrolled at NIC may petition to challenge courses based on work done through private study and/or employment or to validate courses taken at non-accredited institutions. Students are not permitted to challenge a prerequisite course after having completed an advanced course. Credit by examination will not be granted for a course that a student has previously taken for credit or audited. Credit will be granted provided the student earns a grade of C or better. Neither grades nor credit earned through the challenge process will be counted in any given semester to determine credit load or grade point average, nor will they be included in computing cumulative grade point averages. Students may challenge a course prior to or during enrollment in a course through the second week of Fall or Spring Semester, or through the first two days of a short course or Summer Session. Only students enrolled at NIC may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

FOREIGN LANGUAGE PLACEMENT

One full year of high school study in a foreign language is generally considered equivalent to one semester's work in college. To receive college credit for high school or independent work, a student must take an advanced placement examination in the target language and complete the next semester advanced level with a grade of "C" or better. Placement in and completion of the second elementary level or first intermediate level will enable a student to get credit for the first elementary level; placement in and completion of the second semester intermediate level will enable a student to get credit for the first three semesters of the target language.

CLEP EXAMINATION

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

ADVANCED PLACEMENT EXAMINATIONS

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

GRADUATION

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

All students expecting to graduate must complete an Application for Graduation with the Registrar's Office whether or not they plan to participate in commencement. Suggested application dates for graduation are November 1 for graduation at the end of Spring Semester, April 1 for graduation at the end of Summer Session, or May 1 for graduation at the end of Fall Semester. Applications filed after the suggested dates will be accepted. However, early filing enables the Registrar's Office to evaluate a student's transcript and determine any course deficiencies in the program of study prior to the student's final enrollment. A diploma will not be issued if a student has not fulfilled all financial obligations to the college. Only one Associate of Arts or Associate of Science degree will be granted to each student.

FINAL CREDITS EARNED AND EXCEPTIONS

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

CATALOG ISSUE

All new incoming students will receive a coupon to exchange for a free copy of the NIC catalog. Catalogs will be available for \$3 at the NIC Bookstore in the Student Union Building. North Idaho College students completing either an associate degree or certificate of completion may apply for graduation using any catalog in effect within the last four years. This policy is in effect only if the student is continuously enrolled at the college.

CREDIT LIMITATIONS

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

PHYSICAL EDUCATION REQUIREMENT

All A.A. and A.S. degrees require two credits of physical education unless excused for cause. These requirements are met by completing two semesters of any P.E. activity or dance class. Participants in intercollegiate athletics receive one credit per semester per sport.

Disabled students may be exempt from physical education activity course requirements upon the recommendation of a physician and the approval of the Division Chair-

person, if alternative activity courses cannot be arranged. All students, regardless of age, must meet physical education requirements. Students enrolling in designated physical education activity courses may be charged extra fees payable at registration.

TRANSCRIPTS

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

REQUESTS FOR TRANSCRIPTS

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

TRANSCRIPTS FROM OTHER SCHOOLS

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

STUDENT RIGHTS and RESPONSIBILITIES

ATTENDANCE

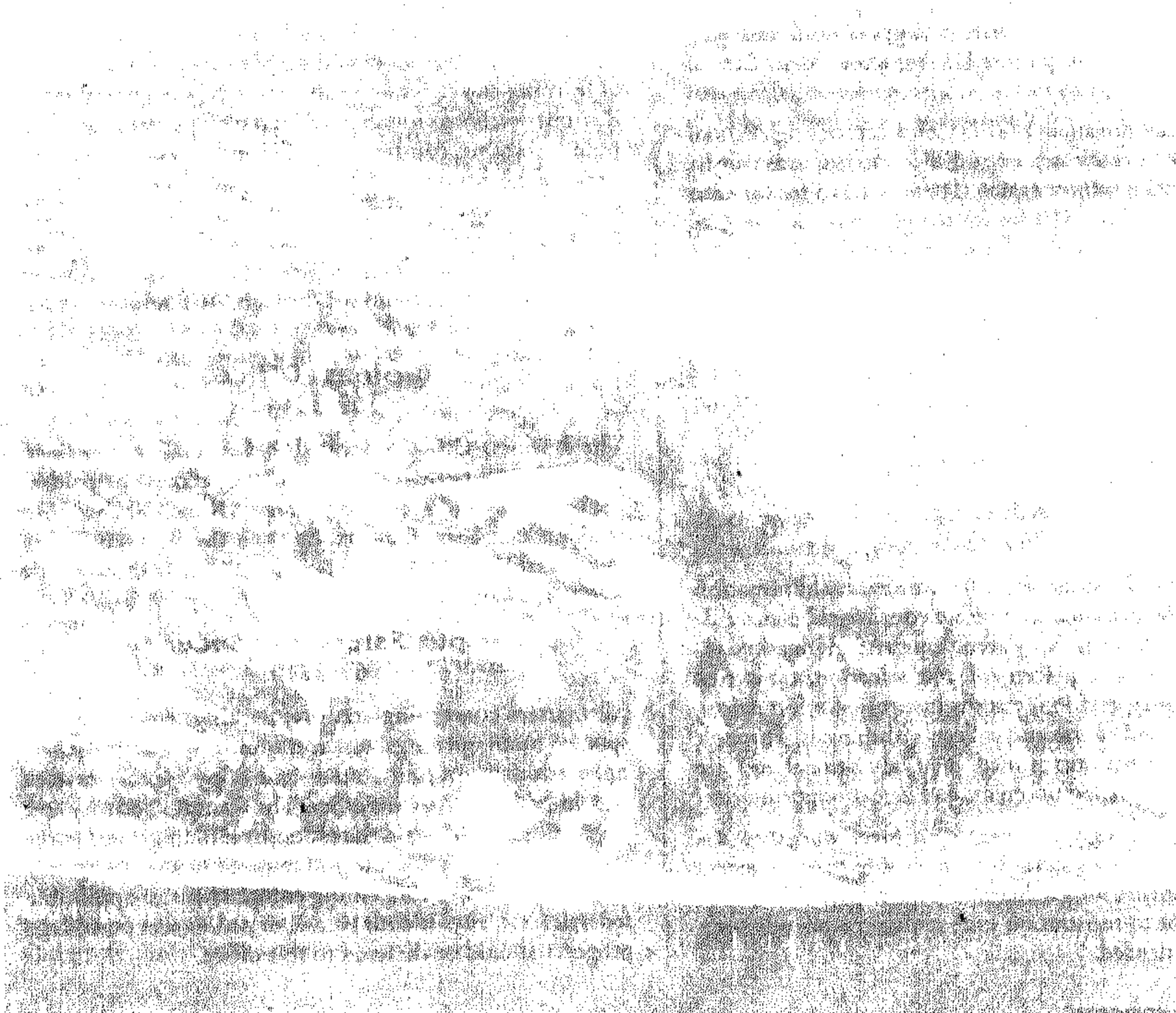
Students are responsible for attending the courses in which they are enrolled. Regular class attendance is expected. In the case of recipients of veterans educational benefits, excessive absences may mean a reduction in subsistence payments. Instructors may initiate the withdrawal of any student in their class if they deem that the student's absences have been excessive and if it is before the last day one may withdraw from a course.

CONDUCT

Students are expected to read and comply with the *NIC Student Conduct and Discipline Code*, which may be found in the Student Handbook. This handbook is distributed at student orientations. The handbook is also available at Student Services or the Associated Students of North Idaho College offices on the 2nd floor of the Student Union.

North Idaho College 2002-2003

Support Services



CAMPUS SERVICES

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

Adult Basic Education 769-3450

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

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

Students under 18 years of age must have a withdrawal from their high school, a letter of support from their parent or guardian, and picture ID that shows their date of birth.

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

ABE services are available at the following sites:

| | |
|---------------|----------------|
| Bonnors Ferry | (208) 267-9388 |
| Plummer | (208) 689-3712 |
| Silver Valley | (208) 783-5205 |
| Sandpoint | (208) 263-4594 |
| Spirit Lake | (208) 687-2637 |
| St. Maries | (208) 689-3712 |

Advising 769-3370

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

Students are strongly encouraged to meet with their assigned advisor on a regular basis to ensure they are meeting requirements for graduation. This is particularly important prior to registration each semester since advisor's clearance is needed.

All full-time faculty and Student Services advisors and counselors provide advising for students. During the first four weeks of the semester, new students are assigned an advisor based upon their educational goals. Students can find out who their assigned advisor is through NICOnline at www.nic.edu or through any of the main offices on campus. Students may request a change of advisor at any time through Student Services on the 2nd floor of the Edminster Student Union Building.

American Indian and Minority Student Support 769-3365

Specialized support is available to students from diverse backgrounds through the American Indian and Minority Student Advisor at an office located at 701 River Ave. A qualified advisor is available to identify individual needs and sources of support. Support may include assistance with scholarships, enrollment, academic advising, tribal support, cultural resources, and campus clubs.

Bookstore 769-3364

The NIC Bookstore, which is called the Mica Peak Exchange, is located in the Student Union Building. It is open weekdays with extended hours during the first few days of each semester. Textbooks and supplies are available, as well as learning and self-study aids, research paper handbooks, dictionaries, books for reference and pleasure reading, computers, software, computer supplies and accessories, snacks, personal health items, music CDs, backpacks, briefcases, imprinted caps, apparel, and gift items. The Mica Peak Exchange also offers textbooks and logo items for the University of Idaho and Lewis-Clark State College. All books can now be purchased online through the Bookstore's website at www.bookstore.nic.edu

Business Office 769-3344

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

Campus Safety and Security 769-3310

All matters concerning security, parking, emergency response, room openings, lost and found, special event set-up, custodial, grounds, mail, and copy center services should be directed to this office. The Campus Security and Nightwatch Staff patrol the grounds, buildings, and parking lots 24 hours a day and will respond to any emergency or problem. Issues concerning enforcement of applicable federal, state, city, or county laws or ordinances on college property should be directed to this office.

The Campus Safety and Security Office, located in the River Building at 905 River Avenue, is open 8 a.m. to 4:30 p.m. Monday through Friday. Parking permits are required for the year beginning each Fall Semester and may be purchased at registration or at the Campus Safety Office. All motor-driven vehicles operated on campus are required to be registered and display a permit. Visitor and courtesy day passes are also available.

Career Center
769-3297

The NIC Career Center is located on the upper level of the Edminster Student Union Building and offers a wide variety of services to help students and prospective students with all aspects of career planning and job hunting. Visit us to receive help with questions, such as: How can I discover which career choices are best for me? What are my career options? and, How can I achieve my career goals? Career counseling, career assessments, and workshops are available to assist students with the career development process and to help them make meaningful career choices.

Seven different assessments are designed to help generate ideas about which career options might be most fulfilling for a particular student. The center also provides the latest information on career planning and job hunting, including information on careers related to every major offered at NIC. Extensive information is available, including occupation descriptions, employment outlook, wages, and training requirements. The Career Reference Library contains nearly 500 volumes, 58 career videos, and 12 periodicals. In addition, 52 free handouts are available.

Names of community contacts are located in the Informational Interview Notebook which gives students an opportunity to ask career questions of someone working in a specific occupation. Assistance is also available to help students discover the hidden job market, write a resume that gets an interview, and then interview in a manner that gets the desired job. Students may explore full-time and part-time job listings, Job Service jobs, summer jobs, volunteer opportunities, and internships. Computers with Internet access are available for students to explore career information, conduct scholarship searches, access U.S. college catalogs, and conduct job searches. For more information, visit the website at www.nic.edu/careerc, give us a call, or visit the center.

Center for New Directions
769-3445

The Center for New Directions provides services for single parents, displaced homemakers, and other adults in transition to help overcome barriers to education and employment; to access training, educational, and employment opportunities; and to become economically self-sufficient. The services include personal, career, and educational counseling and a variety of workshops and classes for personal and professional enhancement. CareerWise is a five-week

modular program of instruction for adults changing careers or re-entering the workforce or an educational program. It includes building self-confidence, effective communication, job-seeking skills, strategies for goal achievement, and opportunities to meet employers from the community. Students may choose the relevant weeks to attend. The Center for New Directions is located on the first floor of the Siebert Building.

Children's Center Child Care
769-3471

The NIC Children's Center is located on the Coeur d'Alene campus in the Fort Sherman Park area and is a service available to NIC students to provide children with quality early care and education services while their parent attends college. In addition, the center provides Early Start services and serves as a lab site for students in the NIC Child Development program. The center is staffed with qualified, dedicated childcare professionals and operates from 6:45 a.m. to 5 p.m. Monday through Thursday and from 6:45 a.m. to 3:15 p.m. on Fridays. The center is equipped with five classrooms, and enrollment is open for children from 12 weeks to 5 years of age (pre-kindergarten) with fees varying according to age group. Enrolled families are strongly encouraged to apply to the Idaho Child Care Program (ICCP) at 769-1456 for assistance in paying childcare costs. Due to the large demand for services, parents are encouraged to contact the center as early as possible concerning upcoming childcare needs.

College Skills Center
769-3450

The College Skills Center supports the mission of the community college by providing a variety of class offerings to enhance learning opportunities for North Idaho College students.

Services are provided through various instructional modes. These include traditional classroom, computer and Internet instruction, as well as skills workshops, and tutoring. Assistance is available for many different learning styles and abilities. College Skills classes provide concentrated skill development for underprepared or re-entry students and allow students to maximize their learning.

A variety of academic classes are offered, such as Basic Mathematics, College Study Skills, College Transition, Writer's Workshop, plus various levels of Reading Skills instruction.

The College Skills Center provides tutoring assistance in various classes by qualified peer tutors. NIC students may schedule two hours per week, per class, of tutoring. This service is available at no cost to the student.

The Math/Science Study Center is available to all students enrolled in a math or science class and is staffed by NIC faculty members. Students may obtain daily help with class material on a drop-in basis.

Supplemental Instruction targets classes in which students may need extra assistance. A trained student leader provides special sessions to students of all ability levels in a structured, small-group setting. Assistance is available several times a week.

College Skills Center Testing Service is designed for instructors who have students who need to make up tests. Contact the College Skills Center for information on this service at 769-3450 or 769-3289.

Computer Center

Molstead Library 2nd Floor 769-3251

The Student Computer Lab is located on the second floor of the Molstead Library. The lab consists of four bays of virus-protected Windows 2000 Gateway computers and a bay of G4 Apple computers. There are two black and white laser printers and one color laser printer available from all computers. The lab also includes two color scanners for the IBM's and a color scanner for the Apple computers. A disability workstation is available on a Micron computer that uses Windows 2000. This computer also has a color scanner and other features to accommodate impaired students.

Hours are posted at the lab entrance, which includes the hours and days that the bays are used for class instruction. Users must present their student ID card at the check-in desk to enter the lab. Only NIC students, or those meeting certain criteria and having paid a fee, will be admitted. Friends and family members that are not NIC students will not be admitted. If there are any questions concerning any of these policies, please contact the lab supervisor.

Lab policy manuals are available at www.nic.edu/compserv/mleclab. Student lab consultants are available to assist students with the computers.

General lab hours for Fall and Spring Semesters are:

Monday–Thursday 7 a.m. - 10 p.m.
Friday 7 a.m. - 5 p.m.
Saturday 9 a.m. - 5 p.m.
Sunday 12 p.m. - 6 p.m.

Lab hours for the Summer Session are:

Monday–Thursday 8 a.m. - 5 p.m.
Friday 8 a.m. - 4 p.m.
Saturday.....Closed
Sunday.....Closed

Counseling 769-7818

Counselors can be reached through the above number or at Counseling Services on the second floor of the Edminster Student Union Building. Counseling can provide direction and support for enrolled students who want help managing the demands of college and personal life. This confidential assistance could include easy access to helpful information, casual chats, support groups, career counseling, personal counseling, or referral to appropriate community resources.

A friendly staff of counselors is available to help with any concern that might interfere with student success or well-being.

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. Dates of attendance
4. Freshman/sophomore classification
5. Previous institutions attended
6. Major field of study
7. Awards/honors (including Dean's list)
8. Degree conferred (including dates)
9. Past and present participation in officially recognized sports and activities
10. Physical factors (height, weight of athletes)

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 approval for disclosure.

Disability Support Services 769-5947 769-7836 TTY

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

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

In order to ensure that accommodations can be made in a timely manner, students who require taped texts should make their requests a minimum of four weeks prior to the beginning of each semester. Students who will require Braille should make their requests at least six months in

advance of each semester. Students not requesting taped texts or Braille should request accommodations at least two weeks prior to the beginning of each semester. Documentation must be on file at the time that the accommodation request is made. For more information, contact Disability Support Services at (208) 769-5947, 769-7794, or TTY 769-7836.

Emergency Phones

Seven emergency phones are located throughout the campus grounds. These phones are mounted on freestanding poles and are identified with a flashing blue light. Each phone dials direct to the Campus Safety Office. These phones are for the use of students, staff, or visitors in case of an emergency or the need for assistance, such as an escort or vehicle jump start. Emergency phone location maps are available at the Campus Safety Office.

Head Start 666-6755

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

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

North Idaho College Head Start:

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

Health Insurance 769-7761

All fee-paying students enrolled in one or more credits are automatically covered by a student accident insurance plan. This plan covers accidents occurring only on the North Idaho College campus or at activities officially sponsored by the college. The cost is \$10 per semester and is charged at the time of registration. Additional medical coverage is available for students enrolled in eight academic or five professional technical credits. The policy provides 80/20 coverage, and the plan may be purchased on a semester or an-

nual basis. The student insurance program is managed by the Associated Students of North Idaho College (ASNIC), not the NIC administration. For policy coverage information, claims, questions, or to purchase the insurance, call the insurance coordinator at 769-7761.

Health Services 769-7818

A nurse practitioner is available weekdays for health consultation for students. Services are available by appointment (unless for an emergency) by calling the above number. Evaluation and treatment of minor injuries and acute health problems, such as colds, flu, bladder infections, sexually transmitted diseases, etc., is provided. Reproductive health exams including birth control and emergency contraception, as well as allergy shots and immunization, are available.

Health education information, counseling, and referrals about nutrition, stress management, 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 your health insurance. Students are responsible for all laboratory charges that are not covered by insurance. Health care services that extend beyond the scope of the nurse practitioner will be appropriately referred to a physician. After-hours or emergency services can be obtained from a private physician, minor emergency clinic, or hospital emergency room. The expense of off-campus health care is the responsibility of the student and/or their health insurance carrier.

Health Services is located on the second floor of the Edminster Student Union Building. Appointments can be scheduled by calling 769-7818.

International Student Advising 769-7713

The International Student Advisor (ISA) is the official advisor for all international students. The ISA helps students with academic advising, class scheduling, class adds and drops, information regarding visa renewal, transfers to other colleges and universities, on-campus work, information, interpretation, and explanation of government laws and college regulations. Upon arrival on campus, all international students must meet with the ISA in order to have their I-20-11D validated.

Job Location and Development 769-3368

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

Learning Resources

Molstead Library 769-3355
Instructional Media Services 769-3429
Website www.nic.edu/library

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

Learning Resources includes Molstead Library and Instructional Media Services. Its services are designed to foster a comprehensive and meaningful experience for NIC students.

To meet the increasingly sophisticated information needs of students, Instructional Media Services offers the faculty creative materials and services for instructional design, such as video and television programming, and computer-enhanced instruction including Web and digital production. Instructional Media Services supports faculty by making satellite and off-air programs available. Instructional Media Services oversees and maintains the campus audiovisual systems and media duplication services.

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

Molstead Library houses approximately 60,000 volumes and approximately 450 periodical titles in addition to a broad selection of videos and compact discs. Enhanced computer and telecommunications capabilities make it possible for the Library to offer the campus community access to Web-based full-text periodical and newspaper indexes; a Web-based catalog called MolWeb; Internet access; a range of CD-ROM indexes and resources; the Best of the Web; fax service; and a DVD theater studio in Todd Lecture Hall.

The Library also provides a self-service copy center with copy machines. Color copies and transparencies are available in the Library's secretarial office. A variety of services for students and staff such as bibliographic instructional, library tours, Internet instruction, interlibrary loan, and special services for distance education students are available from the Library's Public Services staff.

Legal Advice

769-7761

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

Lost and Found

769-3310

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

Professional-Technical Placement and Cooperative Education

769-3451

The Placement Office for Professional-Technical programs coordinates activities to assist students find employment in their field of study upon graduation. Some of the activities provided include on-campus employer recruiting, an annual Job Fair, current listings of employment opportunities, and job search workshops.

Individual assistance is available in preparing for and accomplishing an effective job search. This includes resume preparation, cover letter writing, interview skill development, and job search strategy design. Appointments for assistance can be made by calling the Placement Office or by visiting the Placement Office in Hedlund 145.

Cooperative Education (Co-op) allows students employed in jobs related to their training to earn college credit for their work experience. Students considering Co-op must be enrolled in a Professional-Technical program, successfully completed half of their program, and secured an approved work site prior to the beginning of the semester of enrollment. Students interested in Co-op can contact the Cooperative Education Office in Hedlund 145 for more information and an informational handbook.

Professional-Technical Student Support Services

769-3468

The Coordinator of Professional-Technical Student Support Services is available to provide services and resources for professional-technical students prior to and during enrollment in a technical program. The coordinator also serves as a liaison between faculty, students and other on-campus departments on issues relating to advising, registration, transcript assessment, curriculum and counseling.

Registrar's Office

769-3320

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

Student Support Services (SSS) 769-5979

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

- stay in school and successfully graduate from NIC or transfer to a four-year institution,
- improve academic performance and maintain a healthy grade point average,
- work through the challenges of college life while gaining autonomy and a sense of confidence.

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

To qualify for the SSS program, students must:

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

For more information, call (208) 769-5979, or stop by the Student Support Services Office in Lee-Kildow Hall, Room 133.

Veterans Benefits 769-3281

Students eligible to receive VA benefits should contact the Veterans Coordinator in the Registrar's Office prior to registration to assure timely submission of their claim. New students who are enrolling for the first time should contact the Veterans Coordinator for forms and help in the application process approximately 8-12 weeks prior to their first term.

Advanced payment of VA benefits must be requested no later than one month before a term begins for returning students. New students must allow the one month, plus the 8-12 weeks for the application process.

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

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

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

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

VA benefit counselors are available to each veteran by phone through the Veterans Administration Regional Office in Boise. That toll-free number is 1-800-827-1000.

STUDENT LIFE

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

Athletics 769-3348

NIC is proud of its comprehensive athletic program, which includes a total of seven athletic teams. NIC competes in men's and women's soccer, volleyball, men's and women's basketball, wrestling, and softball. Scholarships are provided in all sports. Athletics plays a large role in providing students an arena for exciting entertainment throughout the year. Students may attend regular-season home athletic events free with their student ID card.

Convocations 769-3325

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

Identification Cards

All students will be issued a Student Identification Card. This card is one of the most important items you will receive during the registration process. ID cards provide access to numerous areas on campus and to a variety of events at a discount or free. You must present your ID card to check out library books, use the computer labs, check out gym equipment, or rent equipment in the Student Union Entertainment Center and Outdoor Pursuits.

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

There is a \$10 replacement fee for lost or stolen ID cards. A \$5 fee will be charged for any updated ID card with the student's old card. This card should be kept with you through your duration at North Idaho College. Student identification cards are the property of NIC, and the use of this card is governed by college rules and regulations. This card is nontransferable and must be presented to college officials upon request.

Intramural Sports/Student Activities 769-3354

Intramural sports are an integral part of the extracurricular activities at NIC. Well over 1,500 students participated in the intramural program during the 2001-02 school year. A wide diversity of activities are offered such as flag football, volleyball, 3-on-3 basketball tournament, 5-on-5 basketball, softball, tennis, golf, fun runs, floor hockey, bowling tournaments, extreme fitness adventure, NIRSA "Natural High," and many more.

Intramural Sports is located in the lower level of the Edminster Student Union Building. It's easy to get involved; just follow these steps:

1. Select an activity and form a team. If you are new to the campus and would like to participate on a team, drop by our office and leave your name and phone number. Our staff will try to place you on a team.
2. Pick up an informational packet with starting dates, entry deadlines, rules, release forms, and team roster.
3. If a team forfeit fee is required, payment must be made in the Business Office prior to competing. If your team forfeits a contest during the regular season or playoffs, the fee is lost. Teams that don't forfeit can pick up their deposit in the Intramural Office.
4. All championship teams receive individual Intramural T-shirts.

Student Activities encourages new and exciting activities for students, faculty, and staff. If you would like to introduce a competition in any leisure activity not already offered, we encourage you to visit with us.

The Student Activities Department hires students each year to work as supervisors, scorekeepers, and officials. If you have an interest in being a leader and want to get involved, stop by.

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

Outdoor Pursuits 769-7809

Outdoor Pursuits is a non-profit, student-funded program that provides fun, safe, educational outdoor activities for

students, faculty, and staff. Offerings include rafting, hiking, canoeing, rock climbing, skiing, snowboarding, and kayaking, just to name a few. Most outings are geared for beginners, but individuals of all skill levels are encouraged to participate.

Outdoor Pursuits also offers outdoor equipment for rent and maintains a thorough resource library of books, videos, magazines, catalogs, maps, and handouts. During the summer months, Outdoor Pursuits operates the "Sunspot" on the NIC beach which includes sailing, kayaking, sand volleyball, rollerblading, and a snack bar. Outdoor Pursuits is located in the lower level of the Edminster Student Union Building.

Phi Theta Kappa 769-3318

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

Phi Theta Kappa is based primarily on academic achievement. Candidates for membership must have completed 12 semester hours of associate degree coursework, have a cumulative grade point average of 3.50 or above, and adhere to the school code of conduct. A cumulative grade point average of 3.00 must be maintained to remain a member.

Phi Theta Kappa provides numerous opportunities. Several universities offer scholarships exclusively to Phi Theta Kappa members. For more information about NIC's PTK chapter, call the President's Office at 769-3303.

Popcorn Forum 769-3325

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science with funding from the Associated Student Body governing board, was created during the 1970-71 academic year and has presented more than 400 lectures by national and international speakers over the past 32 years. The campus lectures deal with a variety of topics such as politics, Big Foot, theology, the Bill of Rights, mysteries, women's issues, nuclear war, world travel, evolution/creation, psychology, DNA, human sexuality, arts, humanities, journey through time, sciences and wildlife photography.

Student Clubs 769-7761

Student clubs are another important part of the ASNIC system. The Intra-Club Council oversees more than 30 established clubs. Some of these organizations include the

Engineering Club, Publications Club, Sailing Club, Rodeo Club, Human Equality Club, Drafting Club, International Students Club, and many more.

Student Events
769-5933

Within ASNIC are two very important programs, Student Events and ASNIC Clubs. Student Events sponsors special events and activities which students can enjoy during breaks away from studies. Lecture series, slide presentations, barbecues, concerts, comedy nights, dances and other special events are scheduled throughout the year by Student Events. Student input is welcome regarding what events should be offered.

Student Government (ASNIC)
769-7761

The Associated Students of North Idaho College (ASNIC) functions as the governing body and voice of the students. The student government is made up of an eight-member Senate, which is presided over by the ASNIC president. Four sophomore senators are elected in the spring, and four freshman senators are elected in the fall. The Senate of the Associated Students of North Idaho College plans, directs, promotes, and distributes student funding for extracurricular activities, publications, Popcorn Forum, convocations, social events, and campus organizations. In addition, board members serve on various policy-making committees of the NIC College Senate.

ASNIC board meetings, which are open to all students and staff, are held twice a month in the Edminster Student Union Building. The ASNIC offices are located on the upper level of the Edminster Student Union Building.

Student Handbook
769-7761

A student handbook is provided to all students registering at NIC. If a copy of this handbook is not received during the registration process, a student should obtain a copy from the office of the Associated Students of North Idaho College (ASNIC). The handbook contains information about student services, student organizations, and clubs.

TV Public Forum
769-3325

Sponsored by the Learning Resources Department, the NIC-TV Public Forum is one of the longest running college produced TV programs in America. The Public Forum has aired since September, 1972. Public Forum is broadcast weekly and has produced more than 1,450 programs. It can be seen on PBS stations KSPS (Spokane), KUID (Moscow), KCDT (Coeur d'Alene), KAID (Boise), KIPT (Twin Falls) and KISU (Pocatello). The program can be received by viewers in portions of seven Northwest states, as well as British Columbia and Alberta, Canada.

The Sentinel
769-3388

Students, with NIC's sponsorship, publish *The Sentinel*, which is a bi-weekly student newspaper. Interested students are encouraged to join the staff by registering for Journalism 100, Sentinel Staff. *The Sentinel* has earned numerous national first-place awards: the Robert F. Kennedy Journalism Award for outstanding coverage of disadvantaged people, the "Story of the Year" from the Los Angeles Times, and the "Newspaper of the Year" and "Best Photo" from the Associated Collegiate Press. In 1999 and 2001, *The Sentinel* won first place in the nation for its website, which can be accessed at www.nic.edu/sentinel.

Trestle Creek Review

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

CRIME STATISTICS

The personal safety and security of students, staff, and visitors, and the protection of property, are a high priority at North Idaho College. By law, the college is required to report crimes that occur on its campus, NIC-owned or leased, off-campus facilities, residence hall, and adjacent property. Adjacent public property means all public property that is within the same contiguous geographic area of the institution such as a sidewalk, street, other thoroughfare, or parking facility. The college facilities include a Workforce Training Center in Post Falls and the Sandpoint Center in Sandpoint. Any crimes reported for these centers are included in the statistics below. This information is provided as part of NIC's commitment to safety and security on campus.

| | '99 | '00 | '01 |
|-------------------------------------|-----------|-----------|-----------|
| Murder/Homicide | 0 | 0 | 0 |
| Sex Offenses | | | |
| a. Forcible | 0 | 0 | 0 |
| b. Non-Forcible | 0 | 0 | 1 |
| Robbery | 0 | 0 | 0 |
| Aggravated Assault | 0 | 1 | 0 |
| Burglary | 9 | 16 | 10 |
| Motor Vehicle Theft | 2 | 0 | 3 |
| Larceny-Theft | 34 | 26 | 36 |
| Hate Crimes | 0 | 0 | 1 |
| Total Crimes | 45 | 43 | 51 |
| Selected Offenses: | | | |
| Arson/Reckless Burning | 0 | 0 | 0 |
| Vandalism/Property Damage | 27 | 25 | 30 |
| Liquor Law Violations | 24 | 12 | 8 |
| Liquor Law Arrests/Discipline | 4 | 1 | 2 |

| | | | | | |
|------------------------------------|---|-------|---|-------|---|
| Drug Abuse Violation | 0 | | 1 | | 1 |
| Drug Abuse Arrests/Discipline | 0 | | 1 | | 1 |
| Weapons Possession Arrests | 0 | | 1 | | 0 |
| Weapons Arrests/Discipline | 0 | | 1 | | 0 |

Crimes that are not reported cannot be reflected in this report. For more detailed information concerning crime statistics for North Idaho College, contact Campus Safety at (208) 769-3310.

HOUSING

The NIC Residence Hall is centrally located on campus near the Edminster Student Union, the Molstead Library, tennis courts, Christianson Gym, and most campus classrooms. It is also close to the NIC beach, and not far from downtown Coeur d'Alene's shopping, restaurants, parks, and beaches. In addition to its stunning location, the Resident Hall provides many desirable amenities such as:

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

Residence Hall Application

Students interested in living in the residence hall should send in an application packet as soon as possible. Information is available by calling the NIC Auxiliary Services department at (208) 769-3361.

Applicants are required to contract at least one semester at a time. A room deposit of \$150 is required to reserve a room. This will be refunded:

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

Residence Hall and Food Costs

As with tuition and fees, the costs for the Residence Hall and food service are set on an annual basis by the NIC Board of Trustees. Costs for a year are estimated at \$5,400 for a double room space.

Off-Campus Housing

Students who need assistance finding available off-campus housing are urged to contact the NIC Auxiliary Services office, which maintains a list of available housing opportunities. Students are encouraged to begin their housing search early for the best selection. The Auxiliary Services staff may be reached at (208) 769-3361 or may be accessed on the Internet at www.nic.edu/sub/services/rentals.asp

North Idaho College 2002-2003

**Workforce Training &
Community Education**



WORKFORCE TRAINING and COMMUNITY EDUCATION

NIC's Workforce Training and Community Education Center is located in the Riverbend Commerce Park in Post Falls and offers courses designed with "something for everyone." More than 9,000 enrollments occur annually in a wide variety of courses that offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are credit-free and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

Workforce Training and Community Education publishes a Fall, Winter/Spring, and Summer Class Catalog that is mailed to Kootenai County residents. It also available at libraries and other locations throughout the community. For information, call the Workforce Training Center at (208) 769-3444.

Workforce Training

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

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

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

Customized Training

NIC offers training and development programs that can be customized to suit the specific needs of businesses and nonprofit organizations. Training is offered in large groups or small work groups either on campus or at the work site. These programs consist of training possibilities from basic classes to completely customized training programs designed to improve organizational performance.

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

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

Fort Sherman Institute for Human Protection

The primary mission of the Fort Sherman Institute (FSI) is to provide training to as many citizens as possible that will meet and exceed national and military standards in the fields of antiterrorism and hostage survival. The Fort Sherman Institute believes that the American way of life and peace of mind are only secure through an educated, prepared citizenry. To accomplish this, FSI will assemble expertise, design training, and deliver education to as many people as possible in the most cost-effective manner.

FSI conducts research at the federal level to develop corporate knowledge of terrorist strategies and methods to counter them successfully. Additionally, it will seek out effective methods of training to deliver the most retainable, practical instruction available at this time.

Community Education

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

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

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

Idaho Small Business Development Center (ISBDC)

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

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

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

Continuing Education Unit

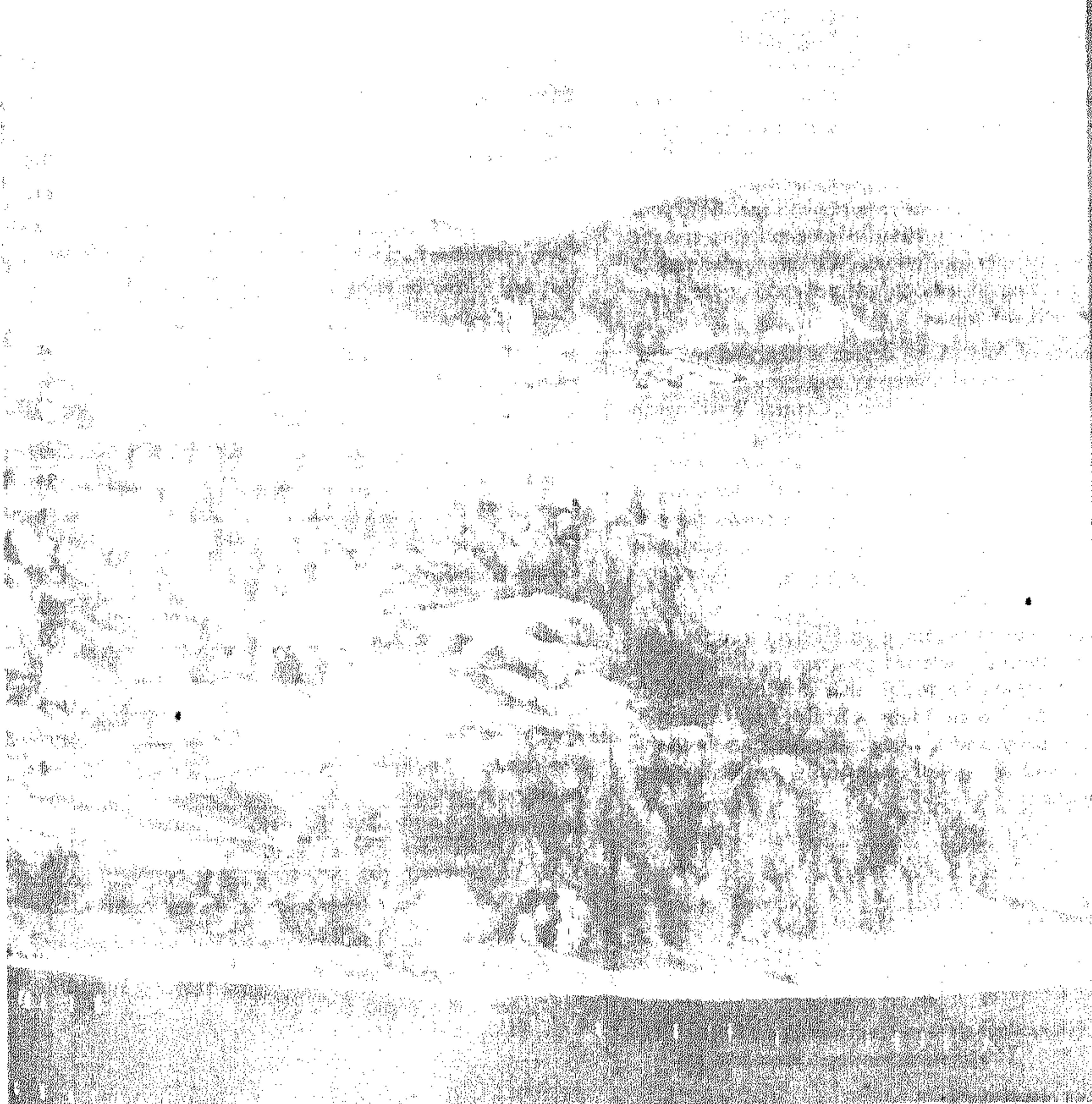
Learning activities for which regular college-level credits are not awarded may be evaluated by a system of uniform continuing education units (CEU). Such units are granted in accordance with the following guidelines set forth by the National Task Force on the Continuing Unit.

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

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

North Idaho College 2002-2003

Program Offerings



INFORMATION ABOUT TRANSFERRING

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

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

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

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

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

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

ACADEMIC TRANSFER PROGRAMS OFFERED

| Program | Page |
|--|------|
| American Indian Studies | 61 |
| Anthropology | 62 |
| Art | 62 |
| Astronomy | 103 |
| Bacteriology-Medical | 64 |
| Biology, Botany, Zoology | 65 |
| Business Administration | 65 |
| Business Education | 66 |
| Chemistry | 68 |
| Child Development | 68 |
| Communications | 70 |
| Computer Science | 74 |
| Criminal Justice | 75 |
| Education | 78 |
| Engineering | 80 |
| English | 81 |
| Environmental Health | 81 |
| Environmental Science | 81 |
| Foreign Language | 82 |
| Forestry/Wildlife/Range/ Wildland Recreation Management | 82 |
| General Studies | 83 |
| Geology | 83 |
| History | 85 |
| Journalism | 87 |
| Mathematics | 92 |
| Music | 94 |
| Nursing (RN) ¹ | 96 |
| Philosophy | 100 |
| Physical Education | 100 |
| Physics/Astronomy | 102 |
| Political Science/Pre Law | 102 |
| Pre-Agriculture | 103 |
| Pre-Medical Related Fields | 103 |
| Pre-Physical Therapy | 103 |
| Pre-Veterinary Medicine | 104 |
| Psychology | 104 |
| Social Work | 105 |
| Sociology | 106 |
| Theatre | 106 |

¹ Selective Program: Admission process and requirements are explained on page 96.

PROFESSIONAL-TECHNICAL and OCCUPATIONAL PROGRAMS

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

These programs provide educational training for entry-level job skills. Reinforcing basic skills and developing job-related skills are integral components of all programs. Career-oriented programs vary in length depending on program objectives. Some programs result in a Technical Certificate and others result in an Associate of Applied Science degree.

TECHNICAL CERTIFICATE

A student may qualify for a Technical Certificate by completing a professional-technical program with an earned overall grade point average of at least 2.00 (C) in all required courses. A grade of C- or better is also required for each specific course listed within the program outline. Practical Nursing, however, requires a 3.00 (B) cumulative GPA.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Students seeking an A.A.S. degree must have an overall grade point average of 2.00 (C) in all courses required in the program. A grade of C- or better is also required for each specific course listed within the program outline. Some courses in these programs may not be transferable to other institutions. Some programs require electives to fulfill the General Education Requirement. Those electives are listed on page 56. Students should consult their advisor for assistance in setting up their program of study.

THE BRIDGE PROGRAM

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

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

COOPERATIVE EDUCATION

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

PROFESSIONAL-TECHNICAL/ OCCUPATIONAL PROGRAMS OFFERED

| Program | Page |
|--|------|
| Accounting Assistant | 60 |
| Administrative Assistant | 60 |
| Automotive Technology ² | 63 |
| Carpentry ¹ | 67 |
| Carpentry Management Technology ² | 67 |
| Collision Repair Technology ² | 69 |
| Computer Information Technology ² | 71 |
| Culinary Arts ² | 75 |
| Diesel Technology ² | 76 |
| Drafting Design and Technology ¹ | 77 |
| Electronics Technology ² | 78 |
| Graphic Design | 83 |
| Heating, Ventilation, Air Conditioning, and Refrigeration ² | 84 |
| Human Services | 85 |
| Law Enforcement/Administration of Justice ¹ | 87 |
| Legal Administrative Assistant | 89 |
| Machine Technology ² | 90 |
| Maintenance Mechanic/Millwright ² | 91 |
| Medical Administrative Assistant | 92 |
| Medical Billing Specialist | 93 |
| Medical Receptionist | 93 |
| Medical Transcriptionist | 94 |
| Nursing (PN) ¹ | 95 |
| Office Receptionist | 98 |
| Paralegal | 98 |
| Pharmacy Technology ¹ | 99 |

¹ Selective Program: Admission process and requirements are explained for each program on the appropriate page number.

² Limited Enrollment Program: Early application is encouraged. See admissions requirements on page 11.

GENERAL EDUCATION for DEGREE-SEEKING STUDENTS

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

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

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

1. **Critical/Creative Thinking and Problem Solving:**
The student will demonstrate the ability to analyze and evaluate information and arguments, and construct a well-supported argument. The student will select or design appropriate frameworks and strategies to solve problems in multiple contexts individually and collaboratively.
2. **Communication:**
The student will recognize, send, and respond to communications for varied audiences and purposes by the use of reading, writing, speaking, and listening.
3. **Mathematical, Scientific and Symbolic Reasoning:**
The student will demonstrate the ability to apply mathematical and scientific reasoning to investigate and solve problems.
4. **Historical, Cultural, Environmental and Global Awareness:**
The student will demonstrate the ability to think globally and inclusively with a basic understanding of key ideas, achievements, issues, diverse cultural views, and events as they pertain locally, nationally, and globally.
5. **Aesthetic Response:**
The student will demonstrate the ability to recognize the elements of design, the unifying element, context, purpose, and effect of craftsmanship and artistic creations.
6. **Social Responsibility/Citizenship:**
The student will demonstrate awareness of the relationships that exist between an individual and social groups, private/public institutions, and/or the environment, the nature of these relationships, the rights and responsi-

bilities of these relationships, and the consequences that result from changes in these relationships.

7. **Information Literacy:**

The student will develop the ability to access information for a given need, develop an integrated set of skills (research strategy and evaluation), and have knowledge of information tools and resources.

8. **Valuing/Ethical Reasoning:**

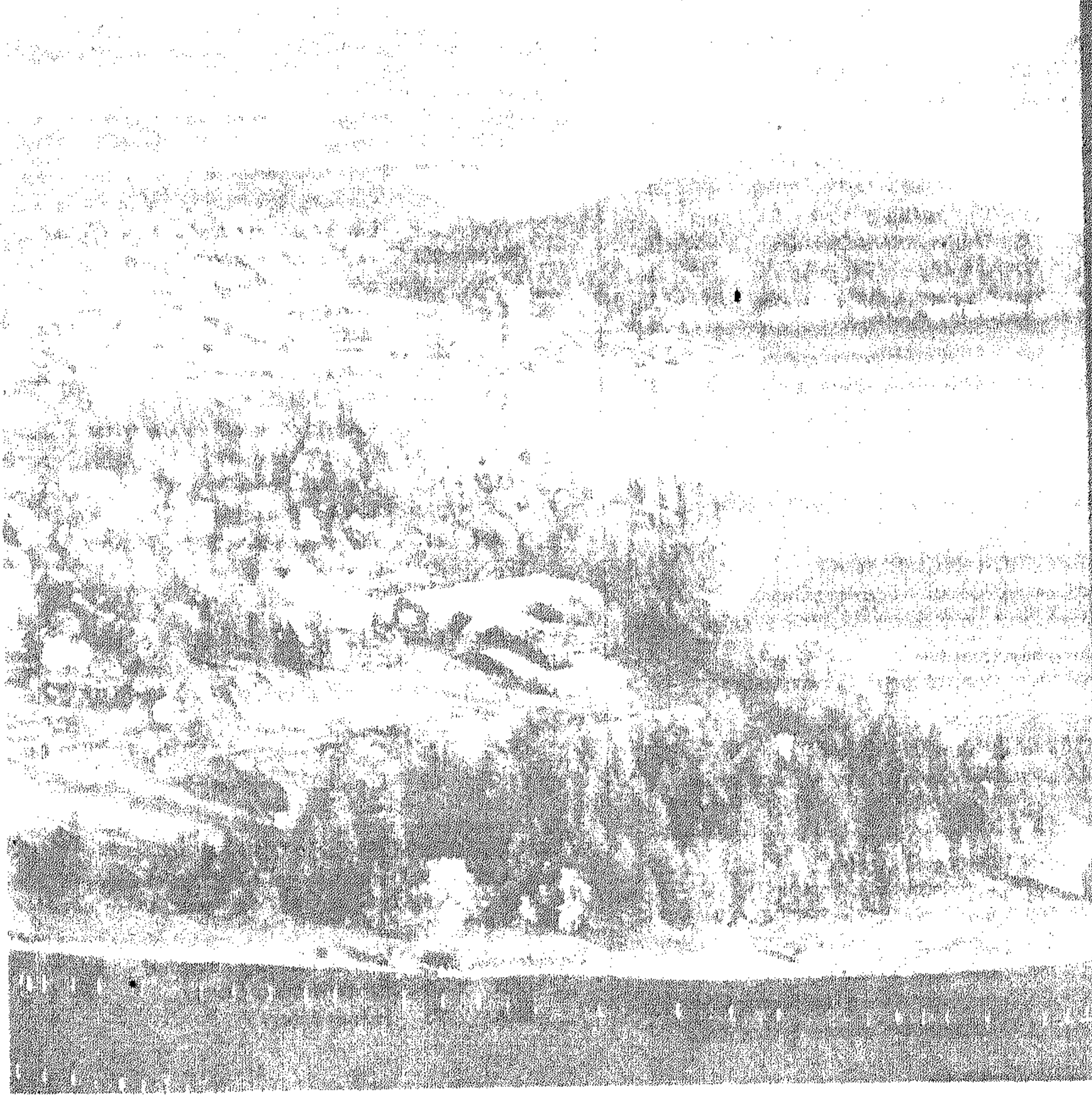
The student will demonstrate the ability to apply what one knows, believes, and understands toward developing an empathetic and analytical understanding of others' value perspectives. The student will incorporate valuing in decision-making in multiple contexts.

9. **Wellness:**

The student will demonstrate an understanding of the factors that contribute to physical, emotional, psychological, occupational, social, and spiritual well-being, life-long learning, and success.

North Idaho College 2002-2003

Degree Requirements



THE ASSOCIATE OF ARTS (A.A.) DEGREE

To qualify for an Associate of Arts degree, a candidate must:

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

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

ARTS AND HUMANITIES REQUIREMENT

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

Complete one course in *each group*: (6 credits)

Group 1

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

Group 2

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

COMMUNICATION REQUIREMENT

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

Complete this course: (3 credits)

| | | |
|--------------|-------------------------------|---|
| ___ COMM 101 | Intro to Speech Communication | 3 |
|--------------|-------------------------------|---|

COMPUTER SCIENCE REQUIREMENT

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

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

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

CRITICAL THINKING REQUIREMENT

Expected General Education Learning Outcome: Critical Thinking

Complete this course: (3 credits)

| | | | |
|----------|-----|-----------------------------|---|
| ___ PHIL | 201 | Logic and Critical Thinking | 3 |
|----------|-----|-----------------------------|---|

CULTURAL DIVERSITY REQUIREMENT

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

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

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

ENGLISH COMPOSITION REQUIREMENT

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

Complete these two courses: (6 credits)

| | | | |
|----------|-----|---------------------|---|
| ___ ENGL | 101 | English Composition | 3 |
| ___ ENGL | 102 | English Composition | 3 |

LABORATORY SCIENCE REQUIREMENT

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

Complete two courses from the following: (8 credits)

| | | | |
|----------|-----|-------------------------|---|
| ___ BIOL | 100 | Fundamentals of Biology | 4 |
| ___ BIOL | 175 | Human Biology | 4 |

| | | |
|--------------|--|---|
| ___ BIOL 202 | General Zoology | 4 |
| ___ BIOL 203 | General Botany | 4 |
| ___ BIOL 204 | Intro to Life Sciences | 4 |
| ___ BIOL 205 | General Soils | 4 |
| ___ BIOL 221 | Forest Ecology | 4 |
| ___ BIOL 227 | Human Anatomy & Physiology I | 4 |
| ___ BIOL 228 | Human Anatomy & Physiology II | 4 |
| ___ BIOL 231 | General Ecology and Lab | 4 |
| ___ BIOL 241 | Systematic Botany | 4 |
| ___ BIOL 250 | General Microbiology/Bacteriology | 4 |
| ___ CHEM 100 | Concepts of Chemistry | 4 |
| ___ CHEM 101 | Intro. to Essentials of Gen. Chemistry I | 4 |
| ___ CHEM 111 | Principles of Gen. College Chemistry I | 4 |
| ___ ENVI 119 | Intro to Environmental Science and Lab | 4 |
| ___ GEOG 100 | Physical Geography | 4 |
| ___ GEOL 101 | Physical Geology | 4 |
| ___ GEOL 102 | Historical Geology | 4 |
| ___ GEOL 123 | Geology of Idaho & the Pacific NW | 4 |
| ___ PHYS 101 | Fundamentals of Physical Science | 4 |
| ___ PHYS 103 | Elementary Astronomy and Lab | 4 |
| ___ PHYS 111 | General Physics I and Lab | 4 |

MATHEMATICS REQUIREMENT

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

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

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

** must be taken concurrently with MATH 148

PHYSICAL EDUCATION REQUIREMENT

Expected General Education Learning Outcomes: Wellness

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

SOCIAL SCIENCE REQUIREMENT

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

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

Group 1

| | | |
|--------------|----------------------------------|---|
| ___ ANTH 102 | Social and Cultural Anthropology | 3 |
| ___ PSYC 101 | Introduction to Psychology | 3 |
| ___ SOC 101 | Introduction to Sociology | 3 |

Group 2

| | | |
|--------------|---------------------------------|---|
| ___ ECON 201 | Principles of Economics (Macro) | 3 |
| ___ ECON 202 | Principles of Economics (Micro) | 3 |
| ___ POLS 101 | American National Government | 3 |
| ___ POLS 105 | Intro to Political Science | 3 |

Group 3

| | | |
|--------------|--|---|
| ___ HIST 101 | History of Civilization to 1500 | 3 |
| ___ HIST 102 | History of Civilization since 1500 | 3 |
| ___ HIST 111 | U.S. History: Discovery-Reconstruction | 3 |
| ___ HIST 112 | U.S. History: Gilded Age-Present | 3 |

Group 4

| | | |
|--------------|----------------------------------|---|
| ___ ANTH 101 | Intro to Physical Anthropology | 3 |
| ___ ANTH 230 | Intro to Arch & World Prehistory | 3 |
| ___ CHD 134 | Infancy through Middle Childhood | 3 |
| ___ HIST 210 | Modern Latin American History | 3 |
| ___ HIST 240 | American Indian History | 3 |
| ___ PHIL 131 | Introduction to Religion | 3 |
| ___ POLS 102 | State & Local Government | 3 |
| ___ PSYC 205 | Developmental Psychology | 3 |
| ___ SOC 102 | Social Problems | 3 |
| ___ SOC 103 | Cultural Diversity * | 3 |
| ___ SOC 220 | Marriage and Family | 3 |
| ___ SOC 251 | Race and Ethnic Relations * | 3 |

NON-CORE 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 Associate of Science Degree, a candidate must:

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

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

ENGLISH COMPOSITION REQUIREMENT

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

Complete these two courses: (6 credits)

| | | | |
|-----|----------|---------------------|---|
| ___ | ENGL 101 | English Composition | 3 |
| ___ | ENGL 102 | English Composition | 3 |

LABORATORY SCIENCE REQUIREMENT

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

Complete two courses from the following: (8 credits)

| | | | |
|-----|----------|--|---|
| ___ | BIOL 100 | Fundamentals of Biology | 4 |
| ___ | BIOL 175 | Human Biology | 4 |
| ___ | BIOL 202 | General Zoology | 4 |
| ___ | BIOL 203 | General Botany | 4 |
| ___ | BIOL 204 | Introduction to Life Sciences | 4 |
| ___ | BIOL 205 | General Soils | 4 |
| ___ | BIOL 221 | Forest Ecology | 4 |
| ___ | BIOL 227 | Human Anatomy & Physiology I | 4 |
| ___ | BIOL 228 | Human Anatomy & Physiology II | 4 |
| ___ | BIOL 231 | General Ecology & Lab | 4 |
| ___ | BIOL 241 | Systematic Botany | 4 |
| ___ | BIOL 250 | General Microbiology/Bacteriology | 4 |
| ___ | CHEM 100 | Concepts of Chemistry I | 4 |
| ___ | CHEM 101 | Intro. to Essentials of Gen. Chemistry I | 4 |
| ___ | CHEM 111 | Principles of Gen. College Chemistry I | 4 |
| ___ | CHEM 112 | Principles of Gen. College Chemistry II | 4 |
| ___ | ENSI 119 | Intro to Environmental Science & Lab | 4 |
| ___ | GEOG 100 | Physical Geography | 4 |
| ___ | GEOL 101 | Physical Geology | 4 |
| ___ | GEOL 102 | Historical Geology | 4 |
| ___ | GEOL 123 | Geology of Idaho & the Pacific NW | 4 |
| ___ | PHYS 101 | Fundamentals of Physical Science | 4 |
| ___ | PHYS 103 | Elementary Astronomy & Lab | 4 |
| ___ | PHYS 111 | General Physics I & Lab | 4 |
| ___ | PHYS 112 | General Physics II & Lab | 4 |
| ___ | PHYS 211 | Engineering Physics I & Lab | 5 |
| ___ | PHYS 212 | Engineering Physics II & Lab | 5 |

COMMUNICATION REQUIREMENT

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

Complete this course: (3 credits)

| | | | |
|-----|----------|-------------------------------|---|
| ___ | COMM 101 | Intro to Speech Communication | 3 |
|-----|----------|-------------------------------|---|

MATHEMATICS REQUIREMENT

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

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

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

** Must be taken concurrently with MATH 148

PHYSICAL EDUCATION REQUIREMENT

Expected General Education Learning Outcome: Wellness

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

SOCIAL SCIENCE AND ARTS AND HUMANITIES REQUIREMENT

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

Complete 15 credits from the following two lists of courses.

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

| | | | |
|-----|----------|----------------------------------|---|
| ___ | AIST 101 | Intro to American Indian Studies | 3 |
|-----|----------|----------------------------------|---|

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

The A.A.S. degree is designed to provide training in specialized skills that can connect with immediate employment opportunities. It is not intended as a preparation for transfer to bachelor degree programs, although many credits may transfer to other institutions. To qualify for an A.A.S. degree a candidate must:

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

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

ENGLISH COMPOSITION REQUIREMENT

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

Complete the following for a minimum of 6 credits:

Complete this course:

___ ENGL 101 English Composition 3

Complete one or both of the following courses:

___ ENGL 102 English Composition 3

___ COMM 101 Intro to Speech Communication 3

MATHEMATICS REQUIREMENT

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

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

___ BUSA 271 Statistical Inference & Decision Analysis 4

___ MATH 123 Contemporary Mathematics 3

___ MATH 130 Finite Mathematics 4

___ MATH 143 College Algebra 3

___ MATH 144 Analytic Trigonometry 2

___ MATH 147 Pre-Calculus ** 5

___ MATH 160 Survey of Calculus 4

___ MATH 170 Analytic Geometry & Calculus I 4

___ MATH 187 Discrete Math 4

___ MATH 253 Principles of Applied Statistics 3

** Must be taken concurrently with MATH 148

NATURAL SCIENCE OPTION

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

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

___ BIOL 100 Fundamentals of Biology 4

___ BIOL 175 Human Biology 4

___ BIOL 202 General Zoology 4

___ BIOL 203 General Botany 4

| | | |
|--------------|---|---|
| ___ BIOL 204 | Introduction to Life Sciences | 4 |
| ___ BIOL 205 | General Soils | 4 |
| ___ BIOL 221 | Forest Ecology | 4 |
| ___ BIOL 227 | Human Anatomy & Physiology I | 4 |
| ___ BIOL 228 | Human Anatomy & Physiology II | 4 |
| ___ BIOL 231 | General Ecology & Lab | 4 |
| ___ BIOL 241 | Systematic Botany | 4 |
| ___ BIOL 250 | General Microbiology/Bacteriology | 4 |
| ___ CHEM 100 | Concepts of Chemistry I | 4 |
| ___ CHEM 101 | Intro to Essentials of Gen. Chemistry I | 4 |
| ___ CHEM 111 | Principles of Gen. College Chemistry I | 4 |
| ___ CHEM 112 | Principles of Gen. College Chemistry II | 4 |
| ___ ENSI 119 | Intro to Envir Science & Lab | 4 |
| ___ GEOL 101 | Physical Geology | 4 |
| ___ GEOL 102 | Historical Geology | 4 |
| ___ GEOL 123 | Geology of Idaho & the Pacific NW | 4 |
| ___ PHYS 101 | Fundamentals of Physical Science | 4 |
| ___ PHYS 103 | Elementary Astronomy & Lab | 4 |
| ___ PHYS 111 | General Physics I & Lab | 4 |
| ___ PHYS 112 | General Physics II & Lab | 4 |
| ___ PHYS 211 | Engineering Physics I & Lab | 5 |
| ___ PHYS 212 | Engineering Physics II & Lab | 5 |

PROFESSIONAL-TECHNICAL REQUIREMENTS

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

SOCIAL SCIENCE/HUMAN RELATIONS/INTERPERSONAL COMMUNICATIONS REQUIREMENT

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

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

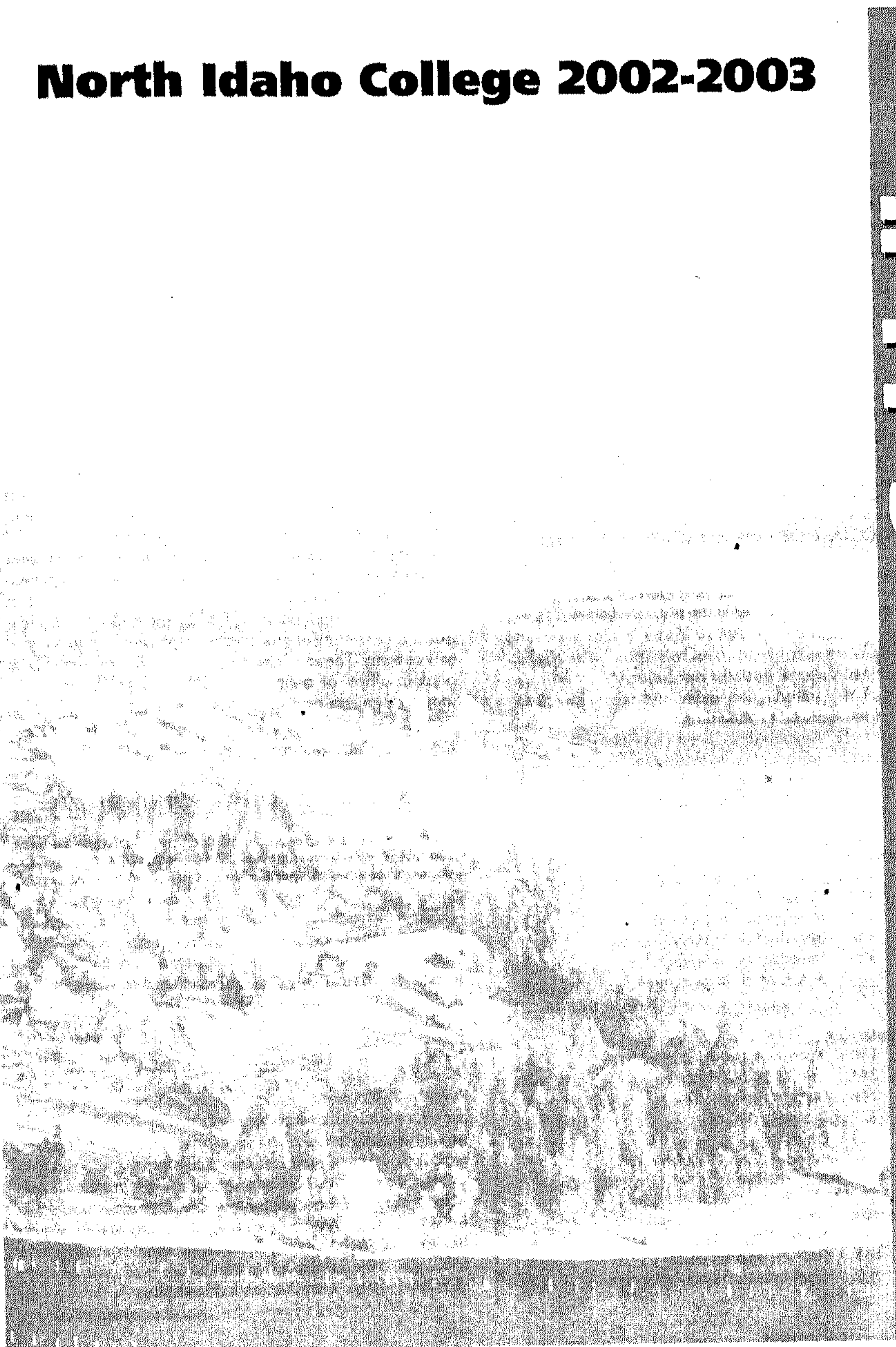
___ AIST 101 Intro to American Indian Studies 3

___ ANTH 101 Intro to Physical Anthropology 3

| | | | |
|----------|-----|---|---|
| ___ ANTH | 102 | Intro to Social & Cultural Anthropology | 3 |
| ___ ANTH | 230 | Intro to Arch & World Prehistory | 3 |
| ___ ART | 100 | Survey of Art | 3 |
| ___ ART | 101 | History of Western Art I | 3 |
| ___ ART | 102 | History of Western Art II | 3 |
| ___ COMM | 233 | Interpersonal Communication | 3 |
| ___ ECON | 201 | Principles of Economics (Macro) | 3 |
| ___ ECON | 202 | Principles of Economics (Micro) | 3 |
| ___ ENGL | 175 | Introduction to Literature | 3 |
| ___ ENGL | 257 | Literature of Western Civilization | 3 |
| ___ ENGL | 258 | Literature of Western Civilization | 3 |
| ___ ENGL | 267 | Survey of English Literature | 3 |
| ___ ENGL | 268 | Survey of English Literature | 3 |
| ___ ENGL | 277 | Survey of American Literature | 3 |
| ___ ENGL | 278 | Survey of American Literature | 3 |
| ___ FREN | 201 | Intermediate French I | 4 |
| ___ FREN | 202 | Intermediate French II | 4 |
| ___ GEOG | 100 | Physical Geography | 4 |
| ___ GERM | 201 | Intermediate German I | 4 |
| ___ GERM | 202 | Intermediate German II | 4 |
| ___ HIST | 101 | History of Civilization to 1500 | 3 |
| ___ HIST | 102 | History of Civilization Since 1500 | 3 |
| ___ HIST | 111 | U.S. History: Discovery-Reconstruction | 3 |
| ___ HIST | 112 | U.S. History: Gilded Age-Present | 3 |
| ___ HIST | 210 | Modern Latin American History | 3 |
| ___ HIST | 240 | American Indian History | 3 |
| ___ HUMS | 101 | Montage: Intro to the Humanities | 3 |
| ___ MUS | 101 | Survey of Music | 3 |
| ___ MUS | 127 | Survey of American Popular Music | 3 |
| ___ MUS | 140 | Introduction to Music Literature | 3 |
| ___ MUS | 251 | Introduction to Music History | 3 |
| ___ PHIL | 101 | Introduction to Philosophy | 3 |
| ___ PHIL | 103 | Ethics | 3 |
| ___ PHIL | 111 | World Religions | 3 |
| ___ PHIL | 131 | Introduction to Religion | 3 |
| ___ POLS | 101 | American National Government | 3 |
| ___ POLS | 102 | State and Local Government | 3 |
| ___ POLS | 105 | Introduction to Political Science | 3 |
| ___ PSYC | 101 | Introduction to Psychology | 3 |
| ___ PSYC | 205 | Developmental Psychology | 3 |
| ___ SOC | 101 | Introduction to Sociology | 3 |
| ___ SOC | 102 | Social Problems | 3 |
| ___ SOC | 103 | Cultural Diversity | 3 |
| ___ SOC | 220 | Marriage and Family | 3 |
| ___ SOC | 251 | Race & Ethnic Relations | 3 |
| ___ SPAN | 201 | Intermediate Spanish I | 4 |
| ___ SPAN | 202 | Intermediate Spanish II | 4 |
| ___ THEA | 101 | Introduction to the Theatre | 3 |

North Idaho College 2002-2003

Program Guidelines



ACCOUNTING ASSISTANT

Professional-Technical Program

The Accounting Assistant program prepares students for occupational opportunities in the field of bookkeeping including payroll clerk, accounts receivable clerk, accounts payable clerk, and full-charge bookkeeper. Bookkeeping and related fields involve the day-to-day analyzing and recording of business transactions, preparing payroll and financial reports, filing state and federal forms, and analysis and decision making. Students will complete general education, general business, and accounting specific courses that will lead to an Associate of Applied Science degree. Emphasis is placed on manual and computerized accounting applications, current business taxes, credit, collection, and payroll. During the final semester, students will participate in an accounting seminar, which is the capstone course for this program. The seminar will include tips on job hunting, resume writing, interviewing skills, occupational relations, and practice with an actual accounting system.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

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

Semester Total 15

Second Semester

| | | |
|----------|--------------------------------------|-----|
| ACCT 111 | Small Business Accounting II | 3 |
| ACCT 113 | Payroll Accounting | 3 |
| BUSA 101 | Introduction to Business | 3 |
| CAPS 120 | Introduction to Word Processing | 1 |
| COMM 101 | Introduction to Speech ¹ | 3 |
| — | A.A.S. Math Requirement ² | 3-4 |

Semester Total 16-17

Third Semester

| | | |
|----------|---|---|
| ACCT 140 | Accounting with Computers | 3 |
| ACCT 244 | Credits and Collections | 3 |
| ACCT 246 | Current Business Taxes | 3 |
| ENGL 272 | Business Writing | 3 |
| PHIL 103 | Ethics | 3 |
| PSYC 101 | Introduction to Psychology ¹ | 3 |

Semester Total 18

Fourth Semester

| | | |
|----------|-------------------------------|---|
| ACCT 248 | Accounting Seminar | 3 |
| BUSA 185 | Business Mathematics | 3 |
| BUSA 265 | Legal Environment of Business | 3 |

| | | |
|----------|--|-----------------------------|
| ECON 201 | Principles of Economics ¹ | 3 |
| — | A.A.S. General Ed Requirement ¹ | 1-4 |
| | | <i>Semester Total 15-16</i> |
| | | <i>Program Total 64-66</i> |

Notes:

- ¹ Satisfies the A.A.S. degree general education requirements listed on page 56.
- ² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core and 60-credit A.A.S. degree requirement.

ADMINISTRATIVE ASSISTANT

Professional-Technical Program

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| BUSA 101 | Introduction to Business | 3 |
| BUSO 101A | Basic Keyboarding ¹ | 1 |
| BUSO 101B | Keyboarding Speed Development ¹ | 1 |
| BUSO 175 | Grammar Skill Building | 3 |
| CAPS 100 | Introduction to Windows | 1 |
| CAPS 135 | Spreadsheets | 3 |
| CAPS 140 | Introduction to Databases | 1 |
| — | A.A.S. General Ed Requirement ^{2,4} | 3 |

Semester Total 16

Second Semester

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

Semester Total 17

Third Semester

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

Semester Total 15

Fourth Semester

| | | | |
|------|-----|--|-----|
| BUSA | 265 | Legal Environment of Business | 3 |
| BUSO | 290 | Administrative Assistant Internship II | 3 |
| COMM | 101 | Intro to Speech Communication ² | 3 |
| ENGL | 272 | Business Writing | 3 |
| | | A.A.S. Math Requirement ^{2,3} | 3-4 |

Semester Total 15-16

Program Total 63-64

Notes:

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- ² Satisfies A.A.S. general education requirement.
- ³ Students intending to obtain a four-year degree should take ACCT 201.
- ⁴ Select from A.A.S. general education requirements on page 56.
- ⁵ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core requirement for the A.A.S. degree.

AMERICAN INDIAN STUDIES

Transfer Program

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

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

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

Students enrolling in the program are encouraged to study the Coeur d'Alene language. Although American Indian tribal nations are as different from each other as one European nation is from another, learning the language of the local Indian people provides a gateway into and a foundation for truly understanding a particular set of American Indian values, a world view and sense of place.

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

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

ASSOCIATE OF ARTS DEGREE

General Education Core Requirements

| Course No. | Title | Credit Hrs |
|-------------|-------------------------------|------------|
| BUSA 100 | Introduction to Computers | 3 |
| or CS 100 | Intro to Computer Science | (3) |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| MATH 123 | Contemporary Math | 3 |
| or MATH 130 | Finite Math | (4) |
| | P.E. Activity/Dance | 2 |

Lab Science: 8 Credits (2 courses of different disciplines):

| | | |
|-------------|-------------------------------|-----|
| BIOL 221 | Forest Ecology | 4 |
| or BIOL 231 | General Ecology | (4) |
| ENSI 119 | Environmental Science | 4 |
| GEOL 123 | Geology of Idaho & Pacific NW | 4 |
| PHYS 103 | Elementary Astronomy | 4 |

Arts & Humanities: 6 credits (2 credits of different disciplines):

| | | |
|-------------|------------------------------|-----|
| PHIL 101 | Intro to Philosophy | 3 |
| or PHIL 103 | Ethics | (3) |
| ART 100 | Survey of Art | 3 |
| or ART 101 | History of Western Art I | (3) |
| HUMS 101 | Montage: Intro to Humanities | 3 |

Social Science: 12 Credits (2 courses of different disciplines):

| | | | |
|-----------------|-----|--|-----|
| Group 1: | | | |
| PSYC | 101 | Intro to Psychology | 3 |
| or SOC | 101 | Intro to Sociology | (3) |
| Group 2: | | | |
| POLS | 101 | American National Government | 3 |
| Group 3: | | | |
| HIST | 101 | History of Civilization | 3 |
| or HIST | 111 | U.S. History | (3) |
| or HIST | 112 | U.S. History | (3) |
| Group 4: | | | |
| PHIL | 131 | Intro to Religion | 3 |
| SOC | 102 | Social Problems | 3 |
| ANTH | 230 | Intro to Archeology & World Prehistory | 3 |

Cultural Diversity Requirement (choose 3 credits):

| | | | |
|------|-----|----------------------------------|---|
| AIST | 101 | Intro to American Indian Studies | 3 |
| ANTH | 225 | Native people of North America | 3 |
| CDA | 201 | Intermediate Cd'A Language | 4 |
| COMM | 220 | Intercultural Communications | 3 |
| MUS | 127 | Survey of American Popular Music | 3 |
| PHIL | 111 | World Religions | 3 |

AIST Major Requirements:

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

Recommended Electives:

| | | | |
|--------|-----|----------------------------------|---|
| CDA | 101 | Elementary Cd'A Language | 5 |
| or CDA | 102 | Elementary Cd'A Language | 5 |
| CDA | 201 | Intermediate Cd'A Language | 4 |
| COMM | 220 | Intercultural Communications | 3 |
| ENGL | 175 | Intro to Literature | 3 |
| MUS | 127 | Survey of American Popular Music | 3 |
| PHIL | 111 | World Religions | 3 |

Minimum Total Credits 64

ANTHROPOLOGY

Transfer Program

Anthropology is the study of the physical, mental, and cultural characteristics of human kind. Generally, a 2.50 grade point average from a community college will allow students into upper division anthropology work. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested courses normally fulfill the first half of baccalaureate requirements in anthropology. Course selection should match requirements defined by intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|------------|---|------------|
| ANTH 101 | Intro to Physical Anthropology | 3 |
| ANTH 102 | Intro to Social & Cultural Anthropology | 3 |
| ANTH 225 | Native People of North America | 3 |

| | | | |
|------|-----|--|-----|
| ANTH | 230 | Intro to Archaeology & World Prehistory | 3 |
| ANTH | 299 | Anthropology Independent Study | 3 |
| COMM | 101 | Intro to Speech Communication | 3 |
| ENGL | 101 | English Composition | 3 |
| ENGL | 102 | English Composition | 3 |
| PHIL | 201 | Logic and Critical Thinking | 3 |
| — | — | P.E. Activity/Dance | 2 |
| — | — | Math Elective (MATH 121, 251 or BUSA 271 recommended) ¹ | 3-4 |
| — | — | Computer Science Elective ¹ | 3 |
| — | — | Laboratory Science Electives ¹ | 8 |
| — | — | Social Science Electives ¹ | 6 |
| — | — | Arts and Humanities Electives ¹ | 6 |
| — | — | Non-Core Electives | 9 |

Program Total 64-65

Notes:

¹ Select electives from A.A. degree requirements on page 52.

ART

Transfer Program

The Art Department's transfer programs are structured as a broad introduction to the nature, vocabulary, media, styles and themes of the visual arts. Students pursuing a Fine Arts or Graphics Design major (the Graphic Design program is described on page 84) and transferring credits may complete all basic art requirements while at NIC. Students may pursue an A.A.S. degree in Graphic Design as an occupational program.

The Art Department's curriculum emphasizes four major goals: developing the highest levels of individual artistic awareness and expression; providing coursework for students as part of their general education experience; combining rigorous training in technical and formal skills in commercial art; and maintaining a gallery as a visual arts resource in the region.

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

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

FINE ARTS EMPHASIS

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

GRAPHIC DESIGN EMPHASIS

Commercial artists are visual specialists who convert ideas into symbols and devise print advertising, corporate identity systems, and electronic media. As the communications link between supplier and consumer, the commercial artist conceives and executes ideas that inform, motivate, educate, or sell. Students selecting a Graphic Design emphasis will be exposed to basic technical and conceptual skills using computers and other resources necessary to produce sophisticated and effective presentations. The Graphic Design Associate of Applied Science degree option is described on page 84.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs. |
|------------|-------------------------------|-------------|
| ART 100 | Survey of Art | 3 |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |

Core Electives:

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

Note:

¹ Select electives from A.A. degree requirements on page 52.

Fine Art Emphasis Coursework (13-16 credits):

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

Choose Two:

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

Graphic Design Emphasis Coursework (17 credits):

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

ASSOCIATE OF SCIENCE DEGREE

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

Core Electives:

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

Note:

¹ Electives may be selected from options listed in the A.S. degree requirements on page 54.

Fine Art Emphasis Coursework (24-27 credits):

| | | |
|---------|------------------------|---|
| ART 111 | Drawing I | 2 |
| ART 112 | Drawing II | 2 |
| ART 121 | 2D / Design Foundation | 3 |
| ART 122 | 3D / Design Foundation | 3 |
| ART 217 | Life Drawing | 3 |
| ART 231 | Painting I | 3 |
| ART 241 | Sculpture I | 3 |
| ART 261 | Ceramics I | 3 |

Choose One or Two:

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

Graphic Design Emphasis Coursework:

| | | |
|----------|--------------------------------|---|
| ART 111 | Drawing I | 2 |
| ART 112 | Drawing II | 2 |
| ART 121 | Design and Creative Process I | 3 |
| ART 122 | Design and Creative Process II | 3 |
| ARTG 131 | Computer Graphics I | 3 |
| ARTG 132 | Computer Graphics II | 3 |
| ARTG 210 | Illustration I | 2 |
| ARTG 211 | Illustration II | 2 |
| ARTG 221 | Graphic Design I | 3 |
| ARTG 222 | Graphic Design II | 3 |

AUTOMOTIVE TECHNOLOGY

Professional-Technical Program

This two-year A.A.S. degree or Advanced Technical Certificate program is designed to prepare students for employment as entry-level technicians in the automotive repair industry. All ASE (Automotive Service Excellence) areas will be taught through the use of lecture, mock-ups, and customer vehicles. Successful completion of each semester and/or permission of the instructor is required for admission to the next semester. Due to the complexity of today's cars, the industry requires a high degree of reading and comprehension skills. Placement in specific English and math is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 49).

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

ADVANCED TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs. |
|------------|------------------------|-------------|
| AUTO 105 | Orientation/Safety/GSP | 1 |
| AUTO 115L | Auto Lab | 4 |

| | | | |
|------|-----|-------------------------|--------------------------|
| AUTO | 123 | Brakes/Powertrain | 5 |
| AUTO | 130 | Gas Engine Fundamentals | 4 |
| MATH | 024 | Technical Math | <u>3</u> |
| | | | <i>Semester Total 17</i> |

Second Semester

| | | | |
|------|------|--------------------------------------|--------------------------|
| AUTO | 116L | Auto Lab | 5 |
| AUTO | 126 | Steering & Suspension | 3 |
| AUTO | 141 | Electrical Systems Fund | 6 |
| ENGL | 099 | Fundamentals of Writing ¹ | <u>3</u> |
| | | | <i>Semester Total 17</i> |

Third Semester

| | | | |
|------|------|-------------------------------------|--------------------------|
| AEC | 120 | Occupational Relations ² | <u>3</u> |
| AUTO | 210 | Advanced Electrical | 2 |
| AUTO | 215L | Advanced Auto Lab | 5 |
| AUTO | 222 | Engine Performance | 5 |
| AUTO | 250 | Computer Controls | <u>2</u> |
| | | | <i>Semester Total 17</i> |

Fourth Semester

| | | | |
|------|------|---------------------------|--------------------------|
| AUTO | 216L | Advanced Auto Lab | 5 |
| AUTO | 260 | Computer Controls Systems | 4 |
| AUTO | 270 | Transmission/Transaxle | 4 |
| AUTO | 280 | HVAC | <u>2</u> |
| | | | <i>Semester Total 15</i> |
| | | | <i>Program Total 66</i> |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute approved course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No. | Title | Credit Hrs. |
|-----------------------------|--|-------------|
| AUTO 105 | Orientation/Safety/GSP | 1 |
| AUTO 115L | Auto Lab | 4 |
| AUTO 123 | Brakes/Powertrain | 5 |
| AUTO 130 | Gas Engine Fundamentals | 4 |
| — | A.A.S. Math Requirement ¹ (Math 143 recommended) | <u>3-4</u> |
| <i>Semester Total 17-18</i> | | |

Second Semester

| | | | |
|------|------|----------------------------------|--------------------------|
| AUTO | 116L | Auto Lab | 5 |
| AUTO | 126 | Steering & Suspension | 3 |
| AUTO | 141 | Electrical Systems Fundamentals | 6 |
| ENGL | 101 | English Composition ² | <u>3</u> |
| | | | <i>Semester Total 17</i> |

Third Semester

| | | | |
|------|------|--|--------------------------|
| AUTO | 210 | Advanced Electrical | 2 |
| AUTO | 215L | Advanced Auto Lab | 5 |
| AUTO | 222 | Engine Performance | 5 |
| AUTO | 250 | Computer Controls | 2 |
| — | — | A.A.S. General Ed Requirement ³ | <u>3</u> |
| | | | <i>Semester Total 17</i> |

Fourth Semester

| | | | |
|------|------|--|--------------------------|
| AUTO | 216L | Advanced Auto Lab | 5 |
| AUTO | 260 | Computer Control Systems | 4 |
| AUTO | 270 | Transmission/Transaxle | 4 |
| AUTO | 280 | HVAC | 2 |
| — | — | A.A.S. General Ed Requirement ³ | 3 |
| — | — | A.A.S. General Ed Requirement ³ | <u>3</u> |
| | | | <i>Semester Total 21</i> |
| | | | <i>Program Total 73</i> |

Notes:

- ¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
- ² Satisfies the A.A.S. degree general education requirement.
- ³ Select from A.A.S. degree general education requirements listed on page 56.

BACTERIOLOGY-MEDICAL

Transfer Program

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

Recommended electives are BIOL 231 (General Ecology) and BIOL 227-228 (Human Anatomy and Physiology). Students planning to attend Eastern Washington University should follow the A.A. degree requirements. Students planning to transfer to another university may coordinate their program to meet that institution's requirements.

A cumulative grade point average of 2.00 or better for most baccalaureate degrees is required. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Bacteriology-Medical Technology. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs. |
|------------|--|-------------|
| BIOL 250 | General Microbiology | 4 |
| BIOL 204 | Introduction to Life Sciences | 4 |
| CHEM 111 | Principles of Gen College Chemistry I | 4 |
| CHEM 112 | Principles of Gen College Chemistry II | 4 |
| CHEM 277 | Organic Chemistry I | 3 |
| CHEM 278 | Organic Chemistry I Lab | 1 |
| CHEM 287 | Organic Chemistry II | 3 |
| CHEM 288 | Organic Chemistry II Lab | 1 |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |

| | | | |
|----------------------------|-------|--|---|
| ENGL | 102 | English Composition | 3 |
| MATH | 147 | Precalculus | 5 |
| MATH | 148 | Graphing Calculator | 1 |
| MATH | 170 | Analytic Geometry & Calculus I | 4 |
| PHYS | 111 | General Physics I | 4 |
| PHYS | 112 | General Physics II | 4 |
| _____ | _____ | P.E. Activity/Dance | 2 |
| _____ | _____ | Arts and Humanities Electives ¹ | 6 |
| _____ | _____ | Social Science Electives ¹ | 6 |
| <i>Program Total 70-73</i> | | | |

Notes:

¹ Select electives from A.S. degree requirements on page 54.

| | | | |
|----------------------------|-------|--|-----|
| PHYS | 112 | General Physics II | 4 |
| _____ | _____ | P.E. Activity/Dance | 2 |
| _____ | _____ | Arts and Humanities Electives ¹ | 6 |
| _____ | _____ | Social Science Electives ¹ | 6-9 |
| <i>Program Total 72-75</i> | | | |

Notes:

¹ Select electives from A.S. degree requirements on page 54.

BIOLOGY, BOTANY, OR ZOOLOGY

Transfer Program

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

Recommended electives for this degree are CHEM 277 and 278 (Organic Chemistry I and Lab); CHEM 287 and 288 (Organic Chemistry II and Lab); MATH 160 (Survey of Calculus) or MATH 170 (Analytical Geometry and Calculus I); and PHYS 111 or PHYS 112.

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

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Year | Title | Credit Hrs. |
|------------|------|---|-------------|
| BIOL | 202 | General Zoology | 4 |
| BIOL | 203 | General Botany | 4 |
| BIOL | 204 | Introduction to Life Sciences | 4 |
| BIOL | 231 | General Ecology | 4 |
| BIOL | 241 | Systematic Botany | 4 |
| BIOL | 250 | General Microbiology | 4 |
| CHEM | 111 | Principles of Gen. College Chemistry I | 4 |
| CHEM | 112 | Principles of Gen. College Chemistry II | 4 |
| COMM | 101 | Intro to Speech Communication | 3 |
| CS | 100 | Intro to Computer Science | 3 |
| ENGL | 101 | English Composition | 3 |
| ENGL | 102 | English Composition | 3 |
| MATH | 147 | Precalculus | 5 |
| MATH | 148 | Graphing Calculator | 1 |
| PHYS | 111 | General Physics I | 4 |

BUSINESS ADMINISTRATION

Transfer Program

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

For admission to a College of Business and enrollment in 300-level business courses, the typical requirement is completion of a "business core." This usually includes the following five courses: ACCI 201 and 202 (Principles of Accounting), ECON 201 and 202 (Principles of Economics), and BUSA 271 (Statistical Inference and Decision Analysis).

Students who intend to transfer to the College of Business at the University of Idaho, Lewis-Clark State College, and most other business schools should complete CAPS 130 (Introduction to Spreadsheets) or possess equivalent knowledge. Accounting students are usually required to take additional courses beyond other business majors. Students should see their advisor for these requirements.

Students who intend to transfer to Lewis-Clark State College should take BUSA 265 (Legal Environment of Business) and BUSA 271 (Statistical Inference and Decision Analysis); ENGL 272 (Business Writing); and LCSC's MIS 221 (Introduction to Computers and Information Systems), which is offered in Coeur d'Alene.

Completion of the following courses results in an associate degree. The associate degrees meet the general core requirements at the identified colleges and universities with the exception of Gonzaga University. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Business Administration. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF SCIENCE DEGREE

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

First Semester

| Course No. | Year | Title | Credit Hrs. |
|------------|------|------------------------------|-------------|
| BUSA | 100 | Introduction to Computer- | |
| COM | 10 | Intro to Speech Communicatio | |

| | | | |
|------|-----|--------------------------------------|--------------------------|
| ECON | 201 | Principles of Economics (Macro) | 3 |
| ENGL | 101 | English Composition | 3 |
| MATH | 130 | Finite Math ¹ (or higher) | 4 |
| | | | <i>Semester Total 16</i> |

Second Semester

| | | | |
|------|-----|--|--------------------------|
| ECON | 202 | Principles of Economics (Micro) | 3 |
| ENGL | 102 | English Composition | 3 |
| — | — | Arts and Humanities Requirement ² | 3 |
| — | — | P.E. Activity/Dance Requirement ² | 1 |
| — | — | Social Science Requirement ² | 3 |
| — | — | Non-Core Elective | 3 |
| | | | <i>Semester Total 16</i> |

Third Semester

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

Fourth Semester

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

Notes:

¹ Students intending to enroll at the University of Idaho or Boise State University should take MATH 170 and 175 where possible.

² Select from A.S. degree requirements on page 54. Students intending to enroll at LCSC should take PSYC 101 as the Social Science requirement. Students intending to enroll at the University of Idaho should take PHIL 103 as one of the Arts & Humanities requirements.

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

ASSOCIATE OF ARTS DEGREE

Intended for transfer to Eastern Washington University and Gonzaga University.

First Semester

| Course No | Title | Credit Hrs |
|--------------------------|---------------------------------|------------|
| BUSA 100 | Introduction to Computers | 3 |
| COMM 101 | Intro to Speech Communication | 3 |
| ECON 201 | Principles of Economics (Macro) | 3 |
| ENGL 101 | English Composition | 3 |
| MATH 130 | Finite Math ¹ | 4 |
| <i>Semester Total 16</i> | | |

Second Semester

| | | |
|----------|---------------------------------|---|
| ECON 202 | Principles of Economics (Micro) | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic & Critical Thinking | 3 |

| | | | |
|---|---|--|--------------------------|
| — | — | Arts and Humanities Requirement ¹ | 3 |
| — | — | P.E. Activity/Dance Requirement ¹ | 1 |
| — | — | Soc. Science Requirement ² | |
| | | | (Group 1, 3, or 4) |
| | | | <i>Semester Total 16</i> |

Third Semester

| | | | |
|-------------|--|-----|--------------------------|
| ACCT 201 | Principles of Accounting | 3 | |
| BUSA 271 | Statistical Inference & Decision Analysis | 4 | |
| ENGL 202 | Technical Writing | 3 | |
| or ENGL 205 | Interdisciplinary Writing | (3) | |
| or ENGL 272 | Business Writing | (3) | |
| — | Laboratory Science Requirement ² | 4 | |
| — | Literature Elective (Select from ENGL 175, 257, 258, 268, 277, or 278) | 3 | |
| — | P.E. Activity/Dance Requirement ² | 1 | |
| | | | <i>Semester Total 18</i> |

Fourth Semester

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

Notes:

¹ Mathematics requirement includes any math course that is MATH 130 or higher and meets the A.A. degree requirements listed on page 52.

² Select from A.A. degree requirements on page 52.

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

BUSINESS EDUCATION

Transfer Program

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested 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

First Semester

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| BUSA 100 | Introduction to Computers | 3 |
| BUSO 101A | Basic Keyboarding ¹ | 1 |
| BUSO 101B | Keyboarding Speed Development ¹ | 1 |
| ECON 201 | Principles of Economics (Macro) ² | 3 |
| ENGL 101 | English Composition ² | 3 |

| | |
|------------------------------------|---|
| Math Requirement ^{1,2} | 4 |
| P.E. Activity/Dance ^{1,2} | 1 |
| <i>Semester Total 16</i> | |

Second Semester

| | | |
|--------------------------|--|---|
| BUSA 185 | Business Math | 3 |
| BUSO 173 | Word Processing | 3 |
| ECON 202 | Principles of Economics (Micro) ¹ | 3 |
| ENGL 102 | English Composition ¹ | 3 |
| POLS 101 | American National Government ¹ | 3 |
| | P.E. Activity/Dance ^{1,2} | 1 |
| <i>Semester Total 16</i> | | |

Third Semester

| | | |
|--------------------------|--|---|
| ACCT 201 | Principles of Accounting | 3 |
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| EDUC 201 | Introduction to Teaching | 3 |
| | Arts and Humanities Requirement ^{1,2} | 3 |
| | Lab Science Requirement ^{1,2} | 4 |
| <i>Semester Total 16</i> | | |

Fourth Semester

| | | |
|--------------------------|--|---|
| ACCT 202 | Managerial Accounting | 3 |
| BUSA 265 | Legal Environment of Business | 3 |
| PSYC 101 | Introduction to Psychology ¹ | 3 |
| | Arts and Humanities Requirement ^{1,2} | 3 |
| | Laboratory Science Requirement ^{1,2} | 4 |
| <i>Semester Total 16</i> | | |
| <i>Program Total 64</i> | | |

Notes:

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- ² Satisfies A.S. general education requirement.
- ³ Select from A.S. degree requirements on page 54.

CARPENTRY

Professional-Technical Program

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

The Carpentry program creates actual work situations emphasizing teamwork, work ethics, safety, and oral communication. A general education component consisting of communications, occupational relations, and math is integrated into the program. Successful completion of the first semester and permission of the instructor is required for admission into the second semester.

Placement in specific English and math classes is determined

by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 49).

TECHNICAL CERTIFICATE

Summer Session

| Course No | Title | Credit Hrs |
|------------------------|--------------------|------------|
| CARP 151 | Carpentry Theory I | 4 |
| CARP 151L | Carpentry Lab I | 2 |
| <i>Session Total 6</i> | | |

Fall Semester

| | | |
|--------------------------|--------------------------------|---|
| CARP 152 | Carpentry Theory II | 8 |
| CARP 152L | Carpentry Lab II | 8 |
| MATH 015 | Basic Mathematics ¹ | 3 |
| <i>Semester Total 19</i> | | |

Spring Semester

| | | |
|--------------------------|---------------------------------------|---|
| ATEC 117 | Occupational Relations ¹ | 2 |
| CARP 153 | Carpentry Theory III | 8 |
| CARP 153L | Carpentry Lab III | 8 |
| ENGL 099 | Fundamentals for Writing ¹ | 3 |
| <i>Semester Total 21</i> | | |
| <i>Program Total 46</i> | | |

NOTES:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

CARPENTRY MANAGEMENT TECHNOLOGY

Professional-Technical Program

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

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

Advanced specialty carpentry skills are emphasized during the second year which allow students to improve their own technical skills. All students are required to take courses in draft-

ing, communications, business, and computer applications. Cabinet making, commercial construction, architecture, welding and masonry may also be addressed according to student's individual preferences.

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

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

Summer Session

| Course No | Title | Credit Hrs |
|-----------|--------------------|------------------------|
| CARP 151 | Carpentry Theory I | 4 |
| CARP 151L | Carpentry Lab I | 2 |
| | | <i>Session Total 6</i> |

Fall Semester

| | | |
|-----------|----------------------------------|--------------------------|
| CARP 152 | Carpentry Theory II | 8 |
| CARP 152L | Carpentry Lab II | 8 |
| ENGL 101 | English Composition ¹ | 3 |
| | | <i>Semester Total 19</i> |

Spring Semester

| | | |
|-------------|----------------------|-----------------------------|
| CARP 153 | Carpentry Theory III | 8 |
| CARP 153L | Carpentry Lab III | 8 |
| MATH 025 | Elementary Algebra | 3 |
| or MATH 108 | Intermediate Algebra | (4) |
| | | <i>Semester Total 19-20</i> |

Fall Semester

| | | |
|----------|--|--------------------------|
| DRFT 235 | Building Codes | 2 |
| CAPS 110 | Computer Applications | 3 |
| CARP 251 | Carpentry Management I | 4 |
| ENSI 119 | Intro to Environmental Science | 4 |
| or | other A.A.S. Natural Science option ² | (4) |
| — | A.A.S. Math Requirement ³ | 3 |
| | | <i>Semester Total 16</i> |

Spring Semester

| | | |
|----------|---|-----------------------------|
| BUSA 101 | Introduction to Business | 3 |
| CARP 252 | Carpentry Management II | 4 |
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| DRFT 237 | Advanced Blueprint Reading | 2 |
| — | A.A.S. Soc Science/Human Relations/Communication Requirement ⁴ | 3 |
| | | <i>Semester Total 15</i> |
| | | <i>Program Total 75-716</i> |

Notes:

- ¹ Satisfies A.A.S. degree communication requirement.
- ² Select from A.A.S. degree general education natural sciences requirements listed on page 56.
- ³ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. All A.A.S. degree-seeking students are strongly encouraged to take the highest level of math possible in the first semester.
- ⁴ Select from A.A.S. degree general education social science/human relations/interpersonal communication requirements listed on page 56.

CHEMISTRY

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

| | | |
|----------|--|----------------------------|
| CHEM 111 | Principles of Gen. College Chemistry I | 4 |
| CHEM 112 | Principles of Gen. College Chemistry II | 4 |
| CHEM 277 | Organic Chemistry I | 3 |
| CHEM 278 | Organic Chemistry Lab I | 1 |
| CHEM 287 | Organic Chemistry II | 3 |
| CHEM 288 | Organic Chemistry Lab II | 1 |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MATH 170 | Analytic Geometry & Calculus I | 4 |
| MATH 175 | Analytic Geometry & Calculus II | 4 |
| MATH 275 | Analytic Geometry & Calculus III | 4 |
| MATH 370 | Intro to Ordinary Diff. Equations | 3 |
| PHYS 211 | Engineering Physics I | 5 |
| PHYS 212 | Engineering Physics II | 5 |
| — | P.E. Activity/Dance | 2 |
| — | Arts and Humanities Electives ¹ | 9 |
| — | Social Science Electives ¹ | 6 |
| | | <i>Program Total 72-75</i> |

NOTES:

- ¹ Select electives from A.S. degree requirements on page 54.

CHILD DEVELOPMENT

Transfer Program

The Child Development program is designed to meet the requirements of students planning to transfer to a four-year institution and/or seeking entry-level career opportunities in early care and education, preschool, or Head Start. Continued study leading to a baccalaureate degree affords career options in elementary (K-3), special education, and other child-related fields. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. Course selection should be tailored to match requirements as defined by intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

| | | | |
|-------|-------|--|----------------------------|
| CHD | 134 | Infancy through Middle Childhood | 3 |
| CHD | 243 | Early Childhood Education | 3 |
| CHD | 254 | Child Guidance Theory | 3 |
| CHD | 298A | Child Development Practicum | 3 |
| CHD | 298B | Child Development Practicum | 3 |
| CHD | 298C | Child Development Practicum | 3 |
| COMM | 101 | Introduction to Speech Communication | 3 |
| ENGL | 101 | English Composition | 3 |
| ENGL | 102 | English Composition | 3 |
| PE | 288 | First Aid | 3 |
| PHIL | 201 | Logic and Critical Thinking | 3 |
| PSYC | 101 | Introduction to Psychology | 3 |
| ----- | ----- | P.E. Activity/Dance | 2 |
| ----- | ----- | Social Science Electives ¹ | |
| ----- | ----- | (Group 2 and 3) | 6 |
| ----- | ----- | Mathematics Elective ¹ | 3-4 |
| ----- | ----- | Laboratory Science Electives ¹ | 8 |
| ----- | ----- | Arts and Humanities Electives ¹ | 6 |
| ----- | ----- | Cultural Diversity Elective ¹ | 3-4 |
| ----- | ----- | Computer Science Elective ¹ | 2-3 |
| | | | <i>Program Total 65-69</i> |

NOTES:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| | | | |
|-------|-------|--|----------------------------|
| CHD | 134 | Infancy through Middle Childhood | 3 |
| CHD | 243 | Early Childhood Education | 3 |
| CHD | 254 | Child Guidance Theory | 3 |
| CHD | 298A | Child Development Practicum | 3 |
| CHD | 298B | Child Development Practicum | 3 |
| CHD | 298C | Child Development Practicum | 3 |
| COMM | 101 | Intro to Speech Communication | 3 |
| ENGL | 101 | English Composition | 3 |
| ENGL | 102 | English Composition | 3 |
| PE | 288 | First Aid | 3 |
| PSYC | 101 | Introduction to Psychology | 3 |
| ----- | ----- | P.E. Activity/Dance | 2 |
| ----- | ----- | Arts and Humanities Electives ¹ | 6 |
| ----- | ----- | Laboratory Science Electives ¹ | 8 |
| ----- | ----- | Social Science Electives ¹ | 3 |
| ----- | ----- | Mathematics Elective ¹ | 3-4 |
| ----- | ----- | Non-Core Electives ¹ | 13 |
| | | | <i>Program Total 64-65</i> |

NOTE:

¹ Select electives from A.S. degree requirements on page 54.

PREPARATION FOR CHILD DEVELOPMENT ASSOCIATE CERTIFICATE

This program is intended for early care and education providers who work in an early childhood setting. Fifteen credits of coursework provides the theoretical and practical framework for establishing appropriate program practices for young children and families. After completing the courses, and with documentation of 480 hours of direct work with young children in an early childhood program, the student is prepared

to apply for the Child Development Associate Certificate from the Council for Early Childhood Professional Recognition.

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

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

CHILD DEVELOPMENT ASSOCIATE CERTIFICATE

| | | | |
|-----|-----|----------------------------------|-------------------------|
| CHD | 110 | Child Health and Safety | 3 |
| CHD | 115 | Early Childhood Curriculum | 3 |
| CHD | 134 | Infancy through Middle Childhood | 3 |
| CHD | 150 | Family School Relations | 1 |
| CHD | 155 | Program Management | 1 |
| CHD | 160 | Professionalism | 1 |
| CHD | 254 | Child Guidance Theory | 3 |
| | | | <i>Program Total 15</i> |

COLLISION REPAIR TECHNOLOGY

Professional-Technical Program

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

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

TECHNICAL CERTIFICATE

First Semester

| | | |
|------------|-------------------------------------|---------|
| Course No. | Title | Credits |
| ACCR 151 | Auto Collision Repair Tech Theory I | 5 |
| ACCR 151L | Auto Collision Repair Tech Lab I | 5 |

| | | | |
|-------|-----|-------------------------------------|--------------------------|
| A TEC | 117 | Occupational Relations ¹ | 2 |
| MATH | 015 | Basic Mathematics ² | 3 |
| WELD | 140 | Auto Collision Repair Welding | 2 |
| | | | <i>Semester Total 17</i> |

Second Semester

| | | | |
|------|------|--------------------------------------|--------------------------|
| ACCR | 152 | Auto Collision Repair Tech Theory II | 5 |
| ACCR | 152L | Auto Collision Repair Tech Lab II | 6 |
| ENGL | 099 | Fundamentals of Writing ² | 3 |
| | | | <i>Semester Total 14</i> |

Summer Session

| | | | |
|------|------|---------------------------------------|-------------------------|
| ACCR | 153 | Auto Collision Repair Tech Theory III | 1 |
| ACCR | 153L | Auto Collision Repair Tech Lab III | 2 |
| | | | <i>Session Total 3</i> |
| | | | <i>Program Total 34</i> |

Notes:

- ¹ Students may substitute another course with instructor permission.
- ² Students may substitute a higher class with instructor permission.

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.

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

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

SPEECH/GENERAL COMMUNICATION

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

ASSOCIATE OF ARTS DEGREE

In addition to the core courses required for the A.A. degree (see page 52), students should select a minimum of 13-16 elective credits from the following. A minimum total of 64 credits is required for the A.A. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.

| Course No. | Title | Credits |
|------------|---|---------|
| COMM 111 | Interview Techniques | 2 |
| COMM 133 | Improved Listening Skills | 1 |
| COMM 134 | Non-Verbal Communication | 2 |
| COMM 220 | Intro to Intercultural Communication ¹ | 3 |
| COMM 233 | Interpersonal Communication | 3 |
| COMM 236 | Small Group Communication | 3 |
| PSYC 101 | Introduction to Psychology ² | 3 |
| THEA 101 | History of Theatre ³ | 3 |

Choose one class from the following:

| | | |
|----------|---------------------|---|
| COMM 103 | Oral Interpretation | 3 |
|----------|---------------------|---|

Notes:

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

ASSOCIATE OF SCIENCE DEGREE

In addition to the core courses required for the A.S. degree (see page 54), students should select a minimum of 24-27 elective credits from the following. A minimum total of 64 credits is required for the A.S. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.

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

Notes:

- ¹ Also meets A.S. Social Science core requirement.
- ² Also meets A.S. Arts & Humanities core requirement.

JOURNALISM

Focusing on knowledge and essential skills, this course of study prepares students for careers in journalism through an associate degree transfer program. Theoretical training and laboratory workshop methods are combined with practical experience on the NIC newspaper, *The Sentinel*. See page 88 for program requirements.

PHOTOGRAPHY

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

tunity to explore the role of photography in modern mass communication.

ASSOCIATE OF ARTS DEGREE

In addition to the core courses required for the A.A. degree (see page 52), students should select 13-16 elective credits from the following. A minimum total of 64 credits is required for the A.A. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.

| Course No. | Title | Credit Hrs |
|------------|---|------------|
| ART 121 | 2D / Design Foundation | 3 |
| ART 122 | 3D / Design Foundation | 3 |
| COMJ 140 | Mass Media in a Free Society | 3 |
| COMP 281 | Introduction to Photography | 3 |
| PSYC 101 | Introduction to Psychology ¹ | 3 |
| THEA 101 | Introduction to Theatre ² | 3 |

Choose one class from the following:

| | | |
|----------|--------------------------|---|
| COMP 283 | Intermediate Photography | 3 |
| COMP 289 | Photojournalism | 3 |

Notes:

¹ Also meets A.A. Group I Social Science.

² Also meets A.A. Group I Arts & Humanities.

ASSOCIATE OF SCIENCE DEGREE

In addition to the core courses required for the A.S. degree (see page 54), students should select 24-27 elective credits from the following. A minimum total of 64 credits is required for the A.S. degree. Course selection should be tailored to match requirements defined by intended transfer institutions.

| Course No. | Title | Credit Hrs |
|------------|---|------------|
| ART 111 | Drawing I | 2 |
| ART 112 | Drawing II | 2 |
| ART 121 | 2 D/ Design Foundation | 3 |
| ART 122 | 3 D/ Design Foundation | 3 |
| CINA 126 | Film and International Culture ¹ | 3 |
| COMP 281 | Introduction to Photography | 3 |
| COMP 283 | Intermediate Photography | 3 |
| COMP 289 | Photojournalism | 3 |
| COMJ 140 | Mass Media in a Free Society | 3 |
| PHIL 103 | Ethics ¹ | 3 |
| PSYC 101 | Intro to Psychology ² | 3 |
| THEA 101 | Intro to Theatre ² | 3 |

Notes:

¹ Also meets A.S. Arts & Humanities requirement.

² Also meets A.S. Social Science requirement.

COMPUTER INFORMATION TECHNOLOGY

Professional-Technical Program

The CITE Program offers two tracks – a Technical Certificate and an Associate of Applied Science degree. The first-year Technical Certificate program prepares students for entry-level employment in the computer field. Students experience hands-on installation, modification, troubleshooting, and repair to hardware and software systems. This program covers the overall concepts of computers (hardware, software, networking, and the Internet). Graduates of the Technical Certificate program are considered generalists in the computer industry.

The second-year Associate of Applied Science degree options offer comprehensive, advanced coursework in four areas: Internet Support Technician, Network Support Technician, Internetworking Support Technician, and PC/User Support Technician. These options prepare students for specialized industry-recognized certifications. North Idaho College operates a Cisco Regional Academy providing training and support for area Local Academies and a Local Academy that delivers training directly to students and professionals. NIC is a Microsoft Authorized Academic Training Partner (AATP), a Novell Education Academic Partner (NEAP), and a Prosoft Authorized Academic Partner (AAP). Official curriculum materials are used in all classes.

The CITE program is a limited enrollment program which means students must be accepted into the program before enrolling. To be accepted, students must meet the criteria listed below.

ADMISSIONS REQUIREMENTS

BEGINNING STUDENTS:

Students wishing admission into the CITE program should follow the process indicated below. Please note that program space is limited.

Applicants should:

1. Submit an admissions application to the Admissions Office listing CITE as your major. (Currently enrolled students must also submit a new application to the Admissions Office.)
2. Arrange to take the Compass placement exam and have these scores sent to the Admissions Office. ACT or SAT scores are also acceptable.
3. Call the Coordinator of Professional Technical Student Support Services at (208) 769-3468 to arrange to take the CITE entrance exam. *Students who take CAPS 110 with a C- or better are exempt from taking the exam.* Topics assessed on the CITE entrance exam include:
 - a. Wordprocessing, spreadsheets, and database
 - b. PC operating systems (MS-DOS, Windows)

- c. PC hardware
- e. Internet usability
- f. Networking

4. Arrange a meeting with the Coordinator of Professional-Technical Student Support Services to discuss your test scores and to evaluate your transcripts and application status. Students must be prepared to enter Math 108 and English 101 by the fall semester of the CITE program.

Applicants should:

If you are eligible, and there is room in the program, you will receive a letter of acceptance and will be asked to submit a nonrefundable \$100 deposit to reserve a space. The \$100 will be applied toward your tuition.

If you are notified that you are on the wait list, or were classified as a pre-technical student needing academic skill building in math or English, you may want to meet with your advisor or the Coordinator of Professional-Technical Student Support Services to evaluate your options.

NOTE: Because of the rigorous and time-consuming nature of the CITE program, students are encouraged to complete as much of the CITE general education coursework as possible prior to entering the program. Students are also encouraged to expand their computer literacy by taking additional computer-related courses.

First-year students can choose an evening or daytime option for classes. Whatever option you choose, you must continue in that option throughout the semester. Changes at semester break will depend on available space.

All students must complete their first-year CITE courses and their general education requirements with a grade of C- or better by the summer following their first year to advance to the second year of the program.

SECOND YEAR CITE STUDENTS:

Students who have completed the first year Technical Certificate program and wish to obtain an Associate of Applied Science degree must follow the process listed below to apply for their desired A.A.S. degree option. Because of limited space in second-year options, students cannot be guaranteed their first choice.

Applicants should:

1. Pick up an application form from the office of the Coordinator of Professional-Technical Student Support Services on or after March 17 of the student's first year in the program.
2. Submit the completed application to the Coordinator of Professional-Technical Student Support Services. Applications must state a first and second choice for A.A.S. degree option. (*Applications will not be accepted before April 1st*).

NOTE: Priority acceptance will be granted into areas of concentration for those seeking the A.A.S. degree in Computer Information Technology according to the following priority guidelines:

1. Students who have completed all requirements for the Technical Certificate program and are passing with a C- or better all classes at midterm of the second semester of their first year.
2. Students who have completed CITE 110, 112, 130, 150 and 170 with a C- or better and are completing supporting general education classes toward the Technical Certificate program by the end of the Summer Session following their first year.
3. The date the completed application is submitted to the office of Coordinator of Professional-Technical Student Support Services.
4. Students who have completed the certificate program or an A.A.S. degree option in years before the current year.
5. Individuals returning from industry, who have the skills and abilities to succeed in the specified option, as determined by CITE faculty.

For more information, contact the Coordinator of Professional-Technical Student Support Services at (208) 769-3468.

TECHNICAL CERTIFICATE

| First Semester | | |
|-----------------|---|--------------------------|
| Course No. | Title | Credit Hrs. |
| CAPS 110 | Computer Apps for Technical Programs | 3 |
| CITE 110 | Intro to PC Operating Systems | 3 |
| CITE 112 | Intro to PC Hardware | 4 |
| ENGL 101 | English Composition ¹ | 3 |
| MATH 108 | Intermediate Algebra | 4 |
| | | <i>Semester Total 17</i> |
| Second Semester | | |
| BUSO 101A | Basic Keyboarding | 1 |
| CITE 130 | Intro to Internet Technologies | 3 |
| CITE 150 | Intro to Networking | 3 |
| CITE 170 | Systems Analysis & Design Methods | 3 |
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| — | Soc. Science/Human Relations Reqrmnt ² | 3 |
| | | <i>Semester Total 16</i> |
| | | <i>Program Total 33</i> |

Notes:

- ¹ Satisfies A.A.S. degree general education requirement.
- ² Select from A.A.S. degree requirements listed on page 56.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Students must be accepted into the specific Computer Information Technology option before enrolling in the Associate of Applied Science curriculum. Once enrolled, students must follow this curriculum exactly. However, students may complete courses, other than those listed with the CITE prefix, before the scheduled semester.

INTERNET SUPPORT TECHNICIAN OPTION

The Internet Support Technician option is for individuals who intend to design and maintain pages for the World Wide Web. Techniques, methods, and materials presented will prepare students for the industry-recognized, vendor-neutral Certified Internet Webmaster (CIW) Site Designer and E-Commerce certifications. Holders of these certifications demonstrate to potential employers and clients that they have passed rigorous training and examination requirements that set them apart from non-certified competitors. This curriculum is taught by a Prosoft Certified Internet Webmaster.

| Course No. | Title | Credit Hrs. |
|-----------------------------|--------------------------------------|-------------|
| CITE 232 | Introduction to Web Page Design | 3 |
| CITE 234 | Web Design Methodology & Technology | 4 |
| CITE 236 | Web Based Applications | 3 |
| CITE 238 | Designing for Web Market I | 3 |
| ----- | A.A.S. Math Requirement ¹ | 3-4 |
| <i>Semester Total 16-17</i> | | |

| Course No. | Title | Credit Hrs. |
|-----------------------------|--|-------------|
| CITE 242 | Advanced Web Page Design | 3 |
| CITE 244 | Visual Basic | 3 |
| CITE 248 | Designing for Web Market II | 3 |
| CITE 295 | CITE Internship ² | (3-4) |
| or ATEC 120 | Occupational Relations | 3 |
| ----- | A.A.S. General Ed Requirement ³ | 3-4 |
| <i>Semester Total 15-16</i> | | |
| <i>Program Total 64-66</i> | | |

- Notes:**
- ¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
 - ² See CITE 295 course description on page 134.
 - ³ Select from A.A.S. degree requirements listed on page 56.

NETWORK SUPPORT TECHNICIAN OPTION

The Network Support Technician option prepares students to install, troubleshoot, support, and upgrade local area (LAN) and wide area (WAN) networks. The industry prescribed courses and exams presented in this option are rigorous, requiring significant out of class study time. This option pre-

pares students toward Microsoft Certified Systems Engineer (MCSE) certification. Microsoft Certified Professionals teach the curriculum.

| Third Semester | | |
|-----------------------------|--------------------------------------|-------------|
| Course No. | Title | Credit Hrs. |
| CITE 250 | Windows 2000 Essentials | 2 |
| CITE 252 | Support Windows 2000 | 4 |
| CITE 254 | Support Network Infrastructure | 4 |
| CITE 256 | Administering Directory Services | 4 |
| ----- | A.A.S. Math Requirement ¹ | 3-4 |
| <i>Semester Total 17-18</i> | | |

| Fourth Semester | | |
|-----------------------------|--|-------------|
| Course No. | Title | Credit Hrs. |
| CITE 260 | Designing Directory Services | 3 |
| CITE 262 | W2K Migration and Integration | 2 |
| CITE 264 | Secure Web Access | 3 |
| CITE 268 | Managing a W2K Network | 4 |
| CITE 295 | CITE Internship ² | (3-4) |
| or ATEC 120 | Occupational Relations | 3 |
| ----- | A.A.S. General Ed Requirement ³ | 3-4 |
| <i>Semester Total 19-20</i> | | |
| <i>Program Total 67-69</i> | | |

- Notes:**
- ¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
 - ² See CITE 295 course description on page 134.
 - ³ Select from A.A.S. degree requirements listed on page 56.

PC/USER SUPPORT TECHNICIAN OPTION

The PC/User Support Technician option prepares students to provide customer and technical support so they will be able to facilitate installation, implementation, maintenance, education, and documentation of a variety of technologies. This option prepares students to utilize the tools and techniques necessary to troubleshoot, configure, and maximize the performance of PC systems. Students will also acquire knowledge and skills required to support users, which include communications, user needs assessment, documentation, training, system installation, and support center issues. Students will work towards completion of their A+ and Network+ Certifications, as well as Microsoft Certified Professional credentials.

| Third Semester | | |
|-----------------------------|--|-------------|
| Course No. | Title | Credit Hrs. |
| CITE 210 | Advanced PC Operating Systems | 4 |
| CITE 212 | Advanced PC Hardware | 4 |
| CITE 216 | Fundamentals of Networking for PC/User Support | 4 |
| ----- | A.A.S. Math Requirement ¹ | 3-4 |
| ----- | A.A.S. General Ed Requirement ² | 3-4 |
| <i>Semester Total 18-20</i> | | |

| Fourth Semester | | |
|-----------------|-----------------------------|-------------|
| Course No. | Title | Credit Hrs. |
| CITE 218 | Customer Support | 3 |
| CITE 220 | PC/User Support Project Lab | 4 |

| | | | |
|---------|-----|--|-------|
| CITE | 224 | PC Software Installation/Configuration | 4 |
| CITE | 295 | CITE Internship ³ | (3-4) |
| or ATEC | 120 | Occupational Relations | 3 |

*Semester Total 14
Program Total 65-67*

Notes:

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

² Select from A.A.S. degree requirements listed on page 56.

³ See CITE 295 course description on page 134.

**INTERNETWORKING SUPPORT
TECHNICIAN OPTION**

The Internetworking Support Technician option provides training for an entry-level position working with Cisco Systems products. Knowledge and competencies are developed to install, configure, maintain, and troubleshoot Cisco routers and switches, advanced routing protocols, LANs, and WANs; use the UNIX operating system; troubleshoot problems with hardware and software configurations; and perform system administration tasks. This skill-based program includes Cisco's online lessons, classroom lectures, discussions, and hands-on labs. Cisco Systems certified professionals teach the curriculum. Courses in the program prepare students for the Cisco Certified Network Associate (CCNA) examination.

Third Semester

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| CITE 270 | Internetworking I | 4 |
| CITE 272 | Internetworking II | 4 |
| CITE 274 | Fundamentals of UNIX | 3 |
| — | A.A.S. Math Requirement ¹ | 3-4 |
| — | A.A.S. General Ed Requirement ² | 3-4 |

Semester Total 17-18

Fourth Semester

| | | |
|-------------|-------------------------------|-------|
| CITE 281 | Internetworking III | 4 |
| CITE 282 | Internetworking IV | 4 |
| CITE 284 | Network System Administration | 4 |
| CITE 295 | CITE Internship ³ | (3-4) |
| or ATEC 120 | Occupational Relations | 3 |

Semester Total 16

Program Total 66-67

Notes:

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

² Select from A.A.S. degree requirements listed on page 56.

³ See CITE 295 course description on page 134.

COMPUTER SCIENCE

Transfer Program

This program leads to career opportunities in a wide variety of computer science areas such as operating systems, expert systems, graphics, databases, software engineering, compilers, numerical analysis, etc. This program requires a good math background. Students should complete MATH 147.

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

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|------------|---|------------|
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| CS 102 | Computer Science Orientation | 1 |
| CS 150 | Computer Science I | 4 |
| CS 160 | Computer Science II | 3 |
| CS 240 | Digital Computer Fundamentals | 4 |
| CS 250 | Data Structures | 3 |
| ENGL 101 | English Composition ¹ | 3 |
| ENGL 102 | English Composition ¹ | 3 |
| MATH 170 | Analytic Geometry & Calculus I | 4 |
| MATH 175 | Analytic Geometry & Calculus II | 4 |
| MATH 187 | Discrete Math | 4 |
| MATH 335 | Linear Algebra | 3 |
| PHYS 211 | Engineering Physics I ¹ | 5 |
| PHYS 212 | Engineering Physics II ¹ | 5 |
| — | P.E. Activity/Dance ² | 2 |
| — | Social Science Electives ² | 6 |
| — | Arts & Humanities Electives ² | 6 |
| — | Soc. Science &/or Arts & Humanities Elective ² | 3 |
| — | Computer Science Electives (choose from list below) | 4 |

Computer Science Electives

| | | |
|--------|--------------------------------|----------------|
| CS 204 | Special Topics | to be arranged |
| CS 211 | Languages of CS: C++ | 3 |
| CS 212 | Languages of CS: HTML | 3 |
| CS 213 | Languages of CS: JAVA | 3 |
| CS 270 | Computer Org/Assembly Language | 3 |

Program Total 70

Notes:

¹ Satisfies the A.S. degree general education requirements listed on page 54.

² Select from A.S. degree general education requirements listed on page 54.

CRIMINAL JUSTICE

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|------------|--|-------------------------|
| ANTH 225 | Native People of North America | 3 |
| BUSA 100 | Introduction to Computers | 3 |
| COMM 101 | Intro to Speech Communication | 3 |
| COMM 111 | Interviewing Techniques | 2 |
| COMP 281 | Introduction to Photography | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| ENGL 272 | Business Writing | 3 |
| LAWE 101 | Introduction to Criminal Justice | 3 |
| MATH 130 | Finite Math | 4 |
| MATH 253 | Principles of Applied Statistics | 3 |
| PHIL 101 | Ethics | 3 |
| PHYS 101 | Fundamentals of Physical Science | 4 |
| PHYS 111 | General Physics I | 4 |
| POLS 101 | American National Government | 3 |
| POLS 102 | State and Local Government | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| SOC 102 | Social Problems | 3 |
| SOC 220 | Marriage and Family | 3 |
| ----- | Arts and Humanities Electives ¹ | 3 |
| ----- | P.E. Activity/Dance | 2 |
| | | Program Total 67 |

Notes:

¹ Select electives from A.S. degree requirements on page 54.

CULINARY ARTS

Professional-Technical Program

The Culinary Arts program provides students with entry-level skills in the food service industry. Students receive instruction in cooking and baking, as well as theoretical knowledge that underlines competency in the field. Additional training involves table 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 workflow of professional kitchens and bakeshops.
- Gain an appreciation for the history, evolution, and international diversity of the culinary arts.
- Develop a sense of professionalism necessary for working successfully in the food service industry.

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

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|------------|--|--------------------------|
| CULA 150 | Sanitation and Safety | 1 |
| CULA 151 | Introduction to Food Service | 2 |
| CULA 152 | Breakfast Cookery & Food Presentation, Garnish, Quick Breads | 1 |
| CULA 155 | Stock, Soup and Sauce Preparation | 1 |
| CULA 165 | Intro to Customer Service | 3 |
| CULA 170 | Culinary Arts Lab I | 6 |
| MATH 015 | Basic Math ¹ | 3 |
| | | Semester Total 17 |

Second Semester

| | | |
|-----------|--|--------------------------|
| A TEC 117 | Occupational Rel/Job Search | 2 |
| CULA 156 | Prep of Meats, Poultry, Fish, Shellfish | 1 |
| CULA 157 | Prep of Vegetables, Starches, Sandwiches, Salads | 1 |
| CULA 158 | Bakeshop | 1 |
| CULA 166 | Customer Service | 3 |
| CULA 171 | Culinary Arts Lab II | 6 |
| ENGL 099 | Fundamentals for Writing ¹ | 3 |
| | | Semester Total 17 |

Summer Session

| | | |
|----------|--|-------------------------|
| CULA 172 | Event Planning & Specialty Food Design | 3 |
| | | Summer Total 3 |
| | | Program Total 37 |

Notes:

¹ Students may substitute a higher course with instructor permission.

DIESEL TECHNOLOGY

Professional-Technical Program

The Diesel Technology program is designed to prepare students for employment as entry-level truck/heavy equipment technicians. The program emphasizes extensive shop work using actual customer projects, as well as mock-up units and assemblies similar to those found in industry.

Instruction includes explanation of problems involved in the repair and maintenance of engines, transmissions, differentials, brakes, steering, suspension, cooling, as well as hydraulics, undercarriages, fuel and air systems, and Class B Commercial Drivers License (CDL) training. Integrated in the program is a course in welding and cutting using both oxy-acetylene and electric arc. Successful completion of each semester and/or permission of the instructor is required to continue into the next semester.

Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (See page 49).

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

TECHNICAL CERTIFICATE

First Semester

| | | | |
|-----------------------|------|-----------------------------------|-----------|
| DSL | 105 | Orientation/Safety/Shop Practices | 2 |
| DSL | 118L | Diesel Engine Lab | 2 |
| DSL | 119L | Electrical Systems Lab | 1 |
| DSL | 120 | Diesel Engines | 5 |
| DSL | 122 | Electrical Systems | 4 |
| MATH | 024 | Technical Math ¹ | 3 |
| WELD | 108L | Diesel Welding Lab | 1 |
| <i>Semester Total</i> | | | 18 |

Second Semester

| | | | |
|-----------------------|------|---------------------------------------|-----------|
| ATEC | 120 | Occupational Relations ² | 3 |
| DSL | 128L | Powertrain Lab | 2 |
| DSL | 129L | Brake Systems Lab | 1 |
| DSL | 130 | Powertrain | 5 |
| DSL | 132 | Brake Systems | 4 |
| ENGL | 099 | Fundamentals for Writing ¹ | 3 |
| WELD | 109L | Diesel Welding Lab | 1 |
| <i>Semester Total</i> | | | 19 |

Summer Session

(Required for the Technical Certificate, but optional for the Advanced Technical Certificate and A.A.S. Degree)

| | | | |
|----------------------|------|----------------------|-----------|
| DSL | 117L | Diesel Lab | 2 |
| DSL | 195 | Specialization Study | 2 |
| <i>Session Total</i> | | | 4 |
| <i>Program Total</i> | | | 41 |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

ADVANCED TECHNICAL CERTIFICATE

First Semester

| | | | |
|-----------------------|------|----------------------------------|-----------|
| DSL | 105 | Orientation/Safety/Shop Practice | 2 |
| DSL | 118L | Diesel Engine Lab | 2 |
| DSL | 119L | Electrical Systems Lab | 1 |
| DSL | 120 | Diesel Engines | 5 |
| DSL | 122 | Electrical Systems | 4 |
| MATH | 024 | Technical Math ¹ | 3 |
| WELD | 108L | Diesel Welding Lab | 1 |
| <i>Semester Total</i> | | | 18 |

Second Semester

| | | | |
|-----------------------|------|---------------------------------------|-----------|
| DSL | 128L | Powertrain Lab | 2 |
| DSL | 129L | Brake Systems Lab | 1 |
| DSL | 130 | Powertrain | 5 |
| DSL | 132 | Brake Systems | 4 |
| ENGL | 099 | Fundamentals for Writing ¹ | 3 |
| WELD | 109L | Diesel Welding Lab | 1 |
| <i>Semester Total</i> | | | 16 |

Summer Session (optional)

| | | | |
|----------------------|------|----------------------|----------|
| DSL | 117L | Diesel Lab | 2 |
| DSL | 195 | Specialization Study | 2 |
| <i>Session Total</i> | | | 4 |

Third Semester

| | | | |
|-----------------------|------|-------------------------------------|-----------|
| ATEC | 120 | Occupational Relations ¹ | 3 |
| DSL | 218L | Advanced Tune-Up Lab | 2 |
| DSL | 219L | Computerized Engine Lab | 2 |
| DSL | 220 | Advanced Tune-Up | 4 |
| DSL | 222 | Computerized Engines | 4 |
| <i>Semester Total</i> | | | 15 |

Fourth Semester

| | | | |
|-----------------------|------|--------------------------------------|-----------|
| DSL | 228L | Undercarriage/Power-Shift Trans. Lab | 2 |
| DSL | 229L | Hydraulics Lab | 2 |
| DSL | 230 | Undercarriage/Power-Shift Trans. Lab | 4 |
| DSL | 232 | Hydraulic Systems | 4 |
| <i>Semester Total</i> | | | 12 |
| <i>Program Total</i> | | | 65 |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No. | Title | Credit Hrs. |
|------------|---------------------------------------|-------------|
| DSL | 105 Orientation/Safety/Shop Practices | 2 |
| DSL | 118L Diesel Engine Lab | 2 |
| DSL | 119L Electrical Systems Lab | 1 |
| DSL | 120 Diesel Engines | 5 |
| DSL | 122 Electrical Systems | 4 |
| WELD | 108L Diesel Welding Lab | 1 |

A.A.S. Math Requirement ¹
(Math 143 recommended) 3-4
Semester Total 18-19

Second Semester

| | | | |
|------|------|----------------------------------|-------------------|
| DSLT | 128L | Powertrain Lab | 2 |
| DSLT | 129L | Brake Systems Lab | 1 |
| DSLT | 130 | Powertrain | 5 |
| DSLT | 132 | Brake Systems | 4 |
| ENGL | 101 | English Composition ² | 3 |
| WELD | 109L | Diesel Welding Lab | 1 |
| | | | Semester Total 16 |

Summer Session (optional)

| | | | |
|------|------|----------------------|-----------------|
| DSLT | 117L | Diesel Lab | 2 |
| DSLT | 195 | Specialization Study | 2 |
| | | | Session Total 4 |

Third Semester

| | | | |
|------|------|---|-------------------|
| DSLT | 218L | Advanced Tune-up Lab | 2 |
| DSLT | 219L | Computerized Engine Lab | 2 |
| DSLT | 220 | Advanced Tune-up | 4 |
| DSLT | 222 | Computerized Engines | 4 |
| | | A.A.S. General Education Requirement ³ | 3 |
| | | A.A.S. General Education Requirement ³ | 3 |
| | | | Semester Total 18 |

Fourth Semester

| | | | |
|------|------|---|----------------------|
| DSLT | 228L | Undercarriage/Suspension Lab | 2 |
| DSLT | 229L | Hydraulics Lab | 2 |
| DSLT | 230 | Undercarriage/Suspension | 4 |
| DSLT | 232 | Hydraulics Systems | 4 |
| | | A.A.S. General Education Requirement ^{1,2} | 3-4 |
| | | | Semester Total 15-16 |
| | | | Program Total 72 |

Notes:

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

² Satisfies A.A.S. degree requirement.

³ Select from A.A.S. degree general education requirements listed on page 56.

DRAFTING DESIGN AND TECHNOLOGY

Professional-Technical Program

The Drafting Design and Technology program offers students the opportunity to learn skills required by today's industries. The program offers four distinct options: a one-year drafting certificate, and a choice of three two-year A.A.S. Drafting Design and Technology degree options. The first year focuses extensively on manual drafting using both pencil and ink, and computer-aided drafting software. Students in the second year of the A.A.S. degree programs focus on design principles us-

ing specialized software in one of the following areas: architectural design, civil design, or mechanical design.

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

Portions of the A.A.S. degree options may transfer to various four-year institutions. Contact your advisor or the Coordinator of Professional-Technical Student Support Services at (208) 769-3468 for details.

Students entering the A.A.S. degree program should be prepared to complete Math 143 and English 101 during the first year of the program before they may continue. Placement in specific English and Math courses is determined by the college assessment test. Students who desire to upgrade skills in those areas prior to beginning the Drafting Design and Technology program may do so through the Bridge Program (see page 49).

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

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credits |
|-------------|-----------------------------------|----------------------|
| CAPS 110 | Computer Applications/Technical | 3 |
| DRFT 104 | Intro to Technical Sketching | 2 |
| DRFT 107 | Technical Graphics I | 3 |
| DRFT 108 | Technical Graphics II | 3 |
| DRFT 130 | Plan and Blueprint Reading | 2 |
| MATH 025 | Elementary Algebra ¹ | 3 |
| or MATH 108 | Intermediate Algebra ² | (4) |
| | | Semester Total 16-17 |

Second Semester

| | | |
|----------|---|---------------------|
| ATEC 120 | Occupational Relations ³ | 3 |
| DRFT 102 | Intro to Theory of Drafting | 4 |
| DRFT 106 | Fund. of 3-D Descriptive Geometry | 2 |
| DRFT 112 | Industrial CAD Graphics | 6 |
| ENGL 099 | Fundamentals for Writing ¹ (or higher) | 3 |
| | | Semester Total 18 |
| | | Program Total 14-15 |

Notes:

¹ MATH 025 is the required math course for the Certificate of Completion only.

² If MATH 025 is taken, MATH 108 is required before enrolling in the A.A.S. math requirement (MATH 143).

³ Students may substitute another course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No. | Title | Credits |
|------------|---------------------------------|---------|
| CAPS 110 | Computer Applications/Technical | 3 |
| DRFT 104 | Intro to Technical Sketching | 2 |

| | | | |
|------|-----|----------------------------------|--------------------------|
| DRFT | 107 | Technical Graphics I | 3 |
| DRFT | 108 | Technical Graphics II | 3 |
| DRFT | 130 | Plan & Blueprint Reading | 2 |
| ENGL | 101 | English Composition ¹ | <u>2</u> |
| | | | <i>Semester Total 16</i> |

Second Semester

| | | | |
|------|------|-----------------------------------|--------------------------|
| DRFT | 102 | Introduction to Drafting Theory | 4 |
| DRFT | 106 | Fund. of 3-D Descriptive Geometry | 2 |
| DRFT | 112 | Industrial CAD Graphics | 6 |
| MATH | 143 | College Algebra ¹ | 3 |
| MATH | 143D | Trigonometry Lab | <u>1</u> |
| | | | <i>Semester Total 16</i> |

ARCHITECTURAL DESIGN OPTION

Third Semester

| | | | |
|------|-----|--|--------------------------|
| DRFT | 231 | Architectural Design and its History | 5 |
| DRFT | 235 | Building Codes | 2 |
| DRFT | 237 | Blueprint Reading and Estimating | 3 |
| — | — | A.A.S. Natural Science Option ² | <u>4</u> |
| | | | <i>Semester Total 14</i> |

Fourth Semester

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

CIVIL DESIGN OPTION

Third Semester

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

Fourth Semester

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

MECHANICAL DESIGN OPTION

Third Semester

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

Fourth Semester

| | | | |
|------|-----|--|----------|
| DRFT | 253 | Advanced Mechanical Design | 4 |
| DRFT | 254 | Power Transmission | 2 |
| DRFT | 258 | Statics and Strengths of Materials | 3 |
| — | — | A.A.S. English/Comm. Requirement ² | 3 |
| — | — | A.A.S. Social Science Requirement ² | <u>3</u> |

Semester Total 15
Program Total 61

Notes:

- ¹ Satisfies A.A.S. degree general education requirement.
- ² Select from A.A.S. degree general education requirements listed on page 56.

EDUCATION

Transfer Program

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

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

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

Students pursuing an A.A. or A.S. degree through NIC should follow the general core requirements listed on pages 52-55 and tailor their elective courses identified by their intended transfer institution catalog.

ELECTRONICS TECHNOLOGY

Professional-Technical Program

This program is designed to prepare students for employment as entry-level technicians. Students will be ready to work as computer, field service, engineering, or bench technicians.

This program offers three options. The A.A.S. degree option can be used as a transfer program to Eastern Washington University's B.S. degree in Computer Engineering Technology or the B.S. degree in Technology-Electronics Option. See your advisor or the Coordinator of Professional-Technical Student Support Services at (208) 769-3468 for details. Other program options include a two-year Advanced Technical Certificate or a one-year Technical Certificate.

Students will learn theory, application, and troubleshooting of DC and AC electrical components and circuits, semiconductors, analog and digital integrated circuits, microprocessors systems, and other related topics. Interested students must be ready to take Math 025 at a minimum, however, Math 108 is recommended. Placement in specific English and math classes are determined by the college assessment test. Students

who wish to upgrade skills in those areas may do so through the Bridge Program. (See page 49).

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

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

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|------------|---------------------------------|------------|
| ELT 110 | Direct Current I Theory | 5 |
| ELT 110L | Direct Current I Lab | 2 |
| ELT 120 | Direct Current II Theory | 5 |
| ELT 120L | Direct Current II Lab | 2 |
| MATH 025 | Elementary Algebra ¹ | 3 |

Semester Total 17

Second Semester

| | | |
|-----------|---------------------------------------|---|
| A TEC 120 | Occupational Relations ² | 3 |
| ELT 130 | Alternating Current Theory | 5 |
| ELT 130L | Alternating Current Lab | 2 |
| ELT 140 | Solid State I Theory | 5 |
| ELT 140L | Solid State I Lab | 2 |
| ENGL 099 | Fundamentals for Writing ¹ | 3 |

Semester Total 20

Program Total 37

Notes:

- ¹ Students may substitute a higher course with instructor permission
- ² Students may substitute another course with instructor permission

ADVANCED TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|------------|---------------------------------|------------|
| ELT 110 | Direct Current I Theory | 5 |
| ELT 110L | Direct Current I Lab | 2 |
| ELT 120 | Direct Current II Theory | 5 |
| ELT 120L | Direct Current II Lab | 2 |
| MATH 025 | Elementary Algebra ¹ | 3 |

Semester Total 17

Second Semester

| | | |
|----------|---------------------------------------|---|
| ELT 130 | Alternating Current Theory | 5 |
| ELT 130L | Alternating Current Lab | 2 |
| ELT 140 | Solid State I Theory | 5 |
| ELT 140L | Solid State I Lab | 2 |
| ENGL 099 | Fundamentals for Writing ¹ | 3 |

Semester Total 17

Third Semester

| | | |
|----------|------------------------|---|
| ELT 250 | Solid State II Theory | 5 |
| ELT 250L | Solid State II Lab | 2 |
| ELT 260 | Solid State III Theory | 5 |
| ELT 260L | Solid State III Lab | 2 |

Semester Total 14

Fourth Semester

| | | |
|-----------|-------------------------------------|---|
| A TEC 120 | Occupational Relations ² | 3 |
| ELT 270 | Digital I Theory | 5 |
| ELT 270L | Digital I Lab | 2 |
| ELT 280 | Digital II Theory | 5 |
| ELT 280L | Digital II Lab | 2 |

Semester Total 17

Program Total 65

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No. | Title | Credit Hrs |
|------------|------------------------------|------------|
| ELT 110 | Direct Current I Theory | 5 |
| ELT 110L | Direct Current I Lab | 2 |
| ELT 120 | Direct Current II Theory | 5 |
| ELT 120L | Direct Current II Lab | 2 |
| MATH 143 | College Algebra ¹ | 3 |
| MATH 143E | Trigonometry Lab | 1 |

Semester Total 17-18

Second Semester

| | | |
|----------|----------------------------------|---|
| ELT 130 | Alternating Current Theory | 5 |
| ELT 130L | Alternating Current Lab | 2 |
| ELT 140 | Solid State I Theory | 5 |
| ELT 140L | Solid State I Lab | 2 |
| ENGL 101 | English Composition ² | 3 |

Semester Total 17

Third Semester

| | | |
|----------|--|---|
| ELT 250 | Solid State II Theory | 5 |
| ELT 250L | Solid State II Lab | 2 |
| ELT 260 | Solid State III Theory | 5 |
| ELT 260L | Solid State III Lab | 2 |
| — | A.A.S. General Ed Requirement ³ | 3 |

Semester Total 17

Fourth Semester

| | | |
|----------|---|---|
| ELT 270 | Digital I Theory | 5 |
| ELT 270L | Digital I Lab | 2 |
| ELT 280 | Digital II Theory | 5 |
| ELT 280L | Digital II Lab | 2 |
| — | A.A.S. General Ed Requirement ³ | 3 |
| — | A.A.S. General Ed Requirement ^{1, 2} | 3 |

Semester Total 20

Program Total 72

Notes:

- ¹ This includes any math course that is MATH 143 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
- ² Satisfies A.A.S. degree general education requirement.
- ³ Select from A.A.S. degree general education requirements listed on page 56.

ENGINEERING

Associate of Science Transfer Program

A full range of engineering and related courses are offered to satisfy freshman and sophomore requirements for students planning to transfer to institutions offering baccalaureate degrees in engineering or engineering technology. A solid foundation is laid for further studies in civil, mechanical, chemical, and electrical engineering. This program provides the flexibility needed by students interested in emerging fields like computer science, robotics, bioengineering, geological engineering, environmental engineering, and many others.

The advantages of small class size, individual attention, a knowledgeable professional staff, and state-of-the-art instructional equipment incorporating modern CAD (computer aided design) are well suited to meeting the lower division requirements for degrees in engineering. A solid math and science background is important preparation for a college engineering program.

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

ELECTRICAL ENGINEERING

In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 54 for the A.S. degree.

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

Notes:

¹ Satisfies A.S. Lab Science core requirement.

² Satisfies A.S. Math core requirement.

MECHANICAL ENGINEERING

In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 54 for the A.S. degree.

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| CHEM 111 | Principles of Gen College Chemistry I ¹ | 4 |
| ENGR 105 | Engineering Graphics | 2 |

| | | |
|----------|---|---|
| ENGR 210 | Statics | 3 |
| ENGR 220 | Engineering Dynamics | 3 |
| ENGR 223 | Engineering Analysis | 3 |
| ENGR 240 | Circuits I | 4 |
| ENGR 295 | Strength of Materials | 3 |
| MATH 170 | Analytic Geometry and Calculus I ² | 4 |
| MATH 175 | Analytic Geometry and Calculus II ² | 4 |
| MATH 275 | Analytic Geometry and Calculus III ² | 4 |
| MATH 370 | Intro. to Ordinary Diff. Equations | 3 |
| PHYS 211 | Engineering Physics I ¹ | 5 |
| PHYS 212 | Engineering Physics II ¹ | 5 |

Notes:

¹ Satisfies A.S. Lab Science core requirement.

² Satisfies A.S. Math core requirement.

CIVIL ENGINEERING

In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 54 for the A.S. degree.

| Course No | Title | Credit Hrs |
|-----------|---|------------|
| CHEM 111 | Principles of Gen College Chemistry I ¹ | 4 |
| CHEM 112 | Principles of Gen College Chemistry II ¹ | 4 |
| ENGR 105 | Engineering Graphics | 2 |
| ENGR 210 | Statics | 3 |
| ENGR 214 | Surveying | 4 |
| ENGR 220 | Engineering Dynamics | 3 |
| ENGR 223 | Engineering Analysis | 3 |
| ENGR 240 | Circuits I | 4 |
| ENGR 295 | Strength of Materials | 3 |
| MATH 170 | Analytic Geometry and Calculus I ² | 4 |
| MATH 175 | Analytic Geometry and Calculus II ² | 4 |
| MATH 275 | Analytic Geometry and Calculus III | 4 |
| MATH 370 | Intro. to Ordinary Diff. Equations | 3 |
| PHYS 211 | Engineering Physics I ¹ | 5 |

And one of the following:

| | | |
|----------|--|---|
| BIOL 204 | Intro to Life Sciences ¹ | 4 |
| BIOL 250 | General Microbiology/Bacteriology ¹ | 4 |
| GEOL 101 | Physical Geology ¹ | 4 |

Notes:

¹ Satisfies A.S. Lab Science core requirement.

² Satisfies A.S. Math core requirement.

CHEMICAL ENGINEERING

In addition to the following Engineering coursework, students seeking an Associate of Science degree from NIC need to complete degree core requirements as listed on page 54 for the A.S. degree.

| Course No | Title | Credit Hrs |
|-------------|---|------------|
| CHEM 111 | Principles of Gen College Chemistry I ¹ | 4 |
| CHEM 112 | Principles of Gen College Chemistry II ¹ | 4 |
| CHEM 277 | Organic Chemistry I | 3 |
| CHEM 278 | Organic Chemistry Lab I | 1 |
| CHEM 287 | Organic Chemistry II | 3 |
| CHEM 288 | Organic Chemistry Lab II | 1 |
| CS 150 | Computer Science I | 4 |
| ECON 201 | Principles of Economics (Macro) ¹ | 3 |
| or ECON 202 | Principles of Economics (Micro) ¹ | 3 |
| ENGR 210 | Statics | 3 |

| | | | |
|------|-----|---|---|
| ENGR | 223 | Engineering Analysis | 3 |
| MATH | 170 | Analytic Geometry and Calculus I ² | 4 |
| MATH | 175 | Analytic Geometry and Calculus II ² | 4 |
| MATH | 275 | Analytic Geometry and Calculus III ² | 4 |
| MATH | 370 | Intro. to Ordinary Diff. Equations | 3 |
| PHYS | 211 | Engineering Physics I ¹ | 5 |
| PHYS | 212 | Engineering Physics II ¹ | 5 |

Notes:

- ¹ Satisfies A.S. Lab Science core requirement.
- ² Satisfies A.S. Math core requirement.
- ³ Satisfies A.S. Social Science core requirement.

ENGLISH

Transfer Program

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

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfill the first half of baccalaureate requirements in English. Course selection should be tailored to match requirements defined by intended transfer institutions. Students who plan to earn a bachelor of science degree at a four-year institution may wish to take courses which would lead to an A.S. degree rather than an A.A. degree. Curriculum requirements should be coordinated with the catalog of the transfer institution.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|------------|---|------------|
| COMM | 101 Intro to Speech Communication | 3 |
| ENGL | 101 English Composition | 3 |
| ENGL | 102 English Composition | 3 |
| HUMS | 101 Montage: Intro to the Humanities | 3 |
| PHIL | 201 Logic and Critical Thinking | 3 |
| | One Foreign Language | 16 |
| | P.E. Activity/Dance | 2 |
| | Mathematics Elective ¹ | 3-4 |
| | Computer Science Elective ¹ | 2-3 |
| | Laboratory Science Electives ¹ | 8 |
| | Social Science Electives ¹ | 12 |

| | | | |
|-------|-------|--|---|
| ----- | ----- | Arts and Humanities Electives ¹ | 6 |
| ----- | ----- | General Electives | 3 |

Program Total 64-69

Notes:

- ¹ Select electives from A.A. degree requirements on page 52.

ENVIRONMENTAL HEALTH

Transfer Program

This program is designed for students planning to transfer to an environmental health program at Boise State University. Refer to the BSU catalog, Department of Community and Environmental Health Programs, for guidance during the first two years. Students must spend 20 hours with environmental health agencies prior to beginning upper division (junior) courses. An internship with public health agencies is also required as part of upper division level students.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs | |
|------------|--|--|-----|
| BIOL | 202 General Zoology | 4 | |
| BIOL | 203 General Botany | 4 | |
| BIOL | 204 Introduction to Life Sciences | 4 | |
| CHEM | 111 Principles of Gen College Chemistry I | 4 | |
| CHEM | 112 Principles of Gen College Chemistry II | 4 | |
| COMM | 101 Intro to Speech Communication | 3 | |
| ENGL | 101 English Composition | 3 | |
| ENGL | 102 English Composition | 3 | |
| MATH | 147 Precalculus | 5 | |
| MATH | 148 Graphing Calculator | 1 | |
| PHIL | 101 Introduction to Philosophy | 3 | |
| PHYS | 111 General Physics I | 4 | |
| PHYS | 112 General Physics II | 4 | |
| PSYC | 101 Introduction to Psychology | 3 | |
| SOC | 101 Introduction to Sociology | 3 | |
| ----- | ----- | P.E. Activity/Dance | 2 |
| ----- | ----- | Arts and Humanities Electives ¹ | 6-9 |
| ----- | ----- | Social Science Electives ¹ | 6-9 |

Program Total 66-72

NOTES:

- ¹ Select electives from A.S. degree requirements on page 54.

ENVIRONMENTAL SCIENCE

Transfer Program

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

ASSOCIATE OF SCIENCE DEGREE

| | | | |
|----------|-----|--|-----|
| BIOL | 202 | General Zoology | 4 |
| BIOL | 203 | General Botany | 4 |
| or BIOL | 241 | Systematic Botany | (4) |
| BIOL | 204 | Introduction to Life Sciences | 4 |
| BIOL | 205 | General Soils | 4 |
| BIOL | 231 | General Ecology | 4 |
| BIOL | 250 | General Microbiology | 4 |
| BIOL | 251 | Principles of Range Resource Management | 2 |
| BIOL | 290 | Principles of Wildlife Biology | 2 |
| CHEM | 111 | Principles of Gen. College Chemistry I | 4 |
| COMM | 101 | Intro to Speech Communication | 3 |
| ENGL | 101 | English Composition | 3 |
| ENGL | 102 | English Composition | 3 |
| MATH | 130 | Finite Math | 4 |
| or MATH | 147 | Precalculus | (5) |
| and MATH | 148 | Graphing Calculator | (1) |
| — | — | P.E. Activity/Dance | 2 |
| — | — | Arts and Humanities Electives ¹ | 6 |
| — | — | Social Science Electives ¹ | 9 |

Program Total 64-66

Notes:

¹ Select electives from A.S. degree requirements on page 54.

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 in demand in business and commerce, civil service, law, media, applied sciences, service occupations, tourism, social sciences, and engineering among others. Students wanting to major in a foreign language are urged to complete an Associate of Arts degree. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in foreign language. Course selection should be tailored to match requirements defined by intended transfer institutions.

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

ASSOCIATE OF ARTS DEGREE

| | | | |
|------|-----|-------------------------------|---|
| COMM | 101 | Intro to Speech Communication | 3 |
|------|-----|-------------------------------|---|

| | | | |
|------|-----|--|-----|
| ENGL | 101 | English Composition | 3 |
| ENGL | 102 | English Composition | 3 |
| PHIL | 201 | Logic and Critical Thinking | 3 |
| — | — | P.E. Activity/Dance | 2 |
| — | — | Foreign Language (select one) ¹ | 16 |
| — | — | Math Elective ¹ | |
| — | — | (Math 123 recommended) | 3-4 |
| — | — | Computer Science Electives ¹ | 2-3 |
| — | — | Laboratory Science Electives ¹ | 8 |
| — | — | Social Science Electives ¹ | 12 |
| — | — | Arts and Humanities Electives ¹ | 6 |
| — | — | General Electives | 3 |

Program Total 64-66

Notes:

¹ Select electives from A.A. degree requirements on page 52.

FORESTRY / WILDLIFE / RANGE / WILDLAND RECREATION MANAGEMENT

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

| Course No | Title | Credit hrs |
|-----------|---------------------------------------|------------|
| BIOL | 101 Forestry Orientation | 1 |
| BIOL | 202 General Zoology | 4 |
| BIOL | 203 General Botany | 4 |
| BIOL | 204 Introduction to Life Sciences | 4 |
| BIOL | 221 Forest Ecology | 4 |
| BIOL | 241 Systematic Botany | 4 |
| CHEM | 101 Essentials of General Chemistry I | 4 |
| COMM | 101 Intro to Speech Communication | 3 |
| CS | 100 Intro to Computer Science | 3 |
| ECON | 201 Principles of Economics (Macro) | 3 |
| ECON | 202 Principles of Economics (Micro) | 3 |
| ENGL | 101 English Composition | 3 |
| ENGL | 102 English Composition | 3 |
| GEOL | 101 Physical Geology | 4 |
| MATH | 160 Survey of Calculus | 4 |

| | | |
|----------------------|--|-----------|
| of MATH 170 | Analytic Geometry and Calculus I | (4) |
| MATH 253 | Principles of Applied Statistics | 3 |
| PHYS 101 | Fundamentals of Physical Science | 4 |
| | P.E. Activity/Dance | 2 |
| | Arts and Humanities Electives ¹ | 6-9 |
| | Social Science Electives ¹ | 6-9 |
| <i>Program Total</i> | | <i>69</i> |

Notes:

¹ Select electives from A.S. degree requirements on page 54.

GENERAL STUDIES

Transfer Program

This program is suggested for students wishing to pursue a general studies option. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in a General Studies Program. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|----------------------|--|------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| | P.E. Activity/Dance | 2 |
| | Mathematics Elective | 3-4 |
| | Computer Science Elective ¹ | 2-3 |
| | Laboratory Science Electives ¹ | 8 |
| | Social Science Electives ¹ | 12 |
| | Arts and Humanities Electives ¹ | 6 |
| | Cultural Diversity Elective ¹ | 3 |
| | General Electives | 14-16 |
| <i>Program Total</i> | | <i>64</i> |

Notes:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| | | |
|----------------------|--|-----------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| | P.E. Activity/Dance | 2 |
| | Mathematics Elective ¹ | 3-4 |
| | Laboratory Science Electives ¹ | 8 |
| | Social Science Electives ¹ | 6-9 |
| | Arts and Humanities Electives ¹ | 6-9 |
| | General Electives | 24-27 |
| <i>Program Total</i> | | <i>64</i> |

Notes:

¹ Select electives from A.S. degree requirements on page 54.

GEOLOGY

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|----------------------|--|------------|
| BIOL 100 | Fundamentals of Biology | 4 |
| or BIOL 204 | Introduction to Life Sciences | (4) |
| CHEM 111 | Principles of Gen College Chemistry I | 4 |
| CHEM 112 | Principles of Gen College Chemistry II | 4 |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| GEOL 101 | Physical Geology | 4 |
| GEOL 102 | Historical Geology | 4 |
| GEOL 255 | Systematic Mineralogy | 4 |
| MATH 170 | Analytic Geometry and Calculus I | 4 |
| MATH 253 | Principles of Applied Statistics | 3 |
| PHYS 111 | General Physics I | 4 |
| PHYS 112 | General Physics II | 4 |
| | P. E. Activity/Dance | 2 |
| | Arts and Humanities Electives ¹ | 9 |
| | Social Science Electives ¹ | 6 |
| | Geology Elective | 4 |
| | Lab Science Elective | 4 |
| <i>Program Total</i> | | <i>74</i> |

Notes:

¹ Select electives from A.S. degree requirements on page 54.

GRAPHIC DESIGN

Associate of Applied Science Degree Program

This occupational program prepares graduates to meet the challenges of graphic design and related professions. The curriculum aims to equip students with the skills, knowledge, and abilities necessary to enter the job market. The broad range of media used to implement creative and aesthetic solutions include work in print advertising, packaging, and a variety of electronic media including computer graphics and

the Internet. This program fulfills the requirements for an Associate of Applied Science degree.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

| Course No | Title | Credit Hrs |
|----------------------------|--|------------|
| ART 100 | Survey of Art ¹ | 3 |
| ART 111 | Drawing I | 2 |
| ART 112 | Drawing II | 2 |
| ART 121 | 2 D Design Foundations | 3 |
| ART 122 | 3 D Design Foundations | 3 |
| ART 217 | Life Drawing | 3 |
| or ART 218 | Life Drawing II | (3) |
| ART 231 | Beginning Painting | 3 |
| or ART 232 | Beginning Painting II | (3) |
| ARTG 131 | Computer Graphics I | 3 |
| ARTG 132 | Computer Graphics II | 3 |
| ARTG 210 | Illustration I | 2 |
| ARTG 211 | Illustration II | 2 |
| ARTG 212 | Illustration III | 2 |
| ARTG 221 | Graphic Design I | 3 |
| ARTG 222 | Graphic Design II | 3 |
| ARTG 223 | Graphic Design III | 3 |
| ARTG 255 | Design Concepts for the Web | 2 |
| ARTG 283 | Capstone | 3 |
| ARTG 290 | Internship (optional) | (3) |
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| COMP 281 | Intro to Photography | 3 |
| ENGL 101 | English Composition ¹ | 3 |
| — | Art Electives | 4 |
| — | A.A.S. Math Requirement ² | 3-4 |
| — | A.A.S. General Ed Requirement ^{2,3} | 3-4 |
| <i>Program Total 64-67</i> | | |

Notes:

- ¹ Satisfies A.A.S. General Education Requirement.
- ² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
- ³ Select from A.A.S. general education requirements listed on page 56.

**HEATING, VENTILATION,
AIR CONDITIONING, AND
REFRIGERATION (HVAC/R)**

Professional-Technical Program

Completion of the nine-month certificate program in Heating, Ventilation, Air Conditioning & Refrigeration program prepares students for entry-level positions in this challenging occupation. Entry-level HVAC/R technicians typically work

on residential/light commercial HVAC/R systems performing equipment installations, preventative maintenance and service, and repair tasks. Additional opportunities are also available in system design and sales occupations.

Students will study basic HVAC/R systems, electricity, heating systems, local fuel codes, applied thermodynamics, refrigeration cycle, psychometrics, duct system design, and system diagnosis. These skills are taught in classroom theory and learned in hands-on lab exercises and cooperative work experiences. A general education component consisting of communications, occupational relations and math is integrated into the program. Successful completion of the first semester and permission of the instructor is required to continue into the second semester.

Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 49).

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

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|-----------------------|---------------------------------|------------|
| CAPS 110 | Computer Applications-Technical | 2 |
| HVAC 161 | HVAC/R Principles | 3 |
| HVAC 161L | HVAC/R Lab | 5 |
| HVAC 165 | HVAC/R Electrical | 4 |
| HVAC 167 | HVAC/R Heating Systems | 4 |
| MATH 024 | Technical Math ¹ | 3 |
| <i>Semester Total</i> | | <i>21</i> |

Second Semester

| | | |
|--------------------------|--------------------------------------|-----------|
| ATEC 117 | Occupational Relations ¹ | 2 |
| ENGL 099 | Fundamentals of Writing ² | 3 |
| HVAC 171L | HVAC/R Lab | 5 |
| HVAC 175 | HVAC Systems | 4 |
| HVAC 177 | Refrigeration | 4 |
| HVAC 180 | HVAC/R Codes & Licenses | 3 |
| <i>Semester Total 21</i> | | <i>21</i> |
| <i>Program Total 42</i> | | <i>42</i> |

Notes:

- ¹ Students may substitute another course with instructor permission.
- ² Students may substitute a higher course with instructor permission.

HISTORY

Transfer Program

The history major is designed for students desiring a broad liberal arts background either as preparation for a profession or for personal enrichment. Careers in history include teaching (primary, secondary, or college level), museum work, historical research and writing, and preserving and interpreting history for the general public through a variety of local, state, and federal agencies. The history major is also highly recommended preparation for law, politics, the ministry, and public service. Because it develops breadth of knowledge as well as critical thinking and problem-solving skills, a history degree is widely considered an excellent foundation for many managerial and executive careers. For this reason, it is a fine choice for the general studies student.

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

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs. |
|------------|---|-------------|
| COMM 101 | Intro to Speech Communication | 3 |
| CS 100 | Intro to Computer Science | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| HIST 101 | History of Civilization | 3 |
| HIST 102 | History of Civilization | 3 |
| HIST 111 | United States History | 3 |
| HIST 112 | United States History | 3 |
| MATH 123 | Contemporary Math | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| ----- | P.E. Activity/Dance | 2 |
| ----- | Social Science Electives ¹ (other than history) | 9 |
| ----- | Arts and Humanities Electives ¹ | 6 |
| ----- | Laboratory Science Electives ¹ | 8 |
| ----- | History Electives ¹ | 3 |
| ----- | Cultural Diversity Elective ¹ | 3 |
| ----- | General Elective ¹ | 3 |

Program Total 64

Notes:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs. |
|------------|-------------------------------|-------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| HIST 101 | History of Civilization | 3 |
| HIST 102 | History of Civilization | 3 |
| HIST 111 | United States History | 3 |
| HIST 112 | United States History | 3 |

| | | |
|----------|---|---|
| MATH 123 | Contemporary Math | 3 |
| ----- | P.E. Activity/Dance | 2 |
| ----- | Foreign Language ¹ | 8 |
| ----- | Social Science Electives ² (other than history) | 6 |
| ----- | Arts and Humanities Electives ² | 6 |
| ----- | Laboratory Science Electives ² | 8 |
| ----- | History Electives ² | 3 |
| ----- | General Electives | 7 |

Program Total 64

Notes:

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

² Select electives from A.A. and A.S. degree requirements on pages 52-55.

HUMAN SERVICES

Professional-Technical Program

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

This program offers a Technical Certificate, attained in two semesters and a summer session (11 months), or a two-year Associate of Applied Science degree. The certificate is required as part of the A.A.S. degree.

Human services classes begin each fall and are scheduled in sequence, consequently, they must be taken in the order established. The program offers open enrollment — any student interested in the human service courses is eligible to take them as long as they have met course prerequisites (see catalog descriptions). Students proceeding into the field experience courses — starting with HSS 111 must obtain approval from the Program Coordinator prior to enrolling. Additional requirements include the following:

Prior to Spring Semester:

1. Completion of criminal background check for the states of Washington and Idaho (see Program Coordinator if you have concerns about this).
2. Completion of PSB Health Aptitude Exam or equivalent.
3. Completion of one of the following:
 - PSYC 101 (Introduction to Psychology)
 - SOC 101 (Introduction to Sociology)
 - SOC 102 (Social Problems)

4. Completion of medical history (immunizations may be necessary).
5. Purchase of student liability insurance.

Prior to Summer Session:

1. Completion of Certified Nursing Assistant (C.N.A.) Training. It is recommended that C.N.A. training be completed prior to beginning the Fall Semester.

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|-------------|---------------------------------------|--------------------------|
| COMM 101 | Intro to Speech Communication | 3 |
| or ALTH 107 | Communication for ALTH Professions | (1) |
| ENGL 099 | Fundamentals of English (or higher) | 3 |
| HSS 101 | Introduction to Human Services | 3 |
| HSS 102 | Introduction to Human Services Lab | 1 |
| PSYC 101 | Introduction to Psychology | 3 |
| or SOC 101 | Introduction to Sociology | (3) |
| or SOC 102 | Social Problems | (3) |
| MATH 015 | Basic Math (or higher) | 3 |
| — | HSS Elective (select from list below) | 3 |
| | | Semester Total 19 |

Second Semester

| | | |
|---------|--|--------------------------|
| HSS 107 | Helping Process | 1 |
| HSS 108 | Helping Skills Lab | 1 |
| HSS 110 | Direct Care Assess & Intervention | 4 |
| HSS 111 | Human Services Field Exp. & Seminar I | 3 |
| — | HSS Electives (select from list below) | 6 |
| | | Semester Total 15 |

Summer Session

| | | |
|----------|--|------------------------|
| ATEC 110 | Successful Job Search | 1 |
| HSS 121 | Human Services Field Exp. & Seminar II | 6 |
| | | Session Total 7 |

ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Human Services courses, students must take a minimum of 16 credits of A.A.S. General Education courses as specified in the program below.

First Semester

| Course No. | Title | Credit Hrs |
|------------|--|--------------------------|
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| HSS 101 | Introduction to Human Services | 3 |
| HSS 102 | Introduction to Human Services Lab | 1 |
| PSYC 101 | Introduction to Psychology ¹ | 3 |
| or SOC 101 | Introduction to Sociology ¹ | (3) |
| or SOC 102 | Social Problems ¹ | (3) |
| — | HSS Electives (select from list below) | 3 |
| | | Semester Total 13 |

Second Semester

| | | |
|---------|--|--------------------------|
| HSS 107 | Helping Process | 1 |
| HSS 108 | Helping Process Lab | 1 |
| HSS 110 | Direct Care & Intervention | 4 |
| HSS 111 | Human Services Field Exp. & Seminar I | 3 |
| — | HSS Electives (select from list below) | 6 |
| | | Semester Total 15 |

Summer Session

| | | |
|----------|--|------------------------|
| ATEC 110 | Successful Job Search | 1 |
| HSS 121 | Human Services Field Exp. & Seminar II | 6 |
| | | Session Total 7 |

Third Semester

| | | |
|------------|---|--------------------------|
| ENGL 101 | English Composition ¹ | 3 |
| HSS 220 | Crisis Theory & Intervention | 3 |
| HSS 241 | Human Services Intern & Seminar (offered either Fall or Spring semester) | 8 |
| PSYC 101 | Introduction to Psychology ¹ | 3 |
| or SOC 101 | Introduction to Sociology ¹ | (3) |
| or SOC 102 | Social Problems ¹ | (3) |
| | | Semester Total 17 |

Fourth Semester

| | | |
|----------|----------------------------------|----------------------------|
| HSS 230 | Case Management | 3 |
| MATH 123 | Contemporary Math ¹⁻¹ | 3-4 |
| PHIL 103 | Ethics | 3 |
| | | Semester Total 9-10 |

Notes:

¹ Satisfies A.A.S. degree general education requirements listed on page 56. Students must take SOC 101 or 102 if PSYC 101 was taken to meet certificate requirement, or they must take PSYC 101 if SOC 101 or 102 was taken to meet certificate requirement.

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math class is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.

Human Services Electives*

| | | |
|----------|--|---|
| ALTH 105 | Infection Prevention | 2 |
| ANTH 102 | Cultural Anthropology ¹ | 3 |
| ANTH 225 | Native People of N America | 3 |
| BUSA 101 | Introduction to Business | 3 |
| BUSO 109 | Medical Terminology | 3 |
| CHD 134 | Infancy/Middle Child | 3 |
| CHD 243 | Early Childhood Education | 3 |
| CHD 254 | Child Guidance Theory | 3 |
| COMM 133 | Improving Listening Skills | 1 |
| COMM 134 | Nonverbal Communication | 2 |
| COMM 220 | Introduction to Intercultural Comm | 3 |
| COMM 233 | Interpersonal Communication ¹ | 3 |
| COMM 236 | Small Group Communication | 3 |
| EDUC 190 | Special Education Lab | 3 |
| EDUC 275 | Education of Exceptional Individ. | 3 |
| LAWE 103 | Introduction to Criminal Justice | 3 |
| PE 222 | Wellness Lifestyles | 3 |
| PE 288 | First Aid | 3 |
| POLS 102 | State & Local Government ¹ | 3 |
| PSYC 205 | Developmental Psychology ¹ | 3 |
| PSYC 211 | Abnormal Psychology | 3 |
| PSYC 233 | Stress Management | 3 |
| SOC 155 | Drug Abuse: Fact, Fiction | 3 |
| SOC 220 | Marriage & Family ¹ | 3 |
| SOC 283 | Death & Dying | 3 |
| SOWK 240 | Introduction to Social Work | 3 |
| SOWK 241 | Social Work Generalist Practice | 3 |

* A total of 9 credits is required from this list. They must be taken in the first year of either program and must be approved by the coordinator.

¹ Fulfills A.A.S. general education degree requirements listed on page 56.

JOURNALISM

Transfer Program

This program prepares 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 special practical experience on the NIC newspaper, *The Sentinel*.

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

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs. |
|------------|-------------------------------|-------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| POLS 101 | American National Government | 3 |
| PSYC 101 | Introduction to Psychology | 3 |

Core Electives:

| | | |
|-------|---|-----|
| _____ | Arts and Humanities Electives ¹ | 6 |
| _____ | Cultural Diversity Elective ¹ | 3-4 |
| _____ | Social Science Electives ¹ (Group 3 & 4) | 6 |
| _____ | Mathematics Elective ¹ | 3-4 |
| _____ | Computer Science Elective ¹ | 2-3 |
| _____ | Laboratory Science Electives ¹ | 8 |
| _____ | P. E. Activity/Dance | 2 |

Journalism Emphasis Electives:

| | | |
|----------|------------------------------|-----|
| COMJ 100 | <i>Sentinel</i> Staff | 1-2 |
| COMJ 121 | News Writing | 3 |
| COMJ 140 | Mass Media in a Free Society | 3 |
| COMJ 204 | Editing | 2 |
| COMJ 222 | Reporting | 3 |
| COMM 111 | Interview Techniques | 2 |
| COMP 281 | Introduction to Photography | 3 |

Program Total 65-67

Optional Coursework, not required for degree:

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

Note:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs. |
|------------|-------------------------------|-------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| PSYC 101 | Introduction to Psychology | 3 |

Core Electives:

| | | |
|-------|--|-----|
| _____ | Arts and Humanities Electives ¹ | 3-6 |
| _____ | Social Science Electives ¹ | 3-6 |
| _____ | Mathematics Elective ¹ | 3-4 |
| _____ | Laboratory Science Electives ¹ | 8 |
| _____ | P.E. Activity/Dance | 2 |

Journalism Emphasis Electives:

| | | |
|----------|------------------------------|-----|
| COMJ 100 | <i>Sentinel</i> Staff | 1-2 |
| COMJ 121 | News Writing | 3 |
| COMJ 140 | Mass Media in a Free Society | 3 |
| COMJ 204 | Editing | 2 |
| COMJ 222 | Reporting | 3 |
| COMM 111 | Interview Techniques | 2 |
| COMP 281 | Introduction to Photography | 3 |
| COMP 289 | Photojournalism | 3 |
| PHIL 103 | Ethics | 3 |
| POLS 101 | American National Government | 3 |

Program Total 65-66

Optional Coursework, not required for degree:

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

Note:

¹ Select electives from A.S. degree requirements on page 54.

LAW ENFORCEMENT

Professional-Technical Program

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

Applications for the Sophomore Law Enforcement block may be picked up from T. Leach, Room 200, Hedlund Building, three weeks before midterm week each spring semester. Application and acceptance into the Sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above. Applicants for the Sophomore Law Enforcement block must undergo a polygraph examination, fingerprinting, and a background check. A Hepatitis B vaccination is available at the Sophomore Law Enforcement level for a fee.

This program consists of two semesters of academic courses, followed by one block of technical LAWE courses, and one semester of internship. The LAWE 219-228 block of courses is only offered in the fall semester and LAWE 290 and 293 are offered in the spring semester. This is a selective admissions program.

CERTIFIED LAW ENFORCEMENT PROFESSIONALS

Students who successfully complete or challenge the POST Academy will be given credit for LAWE 219-228. Credit may also be granted for LAWE 290 and 293, the internship se-

quence, for individuals who have successfully completed the POST Academy and have been continuously employed as full-time law enforcement officers for more than six consecutive months. Contact the Law Enforcement program instructor or coordinator for more information.

ADMISSIONS PROCEDURES

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

ADMISSIONS REQUIREMENTS

1. High School diploma or GED.
2. Minimum grade of "C" (2.00) in prerequisite courses. If currently enrolled, midterm grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.

ASSOCIATE OF APPLIED SCIENCE

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

| First Semester | | | |
|----------------|---|--|-----------------------------|
| Course No. | Title | | Credit Hrs |
| ENGL 101 | English Composition ¹ | | 3 |
| LAWE 103 | Intro to Criminal Justice | | 3 |
| POLS 101 | American National Government ¹ | | 3 |
| PSYC 101 | Introduction to Psychology ¹ | | 3 |
| — | A.A.S. Math Requirement ² | | 3-4 |
| | | | <i>Semester Total 15-16</i> |

| Second Semester | | | |
|-----------------|---------------------------|--|-----|
| BUSA 100 | Intro to Computers | | 3 |
| or CS 100 | Intro to Computer Science | | (3) |
| or CAPS 110 | Comp App for AT Students | | (3) |

| | | |
|--------------------------|--|---|
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| ENGL 202 | Technical Writing | 3 |
| PE 288 | First Aid | 3 |
| POLS 102 | State & Local Government ¹ | 3 |
| PSYC 205 | Developmental Psychology ¹ | 3 |
| <i>Semester Total 18</i> | | |

| Third Semester | | | |
|----------------|--------------------------|--|--------------------------|
| LAWE 219 | Self Defense | | 3 |
| LAWE 220 | Basic Police Law | | 2 |
| LAWE 221 | Professional Orientation | | 1 |
| LAWE 222 | Police Procedures | | 2 |
| LAWE 223 | Patrol Procedures | | 1 |
| LAWE 224 | Practical Problems | | 1 |
| LAWE 225 | Investigation | | 3 |
| LAWE 226 | Enforcement Skills | | 1 |
| LAWE 228 | Police Physical Fitness | | 1 |
| | | | <i>Semester Total 15</i> |

| Fourth Semester | | | |
|-----------------|------------------------|--|-----------------------------|
| LAWE 290 | Law Enforcement Theory | | 3 |
| LAWE 293 | Law Enforcement Intern | | 10-12 |
| | | | <i>Semester Total 13-15</i> |
| | | | <i>Program Total 61-64</i> |

Notes:

- ¹ Satisfies the A.A.S. degree general education requirements listed on page 56.
- ² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56.

ADMINISTRATION OF JUSTICE

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to have, or are entering, supervisory or administrative positions. Credit will be awarded for POST coursework. This program has a selective admissions process. Contact Tad Leach, Room 200 in the Hedlund Building, for more information.

ASSOCIATE OF APPLIED SCIENCE

| First Semester | | | |
|-----------------|--|--|------------|
| Course No. | Title | | Credit Hrs |
| BUSA 100 | Introduction to Computers | | 3 |
| ENGL 101 | English Composition | | 3 |
| LAWE 219-234 | Law Enforcement electives ^{1,2} | | 5 |
| POLS 101 | American National Government | | 3 |
| PSYC 101 | Introduction to Psychology | | 3 |
| Second Semester | | | |
| ENGL 102 | English Composition | | 3 |
| or COMM 101 | Intro to Speech Comm | | (3) |
| LAWE 219-234 | Law Enforcement electives ^{1,2} | | 5 |
| POLS 102 | State & Local Government | | 3 |
| SOC 101 | Introduction to Sociology | | 3 |
| SOC 220 | Marriage and Family | | 3 |
| or SOC 283 | Death and Dying | | (3) |
| Third Semester | | | |
| COMM 233 | Interpersonal Communication | | 3 |
| or COMM 236 | Small Group Communication | | (3) |

| | | | |
|------|---------|---|-----|
| ENGL | 202 | Technical Writing | 3 |
| LAWE | 219-234 | Law Enforcement Electives ^{1, 4} | 5 |
| | | A.A.S. Math Requirement ² | 3-4 |

Fourth Semester

| | | | |
|---------|-----|-------------------------------|-----|
| LAWE | 293 | Law Enforcement Internship | 10 |
| PHIL | 201 | Logic and Critical Thinking | 3 |
| PSYC | 205 | Developmental Psychology | 3 |
| or PSYC | 211 | Abnormal Psychology | (3) |
| or PSYC | 233 | Stress Management | (3) |
| or FLAN | | Foreign Language ³ | (5) |

Program Total 65-67

Notes:

- ¹ POST Basic Academy courses may satisfy the requirement for LAWE 219 - 228.
- ² Includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirement listed on page 56.
- ³ Any foreign language course (French, German, Japanese, or Spanish) may satisfy this requirement. FLAN 106 or 207 does not satisfy this requirement.
- ⁴ Choose from the Law Enforcement electives listed below.

LAW ENFORCEMENT ELECTIVES

| | | | |
|------|-----|---------------------------------------|---|
| LAWE | 219 | Self Defense ¹ | 3 |
| LAWE | 220 | Basic Police Law ¹ | 2 |
| LAWE | 221 | Professional Orientation ¹ | 1 |
| LAWE | 222 | Police Procedures ¹ | 2 |
| LAWE | 223 | Patrol Procedures ¹ | 1 |
| LAWE | 224 | Practical Problems ¹ | 1 |
| LAWE | 225 | Investigation ¹ | 3 |
| LAWE | 226 | Enforcement Skills ¹ | 1 |
| LAWE | 228 | Police Physical Fitness | 1 |
| LAWE | 230 | Law Enforcement Professionalism | 2 |
| LAWE | 231 | Officer Survival | 3 |
| LAWE | 232 | Career Enhancement | 3 |
| LAWE | 233 | Initial Investigations | 3 |
| LAWE | 234 | Drug Investigations | 3 |

LEGAL ADMINISTRATIVE ASSISTANT

Professional-Technical Program

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

ADVANCED TECHNICAL CERTIFICATE

First Semester

| Course No | Title | Credit Hrs |
|-----------|---|------------|
| BUSO | 101A Basic Keyboarding ¹ | 1 |
| BUSO | 101B Keyboarding Speed Development ¹ | 1 |
| BUSO | 175 Grammar Skill Building | 3 |
| CAPS | 100 Introduction to Windows | 1 |
| CAPS | 135 Spreadsheets | 3 |
| MATH | 025 Elementary Algebra (or higher) | 3 |
| PLEG | 101 Introduction to Legal/Law | 2 |

Semester Total 14

Second Semester

| | | | |
|---------|-----|------------------------------------|-----|
| BUSO | 115 | Records Systems Management | 3 |
| BUSO | 173 | Word Processing | 3 |
| BUSO | 176 | Machine Transc/Document Formatting | 2 |
| ENGL | 099 | Fundamentals for Writing | 3 |
| or ENGL | 101 | English Composition ² | (3) |
| PLEG | 103 | Criminal Procedures | 2 |

Semester Total 13

Third Semester

| | | | |
|---------|-----|---|-----|
| ACCT | 110 | Small Business Accounting | 3 |
| or ACCT | 201 | Principles of Accounting ⁴ | (3) |
| BUSA | 265 | Legal Environment of Business | 3 |
| BUSO | 205 | Legal Terminology/Transcription I | 3 |
| COMM | 101 | Intro. to Speech Communication ³ | 3 |
| or COMM | 233 | Interpersonal Communication | (3) |
| PLEG | 104 | Civil Litigation | 2 |

Semester Total 14

Fourth Semester

| | | | |
|---------|-----|------------------------------------|-----|
| BUSA | 185 | Business Math | 3 |
| BUSO | 206 | Legal Terminology/Transcription II | 3 |
| BUSO | 291 | Legal Admin Assistant Internship I | 3 |
| BUSO | 295 | Office Procedures | 3 |
| CAPS | 180 | Microsoft Office Integration | 3 |
| or BUSO | 174 | Word Processing Applications | (3) |

Semester Total 15

Program Total 56

Notes:

- ¹ BUSO 101A and/or BUSO 101B may be challenged for credit.
- ² Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.
- ³ Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No | Title | Credit Hrs |
|-----------|---|------------|
| BUSO | 101A Basic Keyboarding ¹ | 1 |
| BUSO | 101B Keyboarding Speed Development ¹ | 1 |
| BUSO | 175 Grammar Skill Building | 3 |
| CAPS | 100 Introduction to Windows | 1 |
| CAPS | 135 Spreadsheets | 3 |

| | | | |
|------|-----|--|--------------------------|
| COMM | 101 | Intro to Speech Communication ² | 3 |
| PLEG | 101 | Introduction to Legal/Law | 2 |
| — | — | A.A.S. General Ed Requirement ^{2,3} | <u>3</u> |
| | | | <i>Semester Total 17</i> |

Second Semester

| | | | |
|---------|-----|---------------------------------------|--------------------------|
| ACCT | 110 | Small Business Accounting | 3 |
| or ACCT | 201 | Principles of Accounting ⁴ | (3) |
| BUSA | 185 | Business Math | 3 |
| BUSO | 115 | Records Systems Management | 3 |
| BUSO | 173 | Word Processing | 3 |
| BUSO | 176 | Machine Transc./Document Formatting | 2 |
| ENGL | 101 | English Composition ² | <u>3</u> |
| | | | <i>Semester Total 17</i> |

Third Semester

| | | | |
|------|-----|---|--------------------------|
| BUSO | 174 | Word Processing Applications | 3 |
| BUSO | 205 | Legal Terminology/Transcription I | 3 |
| BUSO | 291 | Legal Admin Assistant Internship I | 3 |
| BUSO | 295 | Office Procedures | 3 |
| ENGL | 272 | Business Writing | 3 |
| PSYC | 101 | Introduction to Psychology ² | <u>3</u> |
| | | | <i>Semester Total 18</i> |

Fourth Semester

| | | | |
|------|-----|--|-----------------------------|
| BUSA | 265 | Legal Environment of Business | 3 |
| BUSO | 206 | Legal Terminology/Transcription II | 3 |
| BUSO | 292 | Legal Admin Assistant Internship II | 3 |
| CAPS | 180 | Microsoft Office Integration | 3 |
| — | — | A.A.S. Math Requirement ^{2,5} | <u>3-4</u> |
| | | | <i>Semester Total 15-16</i> |
| | | | <i>Program Total 67-68</i> |

Notes:

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
- ² Satisfies A.A.S. general education requirement.
- ³ Choose from A.A.S. general education requirements on page 56.
- ⁴ Students intending to obtain a four-year degree should take ACCT 201.
- ⁵ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core requirement for the A.A.S. degree.

MACHINE TECHNOLOGY

Professional-Technical Program

The Machine Technology program prepares students for entry-level employment in the machining and manufacturing industries. The curriculum features basic to advanced machining concepts involving various machine tools such as conventional lathes, mills, grinders and their Computer Numerical Control (CNC) counterparts. Coursework also involves blueprint reading, geometric dimensioning and tolerancing, shop math, and statistical and mechanical measurements. The second year of the program places emphasis in CNC and CAD/CAM systems in preparation for employment in com-

puterized manufacturing processes. Opportunity to certify in MasterCAM Mill is available to students who successfully complete the program.

Successful completion of each semester and/or permission of the instructor is required to continue into the next semester. Prospective students should have solid math skills and demonstrate mechanical aptitude. Computer and keyboarding skills are recommended. Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 49).

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

TECHNICAL CERTIFICATE

First Semester

| | | | |
|------|------|-----------------------------|--------------------------|
| MACH | 151 | Machine Technology Theory I | 4 |
| MACH | 151L | Machine Technology Lab I | 6 |
| MACH | 171 | Blueprint Reading | 2 |
| MATH | 024 | Technical Math ¹ | <u>3</u> |
| | | | <i>Semester Total 15</i> |

Second Semester

| | | | |
|------|------|---------------------------------------|--------------------------|
| ATEC | 120 | Occupational Relations ² | 3 |
| ENGL | 099 | Fundamentals for Writing ¹ | 3 |
| MACH | 152L | Machine Technology Lab II | 5 |
| MACH | 160 | Manufacturing Processes | 4 |
| MACH | 172 | Blueprint Reading II | 2 |
| MACH | 185 | SPC & Mechanical Measurement | 1 |
| | | | <i>Semester Total 18</i> |
| | | | <i>Program Total 33</i> |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

ADVANCED TECHNICAL CERTIFICATE

First Semester

| | | | |
|------|------|-----------------------------|--------------------------|
| MACH | 151 | Machine Technology Theory I | 4 |
| MACH | 151L | Machine Technology Lab I | 6 |
| MACH | 171 | Blueprint Reading | 2 |
| MATH | 024 | Technical Math ¹ | <u>3</u> |
| | | | <i>Semester Total 15</i> |

Second Semester

| | | | |
|------|------|---------------------------------------|--------------------------|
| ATEC | 120 | Occupational Relations ² | 3 |
| ENGL | 099 | Fundamentals for Writing ¹ | 3 |
| MACH | 152L | Machine Technology Lab II | 5 |
| MACH | 160 | Manufacturing Processes | 4 |
| MACH | 172 | Blueprint Reading II | 2 |
| MACH | 185 | SPC & Mechanical Measurement | 1 |
| | | | <i>Semester Total 18</i> |

Third Semester

| | | | |
|------|------|-------------------------------------|--------------------------|
| MACH | 231 | Computers in Machining | 3 |
| MACH | 253L | Advanced Machining Lab I | 5 |
| MACH | 273 | Intermediate Blueprint Reading | 3 |
| MACH | 283 | Computer Numerical Control Theory I | <u>5</u> |
| | | | <i>Semester Total 16</i> |

Fourth Semester

| | | | |
|------|------|--------------------------------------|--------------------------|
| MACH | 254L | Advanced Machining Lab II | 5 |
| MACH | 274 | Geometric Dimensioning & Tolerancing | 3 |
| MACH | 284 | Advanced Machining Processes | 5 |
| | | | <i>Semester Total 13</i> |
| | | | <i>Program Total 62</i> |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| Course No. | Title | Credit Hrs |
|-----------------------------|--|------------|
| MACH 151 | Machine Technology Theory I | 4 |
| MACH 151L | Machine Technology Lab I | 6 |
| MACH 171 | Blueprint Reading | 2 |
| | A.A.S. General Ed Requirement ¹ | 3 |
| | A.A.S. Math Requirement ² | 3-4 |
| (Math 143 recommended) | | |
| <i>Semester Total 18-19</i> | | |

Second Semester

| | | |
|--------------------------|----------------------------------|---|
| ENGL 101 | English Composition ³ | 3 |
| MACH 152L | Machine Technology Lab II | 5 |
| MACH 160 | Manufacturing Processes | 4 |
| MACH 172 | Blueprint Reading II | 2 |
| MACH 185 | SPC & Mechanical Measurement | 1 |
| <i>Semester Total 15</i> | | |

Third Semester

| | | |
|--------------------------|--|---|
| MACH 211 | Computers in Machining | 3 |
| MACH 253L | Advanced Machining Lab I | 5 |
| MACH 273 | Intermediate Blueprint Reading | 3 |
| MACH 283 | Computer Numerical Control Thry I | 5 |
| | A.A.S. General Ed Requirement ¹ | 3 |
| <i>Semester Total 19</i> | | |

Fourth Semester

| | | |
|--------------------------|---|---|
| MACH 254L | Advanced Machining Lab II | 5 |
| MACH 274 | Geometric Dimensioning & Tolerancing | 3 |
| MACH 284 | Advanced Machining Processes | 5 |
| | A.A.S. General Ed Requirement ^{1, 2} | 3 |
| <i>Semester Total 16</i> | | |
| <i>Program Total 69</i> | | |

Notes:

- ¹ Select from A.A.S. degree general education requirements listed on page 56
- ² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
- ³ Satisfies A.A.S. degree general education requirement.

**MAINTENANCE MECHANIC/
MILLWRIGHT**

Professional-Technical Program

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

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

Laboratory classes teach students to skillfully perform welding and fabrication tasks as well as the maintenance of hydraulic, electro/mechanical systems. The well-equipped lab includes the latest technology in laser alignment of rotating equipment. Blueprint reading and shop math are taught and used in all areas of training. A general education component of English, occupational relations and math is integrated into the program. Successful completion of the first semester and/or instructor permission is required to continue into the second semester and summer session.

Interested students should possess basic math skills (knowledge of basic algebra and geometry), reading skills, and have a keen interest in mechanics. Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 49).

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|--------------------------|-------------------------------|------------|
| MM 151 | Maintenance Mechanic Theory I | 10 |
| MM 151L | Maintenance Mechanic Lab I | 5 |
| MM 155 | Blueprint Reading | 2 |
| MATH 024 | Technical Math ¹ | 3 |
| <i>Semester Total 20</i> | | |

Second Semester

| | | |
|--------------------------|--------------------------------------|---|
| ATEC 117 | Occupational Relations ² | 2 |
| ENGL 099 | Fundamentals of Writing ¹ | 3 |
| MM 152 | Maintenance Mechanic Theory II | 7 |
| MM 152L | Maintenance Mechanic Lab II | 5 |
| MM 156 | Hydraulics | 3 |
| <i>Semester Total 20</i> | | |

Summer Session

| | | |
|-------------------------|---------------------------------|---|
| MM 153 | Maintenance Mechanic Theory III | 2 |
| MM 153L | Maintenance Mechanic Lab III | 4 |
| <i>Session Total 6</i> | | |
| <i>Program Total 46</i> | | |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

MATHEMATICS

Transfer Program

This program leads to careers in teaching, industry, government, actuarial work, or as support for many science disciplines. The mathematics background assumed for entry is four years of high school mathematics through pre-calculus and trigonometry. These entry-level courses, if needed, are also available through the college. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in mathematics. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs. |
|------------|---|-------------|
| COMM 101 | Intro. to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MATH 170 | Analytic Geometry and Calculus I | 4 |
| MATH 175 | Analytic Geometry and Calculus II | 4 |
| MATH 187 | Discrete Math | 4 |
| MATH 275 | Analytic Geometry and Calculus III | 4 |
| MATH 335 | Linear Algebra | 3 |
| MATH 370 | Intro. to Ordinary Diff. Equations | 3 |
| PHYS 211 | Engineering Physics I | 5 |
| PHYS 212 | Engineering Physics II | 5 |
| — | P.E. Activity/Dance | 2 |
| — | Laboratory Science Electives ¹ (CHEM 111 and 114 recommended) | 8 |
| — | Computer Science Elective ¹ | 2-3 |
| — | Arts and Humanities Electives ¹ | 9 |
| — | Social Science Electives ¹ | 6 |

Program Total 66-67

Notes:

¹ Select electives from A.S. degree requirements on pages 54.

MEDICAL ADMINISTRATIVE ASSISTANT

Professional-Technical Program

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

Physicians rely on well-trained medical administrative assistants to help them in the documentation of patient care. The medical administrative assistant's job, using the latest technology, may include transcribing reports, composing and pro-

cessing correspondence, coding of diagnoses and procedures, completing insurance forms, maintaining financial records, greeting and scheduling patients, and other related duties. Strong human relation skills are a must in this field.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester

| | | |
|--------------------------|--|---|
| BUSO 101A | Basic Keyboarding ¹ | 1 |
| BUSO 101B | Keyboarding Speed Development ¹ | 1 |
| BUSO 109 | Medical Terminology | 3 |
| CAPS 100 | Introduction to Windows | 1 |
| COMM 101 | Intro to Speech Communication ¹ | 3 |
| ENGL 101 | English Composition ¹ | 3 |
| PE 288 | First Aid | 3 |
| <i>Semester Total 15</i> | | |

Second Semester

| | | |
|--------------------------|---------------------------------------|-----|
| ACCT 110 | Small Business Accounting | 3 |
| or ACCT 201 | Principles of Accounting ¹ | (3) |
| BUSO 115 | Records System Management | 3 |
| BUSO 173 | Word Processing | 3 |
| BUSO 175 | Grammar Skill Building | 3 |
| BUSO 176 | Machine Transc./Document Formatting | 2 |
| CAPS 135 | Spreadsheets | 3 |
| <i>Semester Total 17</i> | | |

Third Semester

| | | |
|--------------------------|---|-----|
| BIOL 100 | Fundamentals of Biology ¹ | 4 |
| or BIOL 175 | Human Biology ¹ | (4) |
| BUSA 185 | Business Math | 3 |
| BUSO 110 | Medical Transcription | 2 |
| BUSO 156 | Medical Software Applications | 1 |
| BUSO 174 | Word Processing Applications | 3 |
| BUSO 194 | Legal Issues in Health Care | 1 |
| PSYC 101 | Introduction to Psychology ² | 3 |
| <i>Semester Total 17</i> | | |

Fourth Semester

| | | |
|-----------------------------|--------------------------------------|-----|
| BUSO 210 | Advanced Medical Transcription | 2 |
| BUSO 257 | Medical Coding | 3 |
| BUSO 288 | Medical Admin. Assistant Internship | 3 |
| BUSO 295 | Office Procedures | 3 |
| ENGL 272 | Business Writing | 3 |
| — | A.A.S. Math Requirement ⁴ | 3-4 |
| <i>Semester Total 17-18</i> | | |
| <i>Program Total 66-67</i> | | |

Notes:

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

² Satisfies A.A.S. general education requirement

¹ Students intending to obtain a four-year degree should take ACCT 201.

² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56.

MEDICAL BILLING SPECIALIST

Professional-Technical Program

Trained, qualified medical billing specialists are in demand, particularly if they possess ICD and CPT coding skills. The medical billing specialist program is designed to prepare individuals for entry-level positions processing and managing third-party reimbursement and managing patient accounts receivables in non-hospital health care settings. Physician practices, clinics, health maintenance organizations, and other health care entities including private billing services are all employment options. The Medical Billing Specialist Associate of Applied Science degree includes both theoretical and practical laboratory instruction.

Students will complete general education courses and courses in medical terminology, coding, insurance reimbursement, medicolegal issues, manual and computerized accounting, and credit and collections. With a variety of career experiences, a professional medical billing specialist may pursue a Certified Coding Specialist - Physician Office Based (CCS-P) credential by passing the national certification examination administered by the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) credential by passing the national certification examination administered by the American Academy of Professional Coders (AAPC). The medical billing specialist pursues a lifelong program of continuing education.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

| First Semester | | |
|-----------------------|---|-------------|
| Course No. | Title | Credit Hrs. |
| ACCT | 110 Small Business Accounting | 3 |
| BUSO | 101A Basic Keyboarding ¹ | 1 |
| BUSO | 101B Keyboarding Speed Development ¹ | 1 |
| BUSO | 109 Medical Terminology | 3 |
| CAPS | 100 Introduction to Windows | 1 |
| CAPS | 115 Spreadsheets | 3 |
| COMM | 101 Intro to Speech Communication ² | 3 |
| ENGL | 101 English Composition ² | 3 |
| Semester Total | | 18 |
| Second Semester | | |
| ACCT | 111 Small Business Accounting II | 3 |
| BUSA | 185 Business Math | 3 |
| BUSO | 115 Records Systems Management | 3 |
| BUSO | 173 Word Processing | 3 |
| BUSO | 257 Medical Coding | 3 |
| Semester Total | | 15 |

| Third Semester | | |
|-----------------------|---|-------------|
| Course No. | Title | Credit Hrs. |
| ACCT | 244 Credit and Collections | 3 |
| BIOL | 100 Fundamentals of Biology ² | 4 |
| or BIOL | 175 Human Biology ² | (4) |
| BUSO | 156 Medical Software Applications | 1 |
| BUSO | 194 Legal Issues in Health Care | 1 |
| BUSO | 281 Medical Billing Specialist Internship I | 4 |
| PSYC | 101 Introduction to Psychology ² | 3 |
| Semester Total | | 16 |

| Fourth Semester | | |
|----------------------------|--|--------------|
| Course No. | Title | Credit Hrs. |
| BUSA | 101 Introduction to Business | 3 |
| BUSA | 265 Legal Environment of Business | 3 |
| BUSA | 282 Medical Billing Specialist Internship II | 4 |
| ENGL | 272 Business Writing | 3 |
| — | A.A.S. Math Requirement ² | 3-4 |
| Semester Total | | 16-17 |
| Program Total 65-66 | | |

Notes:

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

² Satisfies A.A.S. general education requirement.

³ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56.

MEDICAL RECEPTIONIST

Professional-Technical Program

A medical receptionist holds a key position in the medical office in greeting patients, scheduling appointments, processing patient information, managing the reception desk, and assisting with other administrative responsibilities.

In today's modern medical office environment, the medical receptionist requires skills in human relations, data and word processing, records management, release of information, and respect for the confidential nature of patient information.

Job opportunities are found in physician offices, hospitals, clinics, and government medical facilities. Characteristics for success as a medical receptionist include an interest in medicine; a desire to work with physicians and other health care professionals; the ability to multi-task and prioritize work; a positive, caring personality; high energy; and a desire to help people.

TECHNICAL CERTIFICATE

| First Semester | | |
|-----------------------|---|-------------|
| Course No. | Title | Credit Hrs. |
| BUSO | 101A Basic Keyboarding ¹ | 1 |
| BUSO | 101B Keyboarding Speed Development ¹ | 1 |
| BUSO | 109 Medical Terminology | 3 |
| BUSO | 194 Legal Issues in Health Care | 1 |
| ENGL | 099 Fundamentals for Writing | 3 |
| or ENGL | 101 English Composition ² | (3) |
| MATH | 025 Elementary Algebra (or higher) | 3 |
| Semester Total | | 12 |

Second Semester

| | | | |
|------|-----|-------------------------------------|--------------------------|
| BUSO | 115 | Records Systems Management | 3 |
| BUSO | 173 | Word Processing | 3 |
| BUSO | 175 | Grammar Skill Building | 3 |
| BUSO | 176 | Machine Transc./Document Formatting | 2 |
| CAPS | 130 | Spreadsheets | 1 |
| | | | <i>Semester Total 12</i> |

Third Semester

| | | | |
|---------|-----|--|--------------------------|
| BUSO | 110 | Medical Transcription | 2 |
| BUSO | 156 | Medical Software Applications | 1 |
| BUSO | 287 | Medical Receptionist Internship | 3 |
| BUSO | 295 | Office Procedures | 3 |
| COMM | 101 | Intro to Speech Communication ³ | 3 |
| or COMM | 233 | Interpersonal Communication | (3) |
| | | | <i>Semester Total 12</i> |
| | | | <i>Program Total 36</i> |

Notes:

- ¹ BUSO 101A and/or BUSO 101B may be challenged for credit.
- ² Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.
- ³ Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.

MEDICAL TRANSCRIPTIONIST

Professional-Technical Program

A nationwide shortage currently exists for well-trained medical transcriptionists. These specialists type physician-dictated reports describing a patient's medical care and condition. These reports include office chart notes, history and physical examinations, consultations, operative reports, discharge summaries, laboratory/pathology reports, and diagnostic studies. Medical transcriptionists may work in either general or specialized fields of medicine. Medical clinics, hospitals, doctors' offices, private transcription agencies, and home offices offer various employment settings. The variety of each day's work presents unique challenges and opportunities for continuing medical knowledge.

The professional transcriptionist enjoys learning about the medical field; possesses mastery skills in medical terminology, spelling, grammar, punctuation, and keyboarding; works independently; and strives for quality and excellence. With a variety of career experiences, a professional transcriptionist may pursue a Certified Medical Transcriptionist (CMT) credential by passing the national certification examination administered by the American Association for Medical Transcription (AAMT). The medical transcriptionist pursues a life-long program of continuing education.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

Pre-Medical Transcriptionist Sequence

| Course No. | Title | Credits |
|------------|---|----------------|
| BUSO | 101A Basic Keyboarding ¹ | 1 |
| BUSO | 101B Keyboarding Speed Development ¹ | 1 |
| | | <i>Total 2</i> |

First Semester

| | | | |
|------|-----|-------------------------------------|--------------------------|
| BUSO | 109 | Medical Terminology | 3 |
| BUSO | 173 | Word Processing | 3 |
| BUSO | 175 | Grammar Skill Building | 3 |
| BUSO | 176 | Machine Transc./Document Formatting | 2 |
| BUSO | 194 | Legal Issues in Health Care | 1 |
| PHAR | 151 | Introduction to Pharmacology | 2 |
| | | | <i>Semester Total 14</i> |

Second Semester

| | | | |
|------|-----|----------------------------------|--------------------------|
| BUSO | 110 | Medical Transcription | 2 |
| BUSO | 115 | Records Systems Management | 3 |
| BUSO | 174 | Word Processing Applications | 3 |
| ENGL | 101 | English Composition ² | 3 |
| PHAR | 152 | Advanced Pharmacology | 3 |
| | | | <i>Semester Total 14</i> |

Third Semester

| | | | |
|------|-----|---|--------------------------|
| BIOL | 227 | Human Anatomy & Physiology I ² | 4 |
| BUSO | 210 | Advanced Medical Transcription | 2 |
| BUSO | 283 | Medical Transcription Internship I | 3 |
| BUSO | 295 | Office Procedures | 3 |
| ENGL | 272 | Business Writing ² | 3 |
| | | | <i>Semester Total 15</i> |

Fourth Semester

| | | | |
|------|-----|--|--------------------------|
| BIOL | 228 | Human Anatomy & Physiology II ² | 4 |
| BUSO | 284 | Medical Transcription Internship II | 3 |
| COMM | 101 | Intro to Speech Communication ² | 3 |
| PSYC | 101 | Introduction to Psychology ² | 3 |
| — | — | A.A.S. Math Requirement ² | 3 |
| | | | <i>Semester Total 16</i> |
| | | | <i>Program Total 61</i> |

Notes:

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and BUSO 101B.
- ² Satisfies A.A.S. general education requirement.
- ³ Mathematics requirement includes any math course that is MATH123 or higher and meets the A.A.S. degree requirements listed on page 56.

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 help-

ful. Students interested in scholarships must audition and selection is based on performance, grades, and letters of recommendation.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|------------|--|------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MUS 117 | Music Convocation (each semester) | 0 |
| MUS 124 | Individual Instruction | 8 |
| MUS 140 | Introduction to Music Literature | 3 |
| MUS 141 | Harmony and Theory I | 3 |
| MUS 141L | Harmony and Theory I Lab | 1 |
| MUS 142 | Harmony and Theory II | 3 |
| MUS 142L | Harmony and Theory II Lab | 1 |
| MUS 145 | Piano Class I | 1 |
| MUS 146 | Piano Class II | 1 |
| MUS 245 | Piano Class III | 1 |
| MUS 246 | Piano Class IV | 1 |
| MUS 251 | Introduction to Music History | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| | PE Activity/Dance | 2 |
| | Mathematics Elective ¹ | 3-4 |
| | Laboratory Science Electives ¹ | 8 |
| | Social Science Electives ¹ | 12 |
| | Computer Science Elective ¹ | 2-3 |
| | Arts and Humanities Electives ¹ | 3 |
| | Cultural Diversity Elective ¹ | 3 |
| | Music Performance Electives ¹ | 2 |

Program Total 69-71

Note:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|------------|-----------------------------------|------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MUS 117 | Music Convocation (each semester) | 0 |
| MUS 124 | Individual Instruction | 8 |
| MUS 140 | Introduction to Music Literature | 3 |
| MUS 141 | Harmony and Theory I | 3 |
| MUS 141L | Harmony and Theory I Lab | 1 |
| MUS 142 | Harmony and Theory II | 3 |
| MUS 142L | Harmony and Theory II Lab | 1 |
| MUS 145 | Piano Class I | 1 |
| MUS 146 | Piano Class II | 1 |
| MUS 241 | Harmony and Theory III | 3 |
| MUS 241L | Harmony and Theory III Lab | 1 |
| MUS 242 | Harmony and Theory IV | 3 |
| MUS 242L | Harmony and Theory IV Lab | 1 |
| MUS 245 | Piano Class III | 1 |
| MUS 246 | Piano Class IV | 1 |
| MUS 251 | Introduction to Music History | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| | PE Activity/Dance | 2 |

| | | |
|-------|--|---|
| | Arts and Humanities Electives ¹ | 3 |
| | Mathematics Elective ¹ | 3 |
| | Social Science Electives ¹ | 6 |
| | Laboratory Science Electives ¹ | 8 |
| | Music Performance Electives ¹ | 2 |

Program Total 73

Note:

¹ Select electives from A.S. degree requirements on page 54.

**NURSING:
PRACTICAL NURSING (PN)**

Professional-Technical Program

This 11-month program prepares students for entry-level employment as practical nurses in hospitals, home health care, convalescent homes, and related health service professions. A Technical Certificate is awarded. Students who wish to continue to the R.N. level should consult with their advisor for those program requirements.

This program has a selective admission process. Applications are due by February 14, 2003. See below for details regarding specific requirements.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN). Students who pass the exam are qualified to practice as licensed practical nurses in the state of Idaho and may apply for licensure in other states by endorsement.

The curriculum includes basic and clinical foundations of nursing, medical and surgical nursing, maternal and infant care, nursing of children, psychiatric nursing, pharmacology, and geriatrics. The program is offered in cooperation with Kootenai Medical Center, local extended care facilities, physician offices, and the Idaho Division of Professional-Technical Education.

ADMISSIONS PROCEDURES

Application Deadline: February 14, 2003 for acceptance into Fall 2003.

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

1. Application for Admission (if not already complete). New and former students must complete the formal admissions process as listed for Degree Seeking (Matriculating) students.
2. NIC Admission application fee (if not previously paid).
3. Practical Nursing Program Application.
4. Results from the PSB Aptitude Exam (see application packet for information on scheduling the exam).
5. High school and college transcripts.

- Applicants who have attended any other nursing program must submit a recommendation from an instructor or administrator of that program.

Currently enrolled students should already have an application fee and transcripts on file.

Application Packets for the Practical Nursing program may be picked up at the Admissions Office after October 1.

ADMISSIONS REQUIREMENTS

- High school diploma or GED.
- A minimum grade point average of 2.50 calculated on English 099 or 101, Math 102, Psychology 101, and Chemistry 101.
- Prerequisite Courses: The following courses must be successfully completed by June of the year application for admission is made:
 - CHEM 101 (Intro to Essentials of General Chemistry I), or one year of high school chemistry with lab, with a grade of C or higher each grading period.
 - MATH 102 (Computational Skills for Allied Health)
 - PSYC 101 (Introduction to Psychology)
 - ENGL 099 (Fundamentals for Writing) or NIC assessment scores, taken within the past two years prior to application for admission to the program, indicating placement above ENGL 099.
- Minimum grades of C or 2.00 must be earned in each of the courses required for the program.
- The NIC Admissions Office will determine if previous college prerequisites will be acceptable for transfer.

TECHNICAL CERTIFICATE

Fall Semester

| Course No | Title | Credit Hrs |
|-----------------------|-------------------------------|------------|
| ALTH 107 | Communication Skills | 1 |
| ALTH 115 | Human Body Structure/Function | 3 |
| PN 106 | Practical Nursing Theory | 6 |
| PN 106L | Practical Nursing Lab | 6 |
| <i>Semester Total</i> | | 16 |

Spring Semester

| | | |
|-----------------------|--------------------------|-----------|
| PN 107 | Practical Nursing Theory | 8 |
| PN 107L | Practical Nursing Lab | 6 |
| <i>Semester Total</i> | | 14 |

Summer Session

| | | |
|----------------------|--------------------------|-----------|
| ATEC 110 | Successful Job Search | 1 |
| PN 108 | Practical Nursing Theory | 3 |
| PN 108L | Practical Nursing Lab | 5 |
| <i>Session Total</i> | | 9 |
| <i>Program Total</i> | | 39 |

NURSING: REGISTERED NURSING (RN)

Transfer Program

The associate degree Nursing program provides opportunities for individuals to acquire the necessary education for entry into the profession of nursing as a registered nurse. The curriculum includes general education courses in the arts and sciences and nursing courses, which provide nursing theory in the classroom and patient care experiences in health care agencies. Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN). Upon passing the examination, the graduate is licensed to practice as a registered nurse in the state in which the exam was taken and may apply for licensure in other states by endorsement.

The Nursing program is approved by the Idaho State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Inquiries can be made by contacting the above agencies at: Idaho State Board of Nursing, P.O. Box 83702, Boise, ID 83720-0061, and/or National League for Nursing Accrediting Commission, 350 Hudson Street, New York, NY 10014, (212) 989-9393.

The Nursing program has a selective admission process and specific high school courses or college equivalents are required. See below for details regarding specific requirements. It is highly recommended that potential applicants meet with a Nursing department advisor as they begin planning their pre-nursing program. Licensed practical nurses are eligible to apply for advanced placement. LPN's must meet the same admission criteria as other program applicants. Applicants desiring advanced placement should meet with the chair of the Nursing Advanced Placement Committee for advisement.

ADMISSIONS PROCEDURES

Application Deadline: February 14, 2003 for acceptance into Fall 2003.

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

- Associate Degree Nursing Program application form.
- High school and college transcripts.
- Applicants who have attended any other nursing program must submit a recommendation from an instructor or administrator of that program.

Application forms for the Nursing program may be obtained from the Admissions Office after October 1. Applications must be completed by February 14 to be considered for fall admission.

ADMISSIONS REQUIREMENTS

- High school diploma or GED.
- Prerequisite Courses: The following courses must be suc-

successfully completed by June 30 of the year application for admission is made:

- a. Algebra: Demonstrate competency in algebra above the MATH 025 level. Competency can be demonstrated through ACT, SAT, or Compass scores from testing within the two years prior to application; or completion of MATH 025 with a C or better.
 - c. BIOL 227 (Human Anatomy and Physiology I)
 - d. BIOL 228 (Human Anatomy and Physiology II)
 - f. ENGL 101 (English Composition)
3. A minimum cumulative grade point average of 2.50 is required. The required GPA is calculated on all courses which meet the nursing curriculum requirements for the Associate of Science Degree at NIC.
 4. A minimum grade of C or 2.00 GPA must be earned in each of the courses which are a part of the nursing program curriculum.
 5. Lab science courses which were completed more than seven years prior to application to the program must be repeated. Applicants who completed Anatomy and Physiology more than seven years ago with the required grade(s) of C or 2.00 GPA may repeat it or complete an approved pathophysiology course with a grade of C or better.

ADDITIONAL INFORMATION

Enrollment in the nursing program is limited. Because of the number of applicants, completion of all admission requirements does not ensure acceptance into the program.

Candidates for admission are selected from the pool of qualified applicants using the following point-based process. Designated points will be granted for:

- a. course grades in general education courses required for the degree.
- b. test scores on a standardized nursing preadmission test.
- c. active, unencumbered license or credential in the health care field.

Students with the highest point total will be accepted until the designated enrollment limit is reached. An alternate list will be developed using the same process.

Specific information on the selection process can be obtained from the NIC Admissions Office, (208) 769-3311, or from a nursing faculty advisor.

1. Letters informing applicants of their application status will be mailed on March 31.
2. The additional coursework required to meet the A.S. degree requirements which is not completed at the time of admission to the Nursing program must be completed no later than the sequence identified in the nursing curriculum in order to meet prerequisites for nursing courses. All required courses must be completed by the end of the program.
3. The Admissions Office will determine if previous prerequisite college credits will be acceptable for transfer.

4. The Nursing program will determine if previous nursing credits will be acceptable for transfer.
5. Advanced placement is available for Licensed Practical Nurses. Applicants must meet the same criteria and deadlines as other program applicants. Contact the NIC Department of Health Professions and Nursing at (208) 769-3329 for specific guidelines and further information regarding the advanced placement policy and procedure.

ASSOCIATE OF SCIENCE DEGREE

Note: The following course sequence will be implemented for Fall 2003. Students beginning the Fall 2002 Nursing program will follow the Nursing program guidelines in the 2001-2002 NIC Catalog.

Prerequisites: See prerequisites listed above

First Year – Fall Semester

| Course No | Title | Credit Hrs |
|-----------|-----------------------------------|--------------------------|
| BIOL 250 | General Microbiology/Bacteriology | 4 |
| COMM 101 | Intro to Communications | 3 |
| NURS 190 | Nursing Practice I | 8 |
| PSYC 101 | Intro to Psychology ¹ | 3 |
| | | <i>Semester Total 18</i> |

First Year – Spring Semester

| | | |
|----------|---|--------------------------|
| ENGL 102 | English Composition ¹ | 3 |
| NURS 195 | Nursing Practice II | 8 |
| SOC 101 | Intro to Sociology ¹ | 3 |
| — | Mathematics Requirement ^{1, 2} | 3 |
| | | <i>Semester Total 17</i> |

First Year – Summer Session

| | | |
|----------|--|------------------------|
| NURS 198 | Nursing Practice Clinical Practicum ³ | 1 |
| | | <i>Session Total 1</i> |

Second Year – Fall Semester

| | | |
|----------|---|--------------------------|
| NURS 290 | Nursing Practice III | 8 |
| — | Social Science/Arts & Humanities Req. ^{1, 2} | 3 |
| — | Arts & Humanities Requirement ^{1, 2} | 3 |
| — | Physical Education Requirement ^{1, 2} | 1 |
| | | <i>Semester Total 15</i> |

Second Year – Spring Semester

| | | |
|---|--|--------------------------|
| NURS 295 | Nursing Practice IV | 9 |
| — | Arts & Humanities Requirement ^{1, 2} | 3 |
| — | Physical Education Requirement ^{1, 2} | 1 |
| | | <i>Semester Total 13</i> |
| <i>Program Total (including prerequisites) 74</i> | | |

Notes:

- ¹ Satisfies A.S. general education core requirement.
- ² Select from courses which meet the A.S. degree requirements on page 54.
- ³ Elective course – not part of the required curriculum.

A grade of C or 2.00 GPA or better is required in each nursing course and general education course that is part of the nursing curriculum. General education courses must be completed with the required grade in the sequence listed to meet prerequisites and progress to the next nursing course.

Achievement of a designated score on a standardized NCLEX-RN Predictor Exam is required for graduation from the program.

For students who wish to continue their education in nursing, BSN completion programs are available through colleges in Idaho, Eastern Washington, and throughout the country.

OFFICE RECEPTIONIST

Professional-Technical Program

The Office Receptionist program provides course work required for a Technical Certificate that leads to entry-level career opportunities in an office environment. Students may also transfer to an Administrative Assistant, Legal Administrative Assistant, or Medical Administrative Assistant program.

The Office Receptionist program, which typically requires two semesters to complete, gives students a working knowledge of office procedures and techniques. Skills acquired include keyboarding and document formatting using the latest versions of popular computer software programs. Students also learn word processing, spreadsheet, and operating system software. To enhance the potential for success, students also take a variety of other classes such as math, communications, and records management. Practical experience and information about job opportunities is gained through internships and seminars.

TECHNICAL CERTIFICATE

First Semester

| Course No. | Title | Credit Hrs |
|-----------------------|--|------------|
| MATH 025 | Elementary Algebra (or higher) | 3 |
| BUSO 101A | Basic Keyboarding ¹ | 1 |
| BUSO 101B | Keyboarding Speed Development ¹ | 1 |
| BUSO 175 | Grammar Skill Building | 3 |
| CAPS 100 | Introduction to Windows | 1 |
| COMM 233 | Interpersonal Communication | 3 |
| or COMM101 | Intro to Speech Communication ² | (3) |
| ENGL 099 | Fundamentals for Writing | 3 |
| or ENGL 101 | English Composition ³ | (3) |
| Semester Total | | 15 |

Second Semester

| | | |
|-----------------------|--------------------------------|-----------|
| BUSO 115 | Records Systems Management | 3 |
| BUSO 173 | Word Processing | 3 |
| BUSO 295 | Office Procedures | 3 |
| BUSO 186 | Office Receptionist Internship | 3 |
| CAPS 135 | Spreadsheets | 3 |
| Semester Total | | 15 |
| Program Total | | 30 |

Notes:

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

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

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

PARALEGAL

Professional-Technical Program

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

ASSOCIATE OF APPLIED SCIENCE

In addition to the specific Paralegal courses, students must take a minimum of 16 credits of A.A.S. General Education courses as specified in the program below.

First Semester

| Course No. | Title | Credit Hrs |
|-----------------------|--|------------|
| BUSO 101A | Basic Keyboarding ¹ | 1 |
| BUSO 101B | Keyboarding Speed Development ¹ | 1 |
| BUSO 175 | Grammar Skill Building | 3 |
| ENGL 101 | English Composition ² | 3 |
| PLEG 101 | Intro to Law and Legal Practice | 2 |
| PLEG 103 | Criminal Procedure | 2 |
| PLEG 104 | Civil Litigation | 2 |
| PSYC 101 | Intro to Psychology ³ | 3 |
| Semester Total | | 17 |

Second Semester

| | | |
|-----------------------|--|--------------|
| BUSO 115 | Records Systems Management | 3 |
| BUSO 173 | Word Processing | 3 |
| BUSO 176 | Machine Transc./Doc. Formatting | 2 |
| — | A.A.S. Math Requirement ^{2,4} | 3-4 |
| PLEG 125 | Contracts | 3 |
| PLEG 135 | Torts | 3 |
| Semester Total | | 17-18 |

Third Semester

| | | |
|-----------------------|--|-----------|
| BUSO 205 | Legal Terminology/Transcription I | 3 |
| COMM 101 | Intro to Speech Communication ² | 3 |
| PLEG 201 | Legal Ethics | 1 |
| PLEG 205 | Law Office Management | 1 |
| PLEG 210 | Legal Research and Writing I | 4 |
| PLEG 230 | Evidence | 3 |
| — | Paralegal Electives ³ | 3 |
| Semester Total | | 18 |

Fourth Semester

| | | |
|----------|------------------------------------|---|
| BUSO 206 | Legal Terminology/Transcription II | 3 |
| PLEG 220 | Legal Research and Writing II | 4 |
| PLEG 290 | Paralegal Internship I | 3 |

| | |
|--|-----|
| Paralegal Electives ¹ | 3 |
| A.A.S. General Ed Requirement ^{2,4} | 3-4 |
| <i>Semester Total 16-17</i> | |
| <i>Program Total 68-70</i> | |

Notes:

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B
- ² Satisfies A.A.S. general education requirement.
- ³ Choose from PLEG 240, 245, 250, 255, 260, 265, 270 or 291.
- ⁴ Select from A.A.S. general education requirements on page 56.
- ⁵ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core requirement for the A.A.S. degree.

PHARMACY TECHNOLOGY

Professional-Technical Program

The Pharmacy Technology program, an Allied Health program, prepares graduates for positions working under the supervision of a licensed and registered pharmacist in retail and institutional pharmacy practice settings. Students completing the program will have a basic understanding of anatomy, physiology, medical terminology, pharmacy law, and the therapeutic classification and use of the top 200 prescription drugs. Students will develop skills in pharmaceutical preparation, maintaining patient profiles or records, sterile products preparation, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technology program is a selective admissions program, which is explained below. Approximately 8-12 students are admitted to the pharmacy coursework and practicum each spring semester. Course requirements prior to the technical pharmacy courses are open to all students who meet specific course prerequisites. The Technical Certificate can be obtained in an 11-month course of study.

Contact the Allied Health Division at (208) 769-3279 for further information.

ADMISSIONS PROCEDURES

Application Deadline: October 18, 2002 for acceptance into Spring 2003.

In addition to the regular college admissions requirements, students applying to the Pharmacy Technology program need to complete an application form. Current students should already have paid their application fee and have transcripts on file, but still need to submit a **new** Application for Admission when applying to the Pharmacy Technology program. An Application Packet for the Pharmacy Technology program may be picked up at the Admissions Office after September.

1. Submit an Application for Admission (including current students). New and former students must complete formal admissions as listed for Degree Seeking Students (Matriculating).

2. Submit a completed Personal Statement Form in the student's handwriting.
3. Submit three letters of recommendation, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.

The Application Packet for the Pharmacy Technology program may be obtained from the Admissions Office or the Allied Health Secretary after Sept. 1.

ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
 2. Completion of the NIC COMPASS test (or equivalent) with an algebra score of 41 or higher or completion of MATH 025 with a grade of C or better.
 3. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available.
 4. Completion of PSB Health Occupations Aptitude Examination. (Testing will be scheduled in September and October, 2001. Phone (208) 769-3279 for an appointment. There is a \$10 testing fee.)
 5. No course may be repeated more than once to achieve a 2.00 grade point average.
 6. Completion of a criminal record background check.
 7. Prerequisites: A minimum grade of "C" (2.00) must be achieved in prerequisite courses:
 - a. ALTH 101, ALTH 102 (Introduction to Allied Health and Lab)
 - b. BUSO 101A * (Basic Keyboarding)
 - c. BUSO 101B * (Keyboarding Skill Development)
 - d. ENGL 101 (English Composition)
 - e. Completion or enrollment in the Fall Pre-Pharmacy Technology classes listed below
- * Students may challenge these courses. Check with the Registrar's Office.

TECHNICAL CERTIFICATE

Fall Semester (Pre Pharmacy Technology Student)

| Course No. | Title | Credits |
|------------|--|--------------------------|
| BIOL 175 | Human Biology | 4 |
| BUSO 109 | Medical Terminology/Anatomy | 1 |
| BUSO 156 | Medical Software Applications | 1 |
| MATH 102 | Computational Skills for Allied Health | 3 |
| PHAR 151 | Introduction to Pharmacology | 2 |
| PHAR 171 | Applied Pharmacy Technology I | 2 |
| | | <i>Semester Total 15</i> |

Spring Semester (Admission to program is required)

| | | |
|----------|--------------------------------|---|
| ALTH 105 | Infection Prevention | 2 |
| COMM 233 | Interpersonal Communication | 3 |
| PHAR 110 | Pharmacy Law & Ethics | 2 |
| PHAR 152 | Advanced Pharmacology | 3 |
| PHAR 172 | Applied Pharmacy Technology II | 2 |

| | | | |
|-----------------------|-----|---|----|
| PHAR | 180 | Pharm Tech Practicum & Seminar I ¹ | 4 |
| <i>Semester Total</i> | | | 16 |

Summer Session (10 weeks)

| | | | |
|------|-----|---|---|
| ALTH | 110 | Over the Counter/Herbal Medication | 2 |
| ATEC | 110 | Successful Job Search | 1 |
| PHAR | 185 | Pharmacy Tech Practicum/Seminar II ¹ | 4 |

Session Total 7
Program Total 38

Note:

¹ One-half of students will be scheduled in retail pharmacy experience and one-half will be scheduled in hospital pharmacy experience.

PHILOSOPHY

Transfer Program

The Philosophy program provides excellent preparation for most professions or fields of graduate study, especially business, law, medicine, public administration, and education. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Philosophy. Course selection should be tailored to match the requirements by intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| COMM | 101 Intro to Speech Communication | 3 |
| CS | 100 Intro to Computer Science | 3 |
| ENGL | 101 English Composition | 3 |
| ENGL | 102 English Composition | 3 |
| PHIL | 101 Introduction to Philosophy | 3 |
| PHIL | 103 Ethics | 3 |
| PHIL | 111 World Religions | 3 |
| PHIL | 131 Introduction to Religion | 3 |
| PHIL | 201 Logic and Critical Thinking | 3 |
| — | — P. E. Activity/Dance | 2 |
| — | — Foreign Language (200 level or higher) | 4 |
| — | — Social Science Electives ¹ | 9 |
| — | — Laboratory Science Electives ¹ | 8 |
| — | — Mathematics Elective ¹ | 3-4 |
| — | — Arts and Humanities Electives ¹ | 3 |
| — | — General Electives | 7-8 |

Program Total 64

Note:

¹ Selective electives from A.A. degree requirements on page 52.

PHYSICAL EDUCATION

Transfer Program

This program is for students interested in pursuing a baccalaureate degree in physical education for teaching grades 1-12 with options in exercise science/fitness, coaching, or a minor in health education. The suggested coursework normally fulfills the first half of baccalaureate degree requirements for physical education at the University of Idaho-Coeur d'Alene campus.

ASSOCIATE OF SCIENCE DEGREE

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| BIOL | 227 Anatomy and Physiology I | 4 |
| BIOL | 228 Anatomy and Physiology II | 4 |
| COMM | 101 Introduction to Speech | 3 |
| EDUC | 201 Introduction to Teaching | 3 |
| ENGL | 101 English Composition | 3 |
| ENGL | 102 English Composition | 3 |
| ENGL | 205 Interdisciplinary Writing | 3 |
| ENGL | 227 Survey of American Literature | 3 |
| or ENGL | 228 Survey of American Literature | 3 |
| PE | 160 Foundation of Physical Education | 3 |
| PE | 220 Sports and Society | 2 |
| PE | 221 Fitness Activities and Concepts | 2 |
| PE | 222 Wellness Lifestyles | 3 |
| PE | 235 Individual/Team Sports ¹ (select 7) | 7 |
| or PE | 236 Individual/Team Sports (select 7) | (7) |
| PE | 235E Strength Training | 1 |
| PE | 243 Play and Game Theory | 2 |
| PE | 288 First Aid | 3 |
| PSYC | 101 Introduction to Psychology | 3 |
| SOC | 101 Introduction to Sociology | 3 |
| — | — Mathematics Elective ¹ | 3 |
| — | — Arts and Humanities Electives | 3 |
| — | — Social Science Electives ¹ | 3 |

(HIST 111, 112, or POL 101)

Notes:

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

² Selective electives from A.A. degree requirements on page 52.

COACHING OPTION

(13 additional credits; no minor needed)

| | | | |
|------|-----|------------------------------------|---|
| BIOL | 207 | Concepts in Human Nutrition | 3 |
| PE | 248 | Athletic Injuries | 3 |
| SOC | 155 | Drug Abuse: Fact, Fiction & Future | 3 |

Coaching Methods (select 2):

| | | | |
|----|------|--------------------------------------|---|
| PE | 241A | Coaching Basketball | 2 |
| PE | 241B | Coaching Volleyball | 2 |
| PE | 241C | Coaching Football/Soccer | 2 |
| PE | 241D | Coaching Baseball/Softball | 2 |
| PE | 241E | Coaching Track & Field/Cross Country | 2 |
| PE | 241F | Coaching Wrestling | 2 |

OUTDOOR OPTION

(15 additional credits; no minor needed)

A student may qualify for a Technical Certificate by completing all courses within the Outdoor Option, along with prior completion of PE 288 (First Aid). A grade of C or higher is required for all courses.

| | | |
|----|---------------------------------|---|
| PE | 237A Wilderness Backpacking | 3 |
| PE | 237B Wilderness Survival | 3 |
| PE | 237C Whitewater Guiding | 3 |
| PE | 237D Mountaineering | 3 |
| PE | 237E Outdoor Program/Leadership | 3 |

HEALTH EDUCATION MINOR

| | | |
|------|---|---|
| BIOL | 207 Concepts in Human Nutrition | 3 |
| PE | 222 Wellness Lifestyle | 3 |
| PE | 288 First Aid | 3 |
| PSYC | 223 Stress Management | 3 |
| SOC | 155 Drug Abuse: Fact, Fiction, and Future | 3 |
| SOC | 220 Marriage and Family | 3 |

PHYSICAL THERAPIST ASSISTANT

Professional - Technical Program

This program will no longer be offered after December 2002. It is included in this year's catalog for the students who are currently finishing the program.

This Allied Health program prepares graduates to work as physical therapist assistants in a variety of settings (hospitals, nursing homes, private practice, rehabilitation centers, sports medicine clinics, etc.). This program has a selective admissions process, which is explained below. The PTA program is accredited by the Commission on Accreditation in Physical Therapy Education, a branch of the American Physical Therapy Association.

ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
2. Minimum cumulative grade point average of 2.75 must be achieved. If currently enrolled, midterm grades will be considered until final grades are available.
3. No course may be repeated more than once to achieve a 2.00 grade point average.
4. Prerequisite Courses: The following courses must be successfully completed by the end of the spring semester of the year application for admission is made: (All science courses must have been taken within the last five years).
 - a. ALTH 101, ALTH 102 (Introduction to Allied Health and Lab)
 - b. ALTH 105 (Infection Prevention)
 - c. COMM 101 (Introduction to Speech)
 - d. ENGL 101 (English Composition)
 - e. BIOL 227 (Human Anatomy and Physiology I)
 - f. BIOL 228 (Human Anatomy and Physiology II)
 - g. MATH 123 or higher
 - h. BUSO 109 (Medical Terminology)
 - i. PSYC 101 (Introduction to Psychology)

5. A total of 40 hours of volunteer or paid experience in a physical therapy setting. These hours must be completed before fall semester begins.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Enrollment requires prior acceptance into the Physical Therapist Assistant program.

Fall Semester

| Course No. | Title | Credit Hrs. |
|------------|----------------------------------|-------------|
| PTA 105 | Professional Orientation | 3 |
| PTA 106 | Kinesiology | 4 |
| PTA 108 | Fundamentals of Physical Therapy | 4 |
| PTA 109 | Gross Anatomy | 2 |
| PTA 110 | Clinical Observation | 1 |

Semester Total 14

Spring Semester

| | | |
|---------|-----------------------------|---|
| PTA 107 | Observation and Measurement | 2 |
| PTA 200 | Clinical Pathology | 3 |
| PTA 202 | Physical Modalities | 4 |
| PTA 206 | Therapeutic Exercise I | 4 |

Semester Total 13

Summer Session

| | | |
|---------|-------------------------|---|
| PTA 207 | Therapeutic Exercise II | 4 |
| PTA 208 | PTA Seminar | 2 |

Session Total 6

Fall Semester

| | | |
|---------|--------------------------|---|
| PTA 210 | Clinical Affiliation I | 4 |
| PTA 211 | Clinical Affiliation II | 4 |
| PTA 212 | Clinical Affiliation III | 4 |

Semester Total 12

Program Total (including prerequisites) 72

PHYSICS / ASTRONOMY

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| CHEM 111 | Principles of Gen. College Chemistry I | 4 |
| CHEM 112 | Principles of Gen. College Chemistry II | 4 |
| COMM 101 | Introduction to Speech Communication | 3 |
| CS 150 | Computer Science I | 4 |
| CS 240 | Digital Computer Fundamentals | 4 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| ENGR 210 | Statics | 3 |
| ENGR 220 | Dynamics of Rigid Bodies | 3 |
| ENGR 240 | Electric Circuits I | 4 |
| MATH 170 | Analytic Geometry and Calculus I | 4 |
| MATH 175 | Analytic Geometry and Calculus II | 4 |
| MATH 275 | Analytic Geometry and Calculus III | 4 |
| MATH 370 | Intro to Ordinary Diff. Equations | 3 |
| PHYS 211 | Engineering Physics I | 5 |
| PHYS 212 | Engineering Physics II | 5 |
| — | P.E. Activity/Dance | 2 |
| — | Social Science Electives ¹ | 6 |
| — | Arts and Humanities Electives ¹ | 9 |

Program Total 78

Note:

¹ Select electives from A.S. degree requirements on page 54.

POLITICAL SCIENCE AND PRE-LAW

Transfer Program

The Associate of Arts degree program leads to career opportunities in government, teaching, and law (law school), while the Associate of Science degree program should be pursued by those students who wish to seek a secondary teaching degree to become a social studies teacher. Completion of the

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

ASSOCIATE OF ARTS DEGREE

| Course No | Title | Credit Hrs |
|-------------|--|------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ECON 201 | Principles of Economics | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| HIST 101 | History of Civilization | 3 |
| or HIST 102 | History of Civilization | (3) |
| MATH 130 | Finite Math | 4 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| POLS 101 | American National Government | 3 |
| POLS 102 | State and Local Government | 3 |
| POLS 105 | Introduction to Political Science | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| — | P.E. Activity/Dance | 2 |
| — | Foreign Language | 16 |
| — | Computer Science Elective ¹ | 2-3 |
| — | Arts and Humanities Electives ¹ | 9 |
| — | Laboratory Science Electives ¹ | 8 |

Program Total 71-72

Note:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| Course No | Title | Credit Hrs |
|-----------|--|------------|
| COMM 101 | Intro. to Speech Communication | 3 |
| CS 100 | Intro to Computer Science | 3 |
| EDUC 201 | Introduction to Teaching | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| ENGL 292 | Creative Writing | 3 |
| MATH 123 | Contemporary Math | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| POLS 101 | American National Government | 3 |
| POLS 102 | State and Local Government | 3 |
| POLS 105 | Introduction to Political Science | 3 |
| — | P.E. Activity/Dance | 2 |
| — | Laboratory Science Electives ¹ | 8 |
| — | Arts and Humanities Electives ¹ | 6 |
| — | Social Science Electives ¹ | 6 |
| — | General Electives | 7 |

Program Total 65-67

Note:

¹ Select electives from A.S. degree requirements on page 54.

The University of Washington and the University of Idaho require 16 credits of foreign language; other institutions require 10 credits. Students should check with their advisor.

PRE-AGRICULTURE

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|-----------------------|--|------------|
| BIOL 202 | General Zoology | 4 |
| BIOL 203 | General Botany | 4 |
| BIOL 204 | Introduction to Life Sciences | 4 |
| BIOL 241 | General Ecology | 3 |
| BIOL 241 | Systematic Botany | 4 |
| BIOL 250 | General Microbiology | 4 |
| CHEM 111 | Principles of Gen College Chemistry I | 4 |
| CHEM 112 | Principles of Gen College Chemistry II | 4 |
| COMM 101 | Intro to Speech Communication | 3 |
| ECON 201 | Principles of Economics (Macro) | 3 |
| ECON 202 | Principles of Economics (Micro) | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL ¹ 102 | English Composition | 3 |
| MATH 130 | Finite Math | 4 |
| ----- | PE Activity/Dance | 2 |
| ----- | Social Science Elective ¹ | 3 |
| ----- | Arts and Humanities Electives ¹ | 6 |
| ----- | Business Elective 100-level or higher | 3 |

Program Total 65-67

Notes:

¹ Select electives from A.S. degree requirements on page 54.

PRE-MEDICAL RELATED FIELDS

Transfer Program

Several options within the pre-medical field are available for students completing this general program option, some of which are: Pre-Dental Hygiene, Pre-Medical/Pre-Dental Studies, Pre-Optometry, Pre-Pharmacy, Radiologic Technology, Respiratory Therapy, Radiographic Science, Speech Pathology and Audiology, and Sports Medicine.

Most professional school admission requirements will be satisfied with a baccalaureate degree in biology or chemistry with

substantial coursework in other disciplines. Professional schools are extremely competitive. It is important to contact an advisor at the transfer institution of the student's choice.

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

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|------------|--|------------|
| BIOL 204 | Introduction to Life Sciences | 4 |
| BIOL 207 | Concepts in Human Nutrition | 4 |
| BIOL 227 | Human Anatomy and Physiology I | 4 |
| BIOL 228 | Human Anatomy and Physiology II | 4 |
| BIOL 250 | General Microbiology | 4 |
| CHEM 111 | Principles of Gen College Chemistry I | 4 |
| CHEM 112 | Principles of Gen College Chemistry II | 4 |
| CHEM 277 | Organic Chemistry I ¹ | (3) |
| CHEM 278 | Organic Chemistry I Lab | (1) |
| CHEM 287 | Organic Chemistry II ¹ | (3) |
| CHEM 288 | Organic Chemistry II Lab | (1) |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MATH 147 | Precalculus | 5 |
| MATH 148 | Graphing Calculator | 1 |
| MATH 170 | Analytic Geometry and Calculus I | 4 |
| PHYS 111 | General Physics I | 4 |
| PHYS 112 | General Physics II | 4 |
| PSYC 101 | Introduction to Psychology | 3 |
| SOC 101 | Introduction to Sociology | 3 |
| ----- | P. E. Activity/Dance | 2 |
| ----- | Arts and Humanities Electives ¹ | 6-9 |

Program Total 68-71

Notes:

¹ See requirements for specific transfer institutions.

¹ Select electives from A.S. degree requirements on page 54.

PRE-PHYSICAL THERAPY

Transfer Program

This program is designed for students planning to transfer to a major in physical therapy. Typically, an overall GPA of 2.75 or better, a 3.00 GPA in all prerequisite work (i.e., biology, zoology, chemistry, physics, and psychology) and 150 hours (minimum) of work/observation under the direction of a licensed physical therapist is required for entry in physical therapy programs (may vary with transfer institution).

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

Physical Therapy. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|----------------------|--|--------------|
| BIOL 204 | Introduction to Life Sciences | 4 |
| BIOL 227 | Human Anatomy and Physiology I | 4 |
| BIOL 228 | Human Anatomy and Physiology II | 4 |
| BIOL 250 | General Microbiology | 4 |
| CHEM 111 | Principles of Gen College Chemistry I | 4 |
| CHEM 112 | Principles of Gen College Chemistry II | 4 |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MATH 147 | Precalculus | 5 |
| MATH 148 | Graphing Calculator | 1 |
| MATH 170 | Analytic Geometry and Calculus I | 4 |
| PHYS 111 | General Physics I | 4 |
| PHYS 112 | General Physics II | 4 |
| PSYC 101 | Introduction to Psychology | 3 |
| — | P. E. Activity/Dance | 2 |
| — | Arts and Humanities Electives ¹ | 6-9 |
| — | Social Science Electives ¹ | 3-6 |
| <i>Program Total</i> | | <i>65-71</i> |

Note:

¹ Select electives from A.S. degree requirements on page 54.

PRE-VETERINARY MEDICINE

Transfer Program

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

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

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

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

Veterinary Medicine. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|----------------------|--|--------------|
| BIOL 202 | General Zoology | 4 |
| BIOL 204 | Introduction to Life Sciences | 4 |
| CHEM 111 | Principles of Gen College Chemistry I | 4 |
| CHEM 112 | Principles of Gen College Chemistry II | 4 |
| CHEM 277 | Organic Chemistry I | 3 |
| CHEM 278 | Organic Chemistry I Lab | 1 |
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MATH 143 | College Algebra | 3 |
| MATH 144 | Analytic Trigonometry | 2 |
| or MATH 147 | Precalculus | (5) |
| & MATH 148 | Graphing Calculator | (1) |
| or MATH 170 | Analytic Geometry and Calculus I | (4) |
| PHYS 111 | General Physics I | 4 |
| PHYS 112 | General Physics II | 4 |
| — | P. E. Activity/Dance | 2 |
| — | Arts and Humanities Electives ¹ | 6-9 |
| — | Social Science Electives ¹ | 3-6 |
| — | General Electives | 6 |
| <i>Program Total</i> | | <i>64-65</i> |

Note:

¹ Select electives from A.A. degree requirements on page 52.

PSYCHOLOGY

Transfer Program

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

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

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|------------|-------------------------------|------------|
| COMM 101 | Intro to Speech Communication | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| PSYC 205 | Developmental Psychology | 3 |

| | | | |
|------|-----|--|----------------------------|
| PSYC | 218 | Intro to Research in Behavioral Sciences | 4 |
| | | P. E. Activity/Dance | 2 |
| | | Mathematics Elective ¹ | 3-4 |
| | | Computer Science Elective ¹ | 2-3 |
| | | Laboratory Science Electives ¹ | 8 |
| | | Social Science Electives ¹ | 6 |
| | | Arts and Humanities Electives ¹ | 6 |
| | | Cultural Diversity Elective ¹ | 3-4 |
| | | General Electives | <u>12</u> |
| | | | <i>Program Total 64-67</i> |

Note:
¹ Select electives from A.A. degree requirements on page 52.

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 core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Social Work. Course selection should be tailored to match requirements defined by intended transfer institutions. Students planning to attend Lewis-Clark State College should pursue the Associate of Science degree program.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs. |
|------------|---|-------------|
| COMM | 101 Intro. to Speech Communication | 3 |
| CS | 100 Intro to Computer Science | 3 |
| ENGL | 101 English Composition | 3 |
| ENGL | 102 English Composition | 3 |
| MATH | 130 Finite Math (or higher) | 4 |
| PHIL | 201 Logic and Critical Thinking | 3 |
| PSYC | 101 Introduction to Psychology | 3 |
| SOC | 101 Introduction to Sociology | 3 |
| SOC | 102 Social Problems | 3 |
| SOWK | 240 Introduction to Social Work | 3 |
| SOWK | 241 Social Work Generalist Practice | 3 |
| | P. E. Activity/Dance | 2 |
| | Cultural Diversity Elective ¹ | 3-4 |
| | Laboratory Science Electives ² | 8 |
| | Arts & Humanities Electives ¹ | |
| | (Group 1 & 2) | 6 |
| | Social Science Electives ² | |

| | | |
|--|-------------------|----------------------------|
| | (Group 2 & 3) | 6 |
| | General Electives | <u>9-10</u> |
| | | <i>Program Total 68-70</i> |

Notes:
¹ Intermediate Foreign Language strongly recommended, preferably Spanish.
² Select electives from A.A. degree requirements on page 52.

Recommended General Electives:

| | | | |
|------|-----|--------------------------|---|
| BIOL | 175 | Human Biology | 4 |
| PHIL | 103 | Ethics | 3 |
| PSYC | 205 | Developmental Psychology | 3 |
| PSYC | 211 | Abnormal Psychology | 3 |
| PSYC | 223 | Stress Management | 3 |
| SOC | 155 | Drug Abuse | 3 |
| SOC | 283 | Death and Dying | 3 |

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs. |
|------------|--|-------------------------|
| BIOL | 175 Human Biology | 4 |
| COMM | 101 Intro. to Speech Communication | 3 |
| ENGL | 101 English Composition | 3 |
| ENGL | 102 English Composition | 3 |
| MATH | 130 Finite Math (or higher) | 4 |
| PHIL | 103 Ethics | 3 |
| POLS | 102 State and Local Government | 3 |
| PSYC | 101 Introduction to Psychology | 3 |
| SOC | 101 Introduction to Sociology | 3 |
| SOWK | 240 Introduction to Social Work | 3 |
| SOWK | 241 Social Work Generalist Practice | 3 |
| | P. E. Activity/Dance | 2 |
| | Foreign Language-Intermediate ¹ | 4 |
| | Laboratory Science Electives ² | 4 |
| | General Electives | <u>19</u> |
| | | <i>Program Total 64</i> |

Notes:
¹ Intermediate Foreign Language strongly recommended, preferably Spanish.
² Select electives from A.S. degree requirements on page 54.

Recommended General Electives:

| | | | |
|------|-----|--------------------------------|---|
| ANTH | 225 | Native People of North America | 3 |
| PSYC | 205 | Developmental Psychology | 3 |
| PSYC | 211 | Abnormal Psychology | 3 |
| PSYC | 223 | Stress Management | 3 |
| SOC | 102 | Social Problems | 3 |
| SOC | 155 | Drug Abuse | 3 |
| SOC | 283 | Death and Dying | 3 |

SOCIOLOGY

Transfer Program

Sociology is largely concerned with the study of American society and how it operates today. Graduates may work in society-related activities including sociology, social work, criminology, teaching, and a wide range of social service professions. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Sociology.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|------------|--|------------|
| COMM 101 | Intro to Speech Communication | 3 |
| CS 100 | Intro to Computer Science | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| MATH 123 | Contemporary Math | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| PSYC 101 | Introduction to Psychology | 3 |
| PSYC 205 | Developmental Psychology | 3 |
| PSYC 218 | Intro to Research in Behavioral Sciences | 4 |
| SOC 101 | Introduction to Sociology | 3 |
| SOC 102 | Social Problems | 3 |
| SOC 220 | Marriage and Family | 3 |
| — | P. E. Activity/Dance | 2 |
| — | Cultural Diversity Elective ¹ | 3-4 |
| — | Social Science Electives ¹ | 9 |
| — | Arts and Humanities Electives ¹ | 6 |
| — | Laboratory Science Electives ¹ | 8 |

Program Total 65-66

Note:

¹ Select electives from A.A. degree requirements on page 52.

THEATRE

Transfer Program

This program is designed for students who want to emphasize the theatre arts in the planning of their undergraduate degree. Because class size often dictates whether a particular course can be offered, there is no guarantee a student can achieve an associate degree in Theatre. Rather, the program is designed for those who would take an associate in General Studies with an emphasis in Theatre to transfer and complete a bachelor's degree. Emphasis is placed on the theatre arts as a valuable study for a wide range of career choices. Theatre arts at NIC is not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical and psychological/emotional skills, theatre prepares students for success in many different professions. There are no program prerequisites. Previous experience is helpful. Scholarships are available. Participation in theatre requires some evenings and weekends.

ASSOCIATE OF ARTS DEGREE

| Course No. | Title | Credit Hrs |
|------------|--|------------|
| COMM 101 | Intro. to Speech Communication | 3 |
| COMM 103 | Oral Interpretation | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| PHIL 201 | Logic and Critical Thinking | 3 |
| THEA 101 | Introduction to Theatre | 3 |
| THEA 102 | Stage Makeup | 3 |
| THEA 103 | Introduction to Stagecraft | 3 |
| THEA 104 | Stage Craft II | 3 |
| THEA 105 | Basics of Performance | 2 |
| THEA 106 | Basics of Performance | 2 |
| THEA 163 | Basics of Scene Design | 2 |
| THEA 190 | Theatre Practice | 4 |
| THEA 263 | Technical Production | 2 |
| THEA 271 | Play Analysis | 3 |
| THEA 272 | Intermediate Acting | 3 |
| THEA 273 | Stage Lighting | 3 |
| — | P. E. Activity/Dance | 2 |
| — | Arts and Humanities Electives ¹ | 3 |
| — | Cultural Diversity Elective ¹ | 3-4 |
| — | Computer Science Elective ¹ | 2-3 |
| — | Mathematics Elective ¹ | 3-4 |
| — | Laboratory Science Electives ¹ | 8 |
| — | Social Science Electives ¹ | 12 |

Program total 78-81

Note:

¹ Select electives from A.A. degree requirements on page 52.

ASSOCIATE OF SCIENCE DEGREE

| Course No. | Title | Credit Hrs |
|------------|--|------------|
| COMM 101 | Intro. to Speech Communication | 3 |
| COMM 103 | Oral Interpretation | 3 |
| ENGL 101 | English Composition | 3 |
| ENGL 102 | English Composition | 3 |
| THEA 101 | Introduction to Theatre | 3 |
| THEA 102 | Stage Makeup | 3 |
| THEA 103 | Introduction to Stagecraft | 3 |
| THEA 104 | Stage Craft II | 3 |
| THEA 105 | Basics of Performance | 2 |
| THEA 106 | Basics of Performance | 2 |
| THEA 163 | Basics of Scene Design | 2 |
| THEA 190 | Theatre Practice | 4 |
| THEA 263 | Technical Production | 2 |
| THEA 271 | Play Analysis | 3 |
| THEA 272 | Intermediate Acting | 3 |
| THEA 273 | Stage Lighting | 3 |
| — | P. E. Activity/Dance | 2 |
| — | Arts and Humanities Electives ¹ | 6 |
| — | Mathematics Elective ¹ | 3-4 |
| — | Laboratory Science Electives ¹ | 8 |
| — | Social Science Electives ¹ | 6 |

Program total 67-68

Note:

¹ Select electives from A.S. degree requirements on page 54.

WELDING TECHNOLOGY

Professional – Technical Program

This program is no longer offered. It is included in this year's catalog for the students who are currently finishing the program.

The Welding Technology program is designed to prepare students for entry-level employment as structural, pipe, or production welders. Students can pursue a one-year Technical Certificate, a two-year Advanced Technical Certificate, or an Associate of Applied Science degree.

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

Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 49).

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

TECHNICAL CERTIFICATE

| Course No. | Title | Credit Hrs |
|-----------------------|-----------------------------------|------------|
| MATH 015 | Basic Math or higher ¹ | 3 |
| WELD 100A | Welding Theory | 2 |
| WELD 111 | Safety | 1 |
| WELD 120 | Blueprint Reading | 3 |
| WELD 160L | OFC/OFW | 5 |
| WELD 165L | SMAW I | 5 |
| Semester Total | | 19 |

| Course No. | Title | Credit Hrs |
|-----------------------|---------------------------------------|------------|
| A TEC 120 | Occupational Relations ² | 3 |
| ENGL 099 | Fundamentals for Writing ¹ | 3 |
| WELD 100B | Welding Theory | 2 |
| WELD 130 | Advance Blueprint Reading | 2 |
| WELD 170L | FCAW | 3 |
| WELD 175L | GMAW | 3 |
| WELD 180L | SMAW II | 3 |
| WELD 195L | Carbon/Plasma Cutting | 1 |
| Semester Total | | 20 |
| Program Total | | 39 |

NOTES:

- ¹ Student may substitute a higher course with instructor permission.
- ² Student may substitute another course with instructor permission.

ADVANCED TECHNICAL CERTIFICATE

| Course No. | Title | Credit Hrs |
|-----------------------|-----------------------------------|------------|
| MATH 015 | Basic Math or higher ¹ | 3 |
| WELD 100A | Welding Theory | 2 |
| WELD 111 | Safety | 1 |
| WELD 120 | Blueprint Reading | 3 |
| WELD 160L | OFC/OFW | 5 |
| WELD 165L | SMAW I | 5 |
| Semester Total | | 19 |

| Course No. | Title | Credit Hrs |
|-----------------------|---------------------------------------|------------|
| A TEC 120 | Occupational Relations ² | 3 |
| ENGL 099 | Fundamentals for Writing ¹ | 3 |
| WELD 100B | Welding Theory | 2 |
| WELD 130 | Advance Blueprint Reading | 2 |
| WELD 170L | FCAW | 3 |
| WELD 175L | GMAW | 3 |
| WELD 180L | SMAW II | 3 |
| WELD 195L | Carbon/Plasma Cutting | 1 |
| Semester Total | | 20 |

| Course No. | Title | Credit Hrs |
|-----------------------|---------------------------|------------|
| WELD 200 | Welding Theory Metallurgy | 3 |
| WELD 214 | Mechanical Drawing | 2 |
| WELD 290 | GTAW | 3 |
| WELD 290L | GTAW Pipe Lab | 5 |
| Semester Total | | 13 |

| Course No. | Title | Credit Hrs |
|-----------------------|-------------------------------|------------|
| WELD 210 | Welding Theory | 2 |
| WELD 230 | Quality Control/NDT Processes | 1 |
| WELD 240 | Layout Procedures | 2 |
| WELD 280L | Shielded Metal Arc Welding | 2 |
| Semester Total | | 14 |
| Program Total | | 66 |

Notes:

- ¹ Students may substitute a higher course with instructor permission.
- ² Students may substitute another course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

| Course No. | Title | Credit Hrs |
|-----------------------|--|--------------|
| WELD 100A | Welding Theory | 2 |
| WELD 111 | Safety | 1 |
| WELD 120 | Blueprint Reading | 3 |
| WELD 160L | OFC/OFW | 5 |
| WELD 165L | SMAW I | 5 |
| — | A.A.S. Math Requirement ¹ (Math 143 recommended) | 3-4 |
| Semester Total | | 19-20 |

| Course No. | Title | Credit Hrs |
|------------|----------------------------------|------------|
| ENGL 101 | English Composition ² | 4 |
| WELD 100B | Welding Theory | 2 |

| | | | |
|------|------|--|--------------------------|
| WELD | 130 | Advanced Blueprint Reading | 2 |
| WELD | 170L | FCAW | 3 |
| WELD | 175L | GMAW | 3 |
| WELD | 180L | SMAW II | 3 |
| WELD | 195L | Carbon/Plasma Cutting | 1 |
| — | — | A.A.S. General Ed Requirement ¹ | <u>3</u> |
| | | | <i>Semester Total 20</i> |

Third Semester

| | | | |
|------|------|--|--------------------------|
| WELD | 200 | Welding Theory Metallurgy | 3 |
| WELD | 214 | Mechanical Drawing | 2 |
| WELD | 290 | GTAW | 3 |
| WELD | 290L | GTAW Pipe Lab | 5 |
| — | — | A.A.S. General Ed Requirement ¹ | <u>3</u> |
| | | | <i>Semester Total 16</i> |

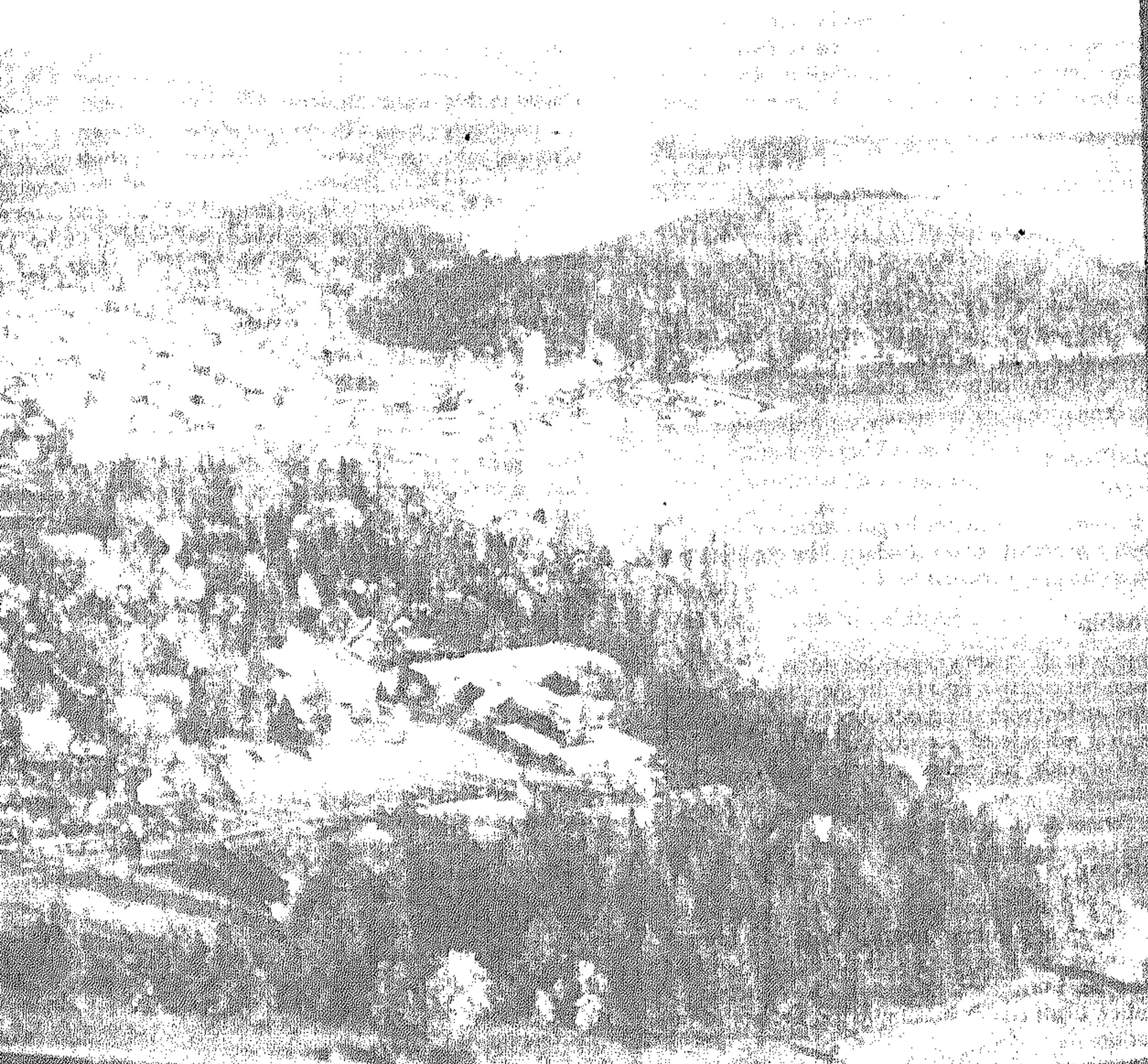
Fourth Semester

| | | | |
|------|------|--|--------------------------|
| WELD | 210 | Welding Theory | 2 |
| WELD | 230 | Quality Control/NDT Processes | 1 |
| WELD | 240 | Layout Procedures | 2 |
| WELD | 280L | Shielded Metal Arc Welding | 9 |
| — | — | A.A.S. General Ed Requirement ¹ | <u>3</u> |
| | | | <i>Semester Total 17</i> |
| | | | <i>Program Total 74</i> |

Notes:

- ¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 56. If a 3-credit math course is taken, an additional A.A.S. degree general education course will be required to meet the 16-credit general education core.
- ² Satisfies A.A.S. degree general education requirements as listed on page 56.
- ³ Select from A.A.S. degree general education requirements listed on page 56.

North Idaho College 2002-2003



Course Descriptions

DEFINITIONS

Corequisite

A corequisite in the course description means there is a requirement to enroll concurrently in another course or courses unless the corequisite has been previously completed with at least a "C-" grade.

Prerequisite

A prerequisite in the course description means there is a requirement that must be met prior to enrolling in the course. This may include, but is not limited to: completion of other courses, acceptance in certain programs, sophomore standing, instructor permission, and prescribed test scores. If the prerequisite is another course, then that course must have been completed with a minimum grade of "C-" in order to satisfy the pre-enrollment requirement.

Recommendation

A recommendation in the course description identifies previously established skill levels or completed courses that are important in assuring a successful enrollment. Recommendations should be carefully considered, but are not required.

COLLEGE-WIDE COURSE NUMBERS

203 Workshop

Credits arranged

Certain courses that are of a short duration are typically called workshops. They can be conducted by qualified NIC faculty members or other authorities in a particular field. Six credits maximum may be applied toward graduation.

Prerequisite: Permission of the instructor.

204 Special Topic

Credits arranged

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

290 Internship

An internship is an off-campus experience directed by an on-site supervisor, but overseen by a faculty member designated to provide the student with an opportunity to observe and/or participate in a job-related activity that falls within the student's field of study. Six credits maximum may be applied toward graduation.

Prerequisite: Permission of the instructor

298 Practicum

A practicum is an out-of-classroom experience designed to give the student an opportunity to apply principles learned in academic course work to specific community-related or employment-related situations. Practicums are overseen by a faculty member. Eight credits maximum can be applied toward graduation.

Prerequisite: Permission of the instructor

299 Independent Study

Credits arranged

Independent study includes individual study involving reading or a project and is offered on demand only. Six credits maximum may be applied toward graduation. Contact the Registrar's Office for Independent Study Guidelines. Enrollment is accepted the first four weeks of each semester or the first two weeks of Summer Session.

Prerequisite: Sophomore standing (26 credits completed); 3.00 GPA and permission of the instructor.

ACCOUNTING

ACCT 110

3 Credits

Small Business Accounting

Offered Each Semester

ACCT 110 is an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting system, special journals, payroll, and systems and procedures for handling accounting problems associated with small businesses. Accounting for both service and merchandising businesses will be included in this course. Students will practice proper accounting procedures manually, on spreadsheet software, and accounting software. This course is required for students in all Business and Office Technology programs and the Accounting Assistant program. It is also helpful to those who want to upgrade business skills for improved employability. Students may not receive duplicate credit for ACCT 110 and 201.

Lecture/Lab: 4 hours per week

Prerequisite: CAPS 135 or equivalent

Corequisite: CAPS 135, if taken in the first 5-8 weeks

ACCT 111

3 Credits

Small Business Accounting II

Offered Spring Semester

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

Lecture/Lab: 4 hours per week

Prerequisite: ACCT 110

ACCT 113

3 Credits

Payroll Accounting

Offered Spring Semester

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

Lecture/Lab: 3 hours per week

Prerequisite: ACCT 110

ACCT 140 **Accounting with Computers**
3 Credits *Offered Fall Semester*

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

Lecture/Lab: 4 hours per week
 Prerequisite: ACCT 110

ACCT 201 **Principles of Accounting**
3 Credits *Offered Each Semester*

ACCT 201 is an introduction to contemporary financial accounting. It emphasizes basic terminology and concepts, the theoretical framework of double entry accounting, and descriptions and derivation of the primary financial statements prepared by accountants. This course is included in the Business Education and Business Administration curricula. It fulfills the accounting course requirement for all Business and Office Technology programs. Upon completion of ACCT 201 students may not receive credit for ACCT 110 and/or 111.

Lecture/Lab: 4 hours per week

ACCT 202 **Managerial Accounting**
3 Credits *Offered Each Semester*

ACCT 202 is a continuation of ACCT 201 with emphasis on accounting theory and procedures relating to corporations. Manufacturing accounting and accounting for managerial decision making, including analysis and interpretations of financial statements and introduction to cost behavior is emphasized. This course is included in the Business Education and Business Administration curricula.

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

ACCT 244 **Credit and Collections**
3 Credits *Offered Fall Semester*

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

Lecture: 3 hours per week
 Prerequisite: ACCT 111

ACCT 246 **Current Business Taxes**
3 Credits *Offered Fall Semester*

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

Lecture: 3 hours per week
 Prerequisite: ACCT 111

ACCT 248 **Accounting Seminar**
3 Credits *Offered Spring Semester*

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

Lecture/Lab: 5 hours per week

ALLIED HEALTH

ALTH 101 **Introduction to Allied Health**
1 Credit *Offered Each Semester*

This course provides an overview of traditional health care delivery systems and current social, economic, and political influences. It introduces students to health occupation roles and addresses consumer health needs, trends, and issues. This course is required for students planning to enroll in the Pharmacy Technology and Physical Therapist Assistant programs.

Lecture: 1 hour per week

ALTH 102 **Introduction to Allied Health Lab**
1 Credit *Offered Each Semester*

This lab includes 16 hours of job shadowing and interviewing in addition to meeting weekly. It provides opportunities to explore one or more health careers. Students will complete several self-awareness/self-interest surveys. By analyzing self and career interests, students refine and clarify their career goals. It also assists students to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. This is a required course for Pharmacy Technology and Physical Therapist Assistant students.

Lab: Approximately 2 hours per week

Corequisite: ALTH 101

ALTH 105 **Infection Prevention**
2 Credits *Offered Each Semester*

This course is an introduction to concepts regarding infection/prevention and control with major emphasis on the blood-borne pathogens HIV and Hepatitis B. Modes of transmission, prevention and OSHA standards for blood-borne pathogens, basic pathophysiology of HIV and Hepatitis B, and current treatments will be defined. Psychosocial, legal, and ethical issues about these diseases will also be discussed.

Lecture: 2 hours per week

ALTH 107 **Communication Skills**
1 Credit *Offered Fall Semester*

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

Seminar: 2 hours per week

ALTH 110 Over the Counter & Herbal Medications

2 Credits

Offered Summer Session

This course provides an overview of the significance of over-the-counter (OTC) and herbal drug therapy in our society. The role of the pharmacy technician in selling and providing information about OTC and herbal therapy will be reviewed. Therapeutic drug classifications, indications, dosage forms, major ingredients, common side effects, and significant drug interactions will be covered for OTC drugs. For herbal medications, students will learn to associate the names of herbal medications with common uses, recognize potential adverse effects, and be aware of potential drug interactions between herbs and conventional medication. Federal regulation of OTC and herbal medications will be reviewed.

Lecture: 2 hours per week

**ALTH 115 Human Body Structure & Function
(Previously PN 104)**

3 Credits

Offered Fall Semester

This course is a presentation of the essential anatomy and physiology of the human body. All body organ systems are discussed in a format of lecture, diagrams, and audiovisual materials. The course will introduce some aspects of chemistry and microbiology as it relates to health care. Knowledge of the anatomy and physiology of the human body as a basis for later study of disease processes is an essential part of the curriculum for students in the nursing profession. This course is limited to Practical Nursing students only.

AMERICAN INDIAN STUDIES

AIST 101 Introduction to American Indian Studies

3 Credits

Offered Each Semester

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

Lecture: 3 hours per week

Recommended: Completion or concurrent enrollment in ENGL 101 and ANTH 101

ANTHROPOLOGY

ANTH 101 Introduction to Physical Anthropology

3 Credits

Offered Fall Semester

This course offers instruction in how the human species has developed over the past five million years. Information includes the African fossil finds, possible ancestors of the first humans, how human populations may differ from each other biologically, and the development of human abilities to live

in all of earth's environments. This class satisfies a social science course requirement for the A.A. and A.S. degrees.

Lecture: 3 hour per week

ANTH 102 Introduction to Social and Cultural Anthropology

3 Credits

Offered Each Semester

ANTH 120 is a study of human culture which involves the information and techniques people use to survive and get along with each other. Included are examples from exotic peoples around the world in the areas of religion, magic, kinship, coming of age ceremonies, marriage rituals, economic activities, hunting techniques, etc. The course is desirable for students seeking a broad understanding of how human beings live, and how human customs vary throughout the world. This class satisfies a social science course requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

ANTH 225 Native People of North America

3 Credits

Offered Each Semester

This course offers an examination of who the North American Indians are and who they were. Various facets of Indian culture are explored, including hunting, religion, art, living styles, foods, and relationships between the Native American tribes, both now and in the past. ANTH 225 is an interesting course for students curious about Native Americans and their relationship with the environment. This course satisfies the Cultural Diversity requirement for the A.A. degree or three social science credits toward an A.S. degree.

Lecture: 3 hours per week

ANTH 230 Introduction to Archaeology and World Prehistory

3 Credits

Offered Spring Semester

This course offers classroom instruction in the ways archaeologists unearth the remains of ancient peoples. Included is a brief look at what those archaeologists have discovered in various places throughout the world from the earliest stone tools to the invention of agriculture. ANTH 230 is an interesting course for those students curious about the human past in both the Old and New Worlds, as well as students wishing to satisfy the Group 4 Social Science requirement for the A.A. degree or three social science credits toward an A.S. degree.

Seminar: 3 hours per week

ANTH 299 Independent Study: Readings in the History of Anthropology

3 Credits

Offered Each Semester

This course is an individual study in which the student completes reading from a list of books relating to the development of modern anthropological thinking. The student will prepare a document based on those readings. This course is intended for anthropology majors wishing to transfer to B.A. granting institutions.

Instructor Contact: 3 hours per week

Prerequisite: ANTH 101, ANTH 102, ANTH 230, and ENGL 102

ART

ART 100 **Survey of Art**
Credits *Offered Each Semester*

ART 100 is designed to create a greater aesthetic understanding and appreciation of the various visual arts. Emphasis will be on painting, sculpture, architecture, and related art forms. When appropriate, gallery tours, films, and visiting artists will be included. A basic understanding of visual art coordinates with the principles emphasized in studio art classes. This course is appropriate for both non-art students and art majors who wish to view art with greater awareness and respond to and evaluate art, with approaches that are both objective and critically subjective. It satisfies an arts and humanities course requirement for A.A. and A.S. degrees.
Lecture: 3 hours per week

ART 101 **History of Western Art I**
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, enables the student to make connections to contemporary society and culture, and increases individual aesthetic concepts. It satisfies an arts and humanities course requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

ART 102 **History of Western Art II**
Credits *Offered Spring Semester*

Survey of Art II offers a historical overview of the development of Western painting, sculpture, and architecture from the Renaissance to the present with emphasis on the struggle to find a universal and unified visual language for a world of changing values, new institutions, and unprecedented diversity. This course creates a higher understanding of the parallels and interconnections of visual art and the societies that made them. It enables students to thoughtfully view creative expression in its communicative function in relation to contemporary society and culture. This course satisfies an arts and humanities course requirement for A.A. and A.S. degrees.
Lecture: 3 hours per week

ART 111 **Drawing I**
Credits *Offered Each Semester*

Drawing I offers beginning experiences in the concepts of composition, line, value, form, perspective and texture, introduced through the use of still life, nature, and the model. The media used include charcoal, conte, pencil, and dry pastels. This course is also fundamental for the Graphic Design program and for transfer programs in fine arts and architecture. The concepts covered in this course will help students develop a visual vocabulary as well as a heightened ability to "see" and respond creatively.
Lecture/Lab: 4 hours per week

ART 112 **Drawing II**
Credits *Offered Spring Semester*

ART 112 is a continuation of ART 111 with an emphasis on personal artistic expression and imagery. Students will be exposed to a variety of drawing mediums and approaches to the picture plane. Traditional, as well as contemporary trends in drawing, will be explored. The course is fundamental for the Graphic Design program, for transfer programs in fine arts and architecture, and for personal enjoyment.
Lecture/Lab: 4 hours per week
Prerequisite: ART 111

ART 121 **2D/Design Foundations**
Credits *Offered Fall Semester*

This course offers instruction in the design process with consideration of abstract/concrete and intangible/tangible elements. These design elements are explored through various media in two-dimensional problems. ART 121 helps students to channel conceptual thinking and to organize and master skills of the basic elements of art. The course is necessary for the artist/designer in all fields. It is a required course in the Graphic Design program and for some transfer programs.
Lecture/Lab: 5 hours per week

ART 122 **3D/Design Foundations I**
Credits *Offered Spring Semester*

ART 122 offers instruction in the use of basic art fundamentals as applied to three-dimensional art work and the creative concepts evolving from these properties. This course helps students to channel conceptual thinking and organize and master skills of the basic elements of art as they relate to three-dimensional expression. Design II is important for artists and designers in all fields and is a required course in the Graphic Design program and for some transfer programs.
Lecture/Lab: 5 hours per week

ART 217 **Life Drawing I**
Credits *Offered Fall Semester*

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both an anatomical analysis and an interpretive drawing of the 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 Graphic Design program.
Lecture/Lab: 5 hours per week
Prerequisite: ART 111 and 112

ART 218 **Life Drawing II**
Credits *Offered Spring Semester*

Life Drawing II offers an exploration in the artistic expression of the draped and undraped human form. Included will be drawing in various media from the model with an emphasis on personal interpretation. ART 218 offers a basis for development in any of the visual arts. The course equally accommodates the gestural artist and the technical illustrator. It is a required course in the Graphic Design program.
Lecture/Lab: 5 hours per week
Prerequisite: ART 111 and 112

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. 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 Graphic Design program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

ART 232
3 Credits

Beginning Painting II
Offered Spring Semester

ART 232 offers additional instruction in the knowledge and understanding of the paint medium with special emphasis on personal development. The course is structured around personal instruction and group critiques. Beginning Painting II encourages divergent thinking and different approaches with the medium through the presentation of abstract concepts. It is a required course in the Graphic Design program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

ART 241
3 Credits

Sculpture I
Offered Fall Semester

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

Lecture/Lab: 5 hours per week

ART 242
3 Credits

Sculpture II
Offered Spring Semester

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

Lecture/Lab: 5 hours per week

Prerequisite: ART 241

ART 245
3 Credits

Intermediate Painting I
Offered Fall Semester

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques. It promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. It is intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline and is a recommended elective for the Graphic Design program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

Prerequisite: ART 231, 232

ART 246
3 Credits

Intermediate Painting II
Offered Spring Semester

Intermediate Painting II is a continuation of ART 245. The course focuses on developing students' greater understanding of personal intent, continuing creative expression, and exploration beyond the visual image. The course offers individual instruction and group critiques. Class supplies are to be purchased by the student. It is a recommended elective for the Graphic Design program.

Lecture/Lab: 5 hours per week

Prerequisite: ART 231, ART 232

ART 251
3 Credits

Printmaking I
Offered Fall Semester

Printmaking explores the relief printing processes of wood and lino blocks, silkscreen methods, and handmade paper processes. Emphasis is on methods, techniques, exploration of materials, and individual development. An additional focus will be on the historic influence and importance of each media and its relationship to other artistic expressions. ART 251 is a recommended elective for the Graphic Design program.

Lecture/Lab: 5 hours per week

ART 252
3 Credits

Printmaking II
Offered Spring Semester

Printmaking II provides an introduction to engraving, collagraphic, and mixed media processes. Emphasis is on exploration of materials, methods, and creative expression. Additional focus will be on the historical influence and importance of each medium and its relationship to other artistic expressions. ART 252 is a recommended elective for the Graphic Design program.

Lecture/Lab: 5 hours per week

ART 253
2 Credits

Letterform Design
Offered Fall Semester

ART 253 offers instruction in 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 graphic design and illustration fields. Letterform Design provides a fundamental knowledge of hand lettering. This is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week

ART 261
3 Credits

Ceramics I
Offered Both Semesters

Ceramics I introduces the student to wheel-thrown and handbuilt clay forming techniques, ceramic design concepts, and glaze experimentation. Emphasis is on the development of fundamental skills and understanding the creative potential of clay. This course helps develop sensitivity of design and aesthetics for the clay objects we use daily. The course enhances an appreciation for the creative process and establishes the student as a designer/craftsperson. It is a recommended elective for the Graphic Design program and a fundamental course for transfer art majors or minors.

Lecture/Lab: 5 hours per week

ART 262 Ceramics II
Offered Both Semesters

ART 262 is a continuation of Ceramics I and is structured to tap 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 extensive use of materials. Additional emphasis is placed on establishing individual design criteria and expanding awareness of aesthetic qualities of ceramics as art forms or as utilitarian vessels. This is a recommended elective for the Graphic Design program and may be repeated for a total of 12 credits.
Lecture/Lab: 5 hours per week
Prerequisite: ART 261

ART 281 Watercolor I
Offered Fall Semester

Watercolor I introduces the student to a water-based medium and 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 color and the potential for creative expression. Class supplies are to be purchased by the student.
Lecture/Lab: 5 hours per week

ART 282 Watercolor II
Offered Spring Semester

ART 282 offers additional instruction in watercolor design to increase student awareness, knowledge, and understanding of the medium's potential. This course introduces mixed media for the purpose of combining with the watercolor medium. Individual approaches are encouraged and personal development is emphasized. This course helps to develop different approaches and divergent thinking through the presentation of abstract concepts. Class supplies are to be purchased by the student.
Lecture/Lab: 5 hours per week

ART-GRAPHIC DESIGN

NOTE: Course enrollment requires student to be a Graphic Design major.

ARTG 131 Computer Graphics I
Offered Fall Semester

ARTG 131 offers an introduction to Macintosh computer system basics for graphic design students. This course will explore industry standard input devices, hardware, software, and output devices. Students will gain extensive experience with Illustrator as an example of a vector-based art program. This is a required course in the Graphic Design program.
Lecture/Lab: 5 hours per week
Prerequisite: Graphic Design major

ARTG 132 Computer Graphics II
Offered Spring Semester

ARTG 132 continues the graphic art student's introduction to Macintosh computer systems. Students will explore industry standard hardware and software and will gain extensive

experience with PageMaker as an example of a page assembly software program and PhotoShop as an example of a raster-based art program. Prior completion of ARTG 131 is not required. This is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week
Prerequisite: Graphic Design major

ARTG 210 Illustration I
Offered Fall Semester

ARTG 210 offers an introduction to illustration for the graphic designer with emphasis on developing an ability to rapidly visualize and illustrate objects, environment, and people. Skill instruction will include using 1-2-3 point perspective, creating objects out of simple forms, and using shading, shadows, and textures. This is a required course in the Graphic Design program.

Lecture/Lab: 4 hours per week
Prerequisite: Graphic Design major

ARTG 211 Illustration II
Offered Spring Semester

This course is a continuation of ARTG 210, emphasizing the skills necessary to creatively solve visual problems and meet deadlines. Included will be newspaper illustration, technical illustration, literary illustration, and statistical illustration. This is a required course in the Graphic Design program.

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

ARTG 212 Illustration III
Offered Fall Semester

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

Lecture/Lab: 4 hours per week
Prerequisites: ARTG 210 and ARTG 211

ARTG 221 Graphic Design I
Offered Spring Semester

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

Lecture/Lab: 5 hours per week

ARTG 222 Graphic Design II
Offered Fall Semester

This course is a continuation of ARTG 221. It is designed to give the student more hands-on experiences in developing skills with tools, materials, and professional methods for creating the total graphic concept. The student will learn to incorporate research, illustrations, and graphics necessary to complete the "mechanical," a prerequisite for reproduction. Continued emphasis is placed on computer graphics and on

assigned projects. This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving. It is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week

Prerequisite: ARTG 221

ARTG 223

3 Credits

Graphic Design III

Offered Spring Semester

Graphic Design III offers instruction in the use of computer technology for the graphic designer. Students gain hands-on exposure to a variety of computer hardware, including a review of hardware options for creating an electronic design station. This course introduces the student to various computer and software applications (word processing, paint, draw, and page design programs) to design ads, illustrations, and other print communications. ARTG 223 develops the creative use of computer technology for graphic design applications. It is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week

Prerequisite: ARTG 221, ARTG 222

ARTG 255

2 Credits

Design Concepts for the Web

Offered Fall Semester

One of the primary demands of the graphic designer is that of web page development and marketing. In this class, students will go beyond web page design to learn how to gain priority placement in search engines, write effective metatags, determine and target market development strategies for attracting visitors to a web page, and learn the procedures required to produce a secure site for credit card transactions. Students will understand how to register a domain name and maintain and update websites.

Lecture/Lab: 4 hours per week

Prerequisite: ARTG 131, ARTG 132, ARTG 221, and ARTG 222

ARTG 283

3 Credits

Capstone I

Offered Spring Semester

ARTG 283 offers the commercial art student the opportunity to complete a working portfolio and learn the business strategies necessary to compete in the world of graphic design. This is a required course in the Graphic Design program. It is restricted to sophomores.

Lecture/Lab: 4 hours per week

Prerequisite: ART 121, ART 122; ARTG 131, ARTG 132, ARTG 210, ARTG 211, ARTG 222

AUTOMOTIVE TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Automotive Technology Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

AUTO 105 Orientation, Safety, General Shop Practices

1 Credit

Offered Fall Semester

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

instruction about safety equipment and procedures. Instruction will be given in a variety of general shop practices such as drilling and tapping holes and drilling out broken bolts. Students will also work on Heli-coils, double flares, soldering, and the care of equipment and floors.

AUTO 115L

4 Credits

Auto Lab

Offered Fall Semester

This course gives students hands-on exposure in a shop setting to those subjects covered in AUTO 105, 123 and 130 theory classes. Instruction utilizes a variety of mock-ups, training aids, components and live work. Students will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, using tools and equipment, or handling asbestos-containing materials.

AUTO 116L

5 Credits

Auto Lab

Offered Spring Semester

This course will give the students hands-on exposure in a shop setting to those subjects covered in AUTO 126 and AUTO 141 theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and live work. The student will be able to explain and demonstrate proper safety precautions when lifting and supporting a vehicle, using tools and equipment, or handling asbestos-containing materials.

AUTO 123

5 Credits

Brakes/Powertrain

Offered Fall Semester

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

AUTO 126

3 Credits

Steering/Suspension

Offered Spring Semester

This course will teach the various steering and suspension systems used on today's cars and light trucks. The construction, service and repair of components will be taught along with their relation to the steering geometry of the vehicle. In-depth instruction will be given to four-wheel alignment principles using the Hunter D-111 Computerized Alignment machine.

AUTO 130

4 Credits

Gas Engine Fundamentals

Offered Fall Semester

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

AUTO 141

6 Credits

Electrical System Fundamentals

Offered Spring Semester

This course will cover basic electrical theory, including types of circuits and components, as well as batteries, starter, and charging systems. Students will also learn about wiring sche-

matics and diagrams, along with the 25 most common car wiring systems.

AUTO 210 **Advanced Electrical**
2 Credits *Offered Fall Semester*

Students will explore a variety of accessory electrical circuits. Some of these include windshield wipers, power windows, door locks, seats, and cruise control systems, as well as in-depth instruction on troubleshooting procedures and theories.

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

Students will perform troubleshooting on computerized engine controls on live vehicles that have been "bugged" by the instructor. Students will use various scanners and electronic test equipment typically used in the industry to diagnose the "bugs."

AUTO 216L **Advanced Auto Lab**
5 Credits *Offered Spring Semester*

This course will give students hands-on exposure in a shop setting to those subjects covered in AUTO 260, 270, and 280 theory classes. Instruction will utilize a variety of mock-ups, training aids, components, and live work.

AUTO 222 **Engine Performance**
5 Credits *Offered Fall Semester*

This course will teach basic combustion theory, general tune-up procedures, as well as the various ignition systems used on today's cars. The use of electronic engine analyzers and the reading of scope patterns will also be taught. Students will learn about carburetor theory, overhaul and adjustments. Instruction will include emission control systems and related regulations, as well as the use of the four-gas analyzer. Students will learn about "drivability" and how each of the systems must work together.

AUTO 250 **Computer Controls**
2 Credits *Offered Fall Semester*

The theory and systems of automotive computer controls will be covered including the various sensors and output devices. The use of scanners, computerized engine analyzers, and a multitude of special tools will also be taught.

AUTO 260 **Computer Control Systems**
4 Credits *Offered Spring Semester*

Students will receive instruction on various automobile systems 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.

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.

AUTO 280 **Heating, Ventilation, Air Conditioning**
2 Credits *Offered Spring Semester*

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to the evacuating, recycling, and recharging of air conditioning sys-

tems. The course will cover both R-12 and R-134A refrigerant handling.

BIOLOGY

BIOL 100 **Fundamentals of Biology**
4 Credits *Offered Each Semester*

This introductory course provides a general overview of evolution, the five kingdoms, DNA, cell structure, genetics, and human systems. BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 204 or BIOL 175.

Upon completion of BIOL 175 or BIOL 204, BIOL 100 will count as elective science credits only and will not satisfy core lab science credits. This course may not be accepted as fulfilling biology course requirements for biology majors or some medical programs. Students should get clearance from their prospective transfer institution prior to taking this course. This course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees except after completing BIOL 175 or BIOL 204.

Lecture: 3 hours per week

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

BIOL 101 **Forestry Orientation**
1 Credit *Offered Fall Semester*

BIOL 101 is an introduction to forestry and related natural resources management professions. Students will explore various career opportunities in natural resource management. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 1 hour per week

BIOL 111 **Living with the Environment**
3 Credits *Offered Each Semester*

This course is a study of the environment that includes population dynamics, ecological principles, use and misuse of resources, worldwide environmental problems, and man in relation to land, air, and water resources. Living with the Environment helps enhance an understanding of current environmental issues and the application of environmental principles to everyday decisions. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 3 hours per week

BIOL 175 **Human Biology**
4 Credits *Offered Each Semester*

This introductory course provides a general overview of the structure, function, healthy maintenance, and common diseases of the human body. BIOL 175 is designed to give the non-biology major a better understanding and appreciation of the human body.

Upon completion of BIOL 100 or BIOL 204, BIOL 175 will count as elective science credits only and will not satisfy core lab science credits. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking the class. This course satis-

fies laboratory science course requirements for the A.A., A.S., and A.A.S. degrees except after completing BIOL 100 or BIOL 204.

Lecture: 3 hours per week

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

BIOL 202

4 Credits

General Zoology

Offered Spring Semester

This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes classification, structure, physiology, histology, reproduction, embryology, and life histories of representative forms of the major animal groups and their relationship, application, and economic importance to man. This course is often required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, and biology majors. Students should get clearance from their prospective transfer institution prior to taking this course to assure that it is a requirement. This course fulfills a laboratory science requirement for the A.S., A.A. and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 204

BIOL 203

4 Credits

General Botany

Offered Fall Semester

BIOL 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion through gymnosperms and angiosperms. When possible, each group is related to the higher plants. The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others interested in a survey of the plant kingdom. BIOL 203 satisfies a lab science course requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 204

BIOL 204

4 Credits

Introduction to Life Sciences

Offered Each Semester

BIOL 204 is an introduction to the fundamental principles that govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution. This course provides an important foundation for more advanced coursework in the life sciences and medical related programs. Upon completion of BIOL 100 or BIOL 175, BIOL 204 will count as elective science credits only and will not satisfy core lab science credits. It satisfies a laboratory science course requirement for the A.S., and A.A., degrees except after completing BIOL 100 or BIOL 175.

Lecture: 4 hours per week

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

Recommended: One year high school biology or chemistry

BIOL 205

4 Credits

General Soils

Offered Spring Semester Alternate Years

This course is an introduction to the basic physical, chemical, and biological properties of soils and land resources. BIOL 205 emphasizes is on the fundamental principles of soil pro-

cesses and soil formation with examples drawn from numerous disciplines. This course is designed for a variety of majors such as crop sciences, forestry, landscape architecture, wildlife and fisheries, agribusiness, biosystems engineering, or agricultural education. This course satisfies the laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Prerequisite: CHEM 101 or 111

BIOL 207

3 Credits

Concepts in Human Nutrition

Offered Each Semester

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and food selection for individual needs. Topics covered include carbohydrates, fats, proteins, vitamins, minerals, energy balance, vegetarian diets, product labels and additives, life cycle needs, and diets for athletes. Individual dietary habits will be closely examined through a self-evaluation of personal diet studies. BIOL 207 provides important basic knowledge in making personal dietary decisions. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 3 hours per week

BIOL 221

4 Credits

Forest Ecology (Same as BIOL 231)

Offered Spring Semester

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

Lecture: 3 hours per week

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

Prerequisite: BIOL 204

BIOL 227

4 Credits

Human Anatomy and Physiology I

Offered Fall Semester

This course offers a homeostatic approach to the study of the human body from the level of the cell to organ systems with emphasis on normal structure and function, as well as selected physiological imbalances. Systems covered include integument, skeletal, muscular, and nervous. It is designed primarily for students enrolled in health-related fields. Human Anatomy and Physiology will give students a strong background in the fundamentals of structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective, as well as those in the health-related areas. This course fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: CHEM 101

BIOL 228

4 Credits

Human Anatomy and Physiology II

Offered Spring Semester

This course is a continuation of BIOL 227. Systems covered

include cardiovascular, digestive, urinary, respiratory, and reproductive, as well as the sense organs and metabolism. It is designed for students enrolled in health-related fields. This course will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner which should interest students wishing to take a science elective, as well as those in the health-related areas. It fulfills a laboratory science requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

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

Prerequisite: BIOL 227

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

This introductory course shows relationships between living and non-living components of the environment. It examines the processes which influence the distribution of plant and animal communities. It provides an exposure to the fundamental principles of ecology in natural resource management. This course is designed for forestry and biology majors with applications for pre-agriculture, zoology, environmental science, and botany disciplines. This course fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Prerequisite: BIOL 100 or 204

BIOL 241 Systematic Botany
4 Credits Offered Spring Semester

BIOL 241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a recognized botanical key. The course includes field trips and plant collection. It is designed for students pursuing a degree in biology, botany, or forestry and for those interested in the identification of local plants. BIOL 241 fulfills a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 2 hours per week

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

Recommended: BIOL 100 or 204

BIOL 250 General Microbiology/Bacteriology
4 Credits Offered Each Semester

This course is an introductory survey of microorganisms emphasizing bacteria as examples of all microorganisms and as models for all living organisms/cells in regard to structure, physiology, and reproduction. This is a fairly rigorous lab course requiring attendance to cover various lab skills of media use, culturing, slide-staining, use of lab materials, and processes relating to microorganisms. This course has applications to programs in life sciences, the medical health field, health sciences, agriculture, food industries, pharmaceutical industries, environmental science, and laboratory research. BIOL 250 satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 204, CHEM 101

BIOL 251 Principles of Range Resources Management

2 Credits

Offered Spring Semester Alternate Years

BIOL 251 studies the development of range use, range resource management, rangeland vegetation types, current management issues, and the relationship of grazing use with other land uses and values. It does not satisfy a laboratory science requirement for an associate degree.

Lecture: 2 hours per week

Prerequisite: BIOL 100 or 204

BIOL 290 Principles of Wildlife Biology

2 Credits

Offered Spring Semester Alternate Years

This course introduces the principles of wildlife ecology including such topics as basic ecological laws, wildlife biology, and management of wildlife populations. This course does not satisfy a laboratory science requirement for an associate degree.

Lecture: 2 hours per week

Prerequisite: BIOL 100 or 204

Recommended: BIOL 202 or 203

BUSINESS ADMINISTRATION

BUSA 100 Introduction to Computers

3 Credits

Offered Each Semester

BUSA 100 is the study of computer systems and applications. It introduces students to computer hardware and a hands-on exploration of application and system software for microcomputers, including word processing, spreadsheets, and several applications within the Windows environment. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular software packages. This course is required for the Business Administration and Accounting Assistant programs. It meets the computer science requirement for the A.A. degree. This course cannot be taken for credit after completion of CS 100.

Lecture: 3 hours per week

Recommended: MATH 025 or higher

BUSA 101 Introduction to Business

3 Credits

Offered Each Semester

BUSA 101 is an introductory overview of the organization, functions, and activities of business in contemporary society. Emphasis is placed on the terminology necessary to understanding business principles and practices. The course also includes an exploration of business environments, human resources, management, marketing management, finance, management information tools, and international marketing. Focus is on critical factors essential to understanding the interdependence between different facets of business operations. This course is useful for those who are considering a career in business or who want an overview of what the study of business encompasses. This is a required course in the Administrative Assistant, Business Education, Office Information Specialist, and Accounting Assistant programs.

Lecture: 3 hours per week

Recommended: MATH 025

BUSA 185 Business Mathematics
3 Credits Offered Each Semester

BUSA 185 provides instruction in the basic operations necessary to solve business problems including the areas of decimals, fractions, percentages, interest, discount, markup, installment buying, stocks and bonds, insurance, and taxes. The touch method of operating an electronic calculator to solve business work examples is developed. This course is required in the Business Education curriculum and in the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, Medical Billing Specialist, and Medical Administrative Assistant.

Lecture: 5 hours per week
Prerequisite: MATH 025 or placement score for entry into MATH 108

BUSA 265 Legal Environment of Business
3 Credits Offered Each Semester

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

Lecture/Lab: 3 hours per week

BUSA 271 Statistical Inference and Decision Analysis
4 Credits Offered Each Semester

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

Lecture/Lab: 4 hours per week
Prerequisite: MATH 130, 143, or MATH 147

BUSINESS AND OFFICE TECHNOLOGY

BUSO 101A Basic Keyboarding
1 Credit Offered Each Semester

BUSO 101A provides introductory development of basic keyboarding skills. It proceeds from basic alphabetic keyboarding through numeric and symbolic keyboarding. Emphasis is placed on developing touch control of the keyboard using proper keyboarding techniques and building speed and accuracy. This is a required course in the Accounting Assistant, Pharmacy Technology, Computer Information Technology programs and all Business and Office Technology programs. This is an important course for those who want to learn to type and is especially useful for microcomputer word processing. Prior completion of other courses is not required.

Lecture/Lab: This is an open-entry/open-exit course. Students may enroll through the 10th week of the semester. For information call 769-3409.

BUSO 101B Keyboarding Speed Development
1 Credit Offered Each Semester

BUSO 101B is a continuation of BUSO 101A. Emphasis is placed on improving keystroking efficiency and on reinforcing and building keying speed and accuracy. This is a required course in the Accounting Assistant, Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Claims Assistant, Medical Transcriptionist, and Office Receptionist programs.

Lecture/Lab: This is an open-entry/open-exit course. Students may enroll through the 10th week of the semester. For information call 769-3409.

Prerequisite: BUSO 101A or successful challenge of BUSO 101A

BUSO 109 Medical Terminology
3 Credits Offered Each Semester

This course is a comprehensive introduction to terminology used in the medical field. Taking a body systems approach, strong emphasis is placed on anatomy and physiology; abnormal conditions; diagnostic and surgical procedures; as well as medical roots, prefixes, and suffixes. Skill emphasis is placed on defining medical terms and abbreviations; usage of medical reference materials; and spelling of medical terms. This is a required course in the Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, Medical Transcriptionist, Pharmacy Technology, programs and is helpful for any medical or legal paraprofessional. This is an elective course in the Human Services Certificate program.

Lecture/Lab: 4 hours per week

BUSO 110 Medical Transcription
2 Credits Offered Each Semester

This course is an introduction to transcribing taped medical dictation and covers basic reports used in the medical field, related medical terminology, use of reference material, and specialized rules of grammar and punctuation peculiar to dictated medical reports. Emphasis is on the importance of correct usage of medical terms with an introduction to proof-reading and editing of medical reports. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant, Medical Receptionist, and Medical Transcriptionist programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 109 and BUSO 176

BUSO 115 Records Systems Management
3 Credits Offered Each Semester

This course provides instruction in the management of manual and electronic records. The life cycle of records from creation through disposal or permanent retention is covered. Emphasis is placed on the classification of records, application of the ARMA filing rules, the organization and management of manual and electronic information, types of records storage facilities, the importance of records retention programs, and the necessity of providing for the safety and security of information. The use of manual, mechanical, and automated methods of information storage and retrieval including micrographic and optical disk storage is also discussed. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Billing

Specialist, Medical Receptionist, Medical Transcriptionist, Office Receptionist, and Paralegal programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173

BUSO 156 Medical Software Applications
1 Credit Offered Fall Semester

This course prepares students for administrative tasks in health care practices. Using a medical administrative software package designed for Windows, students will learn to input patient information, schedule appointments, and handle billing. In addition, students will produce various lists and reports and learn to handle insurance claims both on paper forms and electronically. The concepts learned in this course are general enough to cover most medical administrative software packages, and students who complete this course should be able to use other brands of software with minimum training. This is a required course in the Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, and Pharmacy Technology programs.

Lecture/Lab: 2 hours per week

Prerequisite: BUSO 101B

BUSO 173 Word Processing
3 Credits Offered Each Semester

This course provides an introduction to word processing fundamentals. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. It utilizes word processing functions such as spell check, grammar check, and formatting features. Emphasis is placed on formatting letters, memos, tables, reports, and other business documents. Application testing is completed under timed conditions. This is a required course in all Business and Office Technology programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 101B

BUSO 174 Word Processing Applications
3 Credits Offered Each Semester

BUSO 174 is a continuation of BUSO 173. It emphasizes advanced word processing and beginning desktop publishing skills. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Medical Transcriptionist programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 173

BUSO 175 Grammar Skill Building
3 Credits Offered Each Semester

BUSO 175 reviews and develops language skills by emphasizing the study of grammar usage, sentence structure, spelling, punctuation, and proofreading of business communications. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Transcriptionist, Medical Receptionist and Office Receptionist programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 101B or concurrent enrollment in BUSO 101B

BUSO 176

Machine Transcription and Document Formatting

2 Credits

Offered Each Semester

This course provides students with an introduction to document formatting, including formatting letters, memos, reports, and itineraries. Students prepare business documents by listening to recorded dictation and transcribing the dictation using word processing software. Development of good listening skills is stressed. Emphasis is placed on developing proofreading and editing skills to produce mailable documents. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Transcriptionist, Medical Receptionist, and Office Receptionist programs.

Lecture: 1 hour per week

Prerequisite: BUSO 173 and BUSO 175 or concurrent enrollment in BUSO 173 and BUSO 175

BUSO 186 Office Receptionist Internship
3 Credits Offered Each Semester

Office Receptionist Internship provides supervised training in office skills through on-the-job experience. This course allows a practical application of office skills learned in the Office Receptionist Program course work. It involves in-office work for nine hours per week. It is a required course in the Office Receptionist Program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-the-job Activities: 9 hours per week

Prerequisites: Prior completion of the first semester of the Office Receptionist program and concurrent enrollment in all courses in the second semester of the Office Receptionist program.

Corequisite: BUSO 115, 173, 295, and CAPS 135

BUSO 194 Legal Issues in Health Care
1 Credit Offered Fall Semester

This course provides an overview of the laws and ethical issues relevant to medical careers. Topics include medical practice acts and boards, risk management, basic elements of contract law, professional liability and medical malpractice, privacy, confidentiality and privileged communication, medical records and informed consent, and workplace legalities. This is a required course in the Medical Administrative Assistant, Medical Billing Specialist, Medical Receptionist, and Medical Transcriptionist programs.

Lecture/Lab: 2 hours per week

Prerequisite: BUSO 109

BUSO 205 Legal Terminology/Transcription I
3 Credits Offered Fall Semester

This course provides an introduction to the pronunciation and usage of legal terminology. It includes the transcription of recorded dictation using wordprocessing software. Dictation tapes reinforce the knowledge of legal terminology and procedures. Application testing is completed under timed conditions. BUSO 205 is a required course in the Legal Administrative Assistant and Paralegal programs.

Lecture/Lab: 5 hours per week

Prerequisites: BUSO 176

BUSO 206 Legal Terminology/Transcription II
3 Credits Offered Spring Semester

This course is a continuation of BUSO 205. Emphasis is placed on usage of legal terminology in legal documents, formatting legal documents, and transcribing documents from recorded dictation. This course reinforces knowledge of legal procedures. Application testing is completed under timed conditions. It is a required course for the Legal Administrative Assistant and Paralegal programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 205

BUSO 210 Advanced Medical Transcription
2 Credits Offered Each Semester

This course is designed to build on the foundation laid in the beginning medical transcription course and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct dictation heard in the work environment of a medical transcriptionist. Emphasis is on proofreading and editing of medical reports, knowledge of abbreviations used in a variety of medical specialties, and speed and accuracy of transcription. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant and Medical Transcriptionist programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 110

BUSO 257 Medical Coding
3 Credits Offered Spring Semester

This course is designed to help learners master the complexity of medical coding. Using the Current Procedural Terminology (CPT) and the International Classification of Diseases - Clinical Modification (ICD-9-CM) coding books, students will transform written descriptions of diseases, injuries, and procedures into numeric designations. This course will provide an overview of all aspects of coding, including billing, reimbursement, audit, and appeals. Exercises will cover all the medical specialties, including dermatology, cardiology, primary care, and orthopedics, and will address the common coding problems encountered in the real world. Skill emphasis is placed on knowledge of coding theories and practical coding applications. This is a required course in the Medical Administrative Assistant and Medical Billing Specialist programs.

Lecture/Lab: 4 hours per week

Prerequisite: Sophomore standing and BUSO 109

BUSO 281 Medical Billing Specialist Internship I
4 Credits Offered Each Semester

This course provides supervised training in medical accounts receivables/insurance billing through on-the-job experience in a medical facility. It provides practical application of medical accounts receivables/insurance billing as a part of the learning process and involves approximately 11 hours per week of on-site work. This is a required course in the Medical Billing Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 11 hours per week

Prerequisites: Sophomore standing; prior completion of ACCT 110;

BUSA 185; CAPS 135; BUSO 109, 115, 257; and ENGL 101; and prior completion or concurrent enrollment in ACCT 111; BUSO 156, 194; and ENGL 272

BUSO 282 Medical Claims Billing Specialist Internship II
4 Credits Offered Each Semester

The Medical Claims Billing Specialist Internship II is a continuation of BUSO 281. It is a required course in the Medical Billing Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 11 hours per week

Prerequisite: BUSO 281

BUSO 283 Medical Transcriptionist Internship I
3 Credits Offered Each Semester

The Medical Transcriptionist Internship I provides supervised training in medical transcription skills through on-the-job experience in a medical facility. This course provides practical application of medical transcription as a part of the learning process. It involves approximately 9 hours per week of on-site work. This is a required course in the Medical Transcriptionist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 9 hours per week

Prerequisites: Sophomore standing and prior completion of BUSO 110, 115, 176, and ENGL 101; and prior completion or concurrent enrollment in BIOL 227; BUSO 174, 194, 210, 295; ENGL 272; and PHAR 151

BUSO 284 Medical Transcriptionist Internship II
3 Credits Offered Each Semester

The Medical Transcriptionist Internship II is a continuation of BUSO 283. It is a required course in the Medical Transcriptionist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

On-Site Work: 9 hours per week

Prerequisites: BUSO 283

BUSO 285 Office Information Specialist Internship I
3 Credits Offered Each Semester

This course provides supervised training in administrative skills through on-the-job experience in an office environment. The emphasis is placed on practical application of computer software such as word processing, spreadsheet, and database programs. It involves approximately 9 hours per week of in-office work. This is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: Sophomore standing and prior completion of CAPS 100 and 130; BUSO 176; and ENGL 101 and prior completion or concurrent enrollment in ACCT 110 or 201; BUSA 185; BUSO 115, 174, 295; and ENGL 272

BUSO 286 Office Information Specialist Internship II
3 Credits Offered Each Semester

BUSO 286 is a continuation of BUSO 285. It is a required course in the Office Information Specialist program and is

graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: BUSO 285

BUSO 287 Medical Receptionist Internship
3 Credits Offered Fall Semester

This course provides supervised training in medical receptionist skills through on-the-job experience in a medical-related office. It provides a practical application of medical receptionist skills as part of the learning process and involves approximately 9 hours per week of in-office work. This is a required course in the Medical Receptionist program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: Prior completion of BUSO 109, 173 and 175, and prior completion or concurrent enrollment in BUSO 110, 115, 156, 194, and 295

BUSO 288 Medical Administrative Assistant Internship
3 Credits Offered Each Semester

This course provides supervised training in administrative medical office skills through on-the-job experience in a medical-related office. It provides a practical application of administrative medical office skills as part of the learning process and involves approximately 9 hours per week of in-office work. This is a required course in the Medical Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: BUSO 110

Pre-Corequisites: BUSO 115 and 257

Corequisites: BUSO 295

BUSO 289 Administrative Assistant Internship I
3 Credits Offered Each Semester

This course provides supervised training in administrative skills through on-the-job experience in a business office. It provides practical application of administrative office skills as a part of the learning process and involves approximately 9 hours per week of in-office work. This is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: Sophomore standing, BUSO 176; ENGL 101

Corequisites: ACCT 110 or 201; BUSA 185; BUSO 115, 174, 295; and ENGL 272

BUSO 290 Administrative Assistant Internship II
3 Credits Offered Each Semester

BUSO 290 is a continuation of BUSO 289. It is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: BUSO 289

BUSO 291

Legal Administrative Assistant Internship I

Offered Each Semester

3 Credits

This course provides supervised training in administrative skills through on-the-job experience in a legal-related office. It provides a practical application of legal administrative office skills as part of the learning process and involves approximately 9 hours per week of in-office work. This is a required course in the Legal Administrative Assistant program for the A.A.S. degree and advanced technical certificate and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: Sophomore standing and prior completion of BUSO 176; ENGL 099 or 101; and prior completion or concurrent enrollment in ACCT 110 or 201; BUSA 185; BUSO 115, 174, or CAPS 180; BUSO 205, 295

BUSO 292

Legal Administrative Assistant Internship II

Offered Each Semester

3 Credits

BUSO 292 is a continuation of BUSO 291. It is a required course in the Legal Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisites: BUSO 291

BUSO 295

Office Procedures

Offered Each Semester

3 Credits

This course is designed to provide students with the information necessary to be successful in today's rapidly changing office environment. In addition to providing students with opportunities to practice and use previously learned skills and abilities, topics include office technology; the global economy; increased diversity in the workplace; career planning and preparation; the importance of interpersonal, oral, and written communication skills; teamwork; critical thinking skills; ethical issues in the work environment; learning and applying effective telephone techniques; handling office callers; scheduling appointments, meetings and conferences; making travel arrangements; handling the office mail; and stress and time management. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Receptionist, Medical Transcriptionist, and Office Receptionist programs.

Lecture/Lab: 4 hours per week

Corequisites: BUSO 186, 281, 283, 285, 287, 288, 289 or 291

CARPENTRY

NOTE: Course enrollment requires prior acceptance into the Carpentry Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

CARP 151

Carpentry Theory I

Offered Summer Session

4 Credits

This course covers the carpentry trade and its applications as a career. All aspects of construction safety, hand and power

CHEM 102 satisfies a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: CHEM 102L - 3 hours per week

Prerequisite: CHEM 101 or 111 or passing scores on an ACS examination held during the first week the class meets and an assessment of laboratory skills equivalent to CHEM 101L.

CHEM 111 **Principles of General College Chemistry I**

4 Credits *Offered Each Semester*

CHEM 111 is a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however many applications are examined. CHEM 111 satisfies a laboratory science requirement for the A.S. and A.A. degrees and is a required course for many transfer degree programs in sciences and engineering.

Lecture: 4 hours per week

Corequisite Lab: CHEM 111L - 3 hours per week

Recommended: One year of recent high school chemistry

Prerequisite: CHEM 101, or passing scores on an ACS examination held during the first week the class meets and an assessment of laboratory skills equivalent to CHEM 101L. MATH 108 or COMPASS Algebra > 45, ACT > 19, or SAT > 460

CHEM 112 **Principles of General College Chemistry II**

4 Credits *Offered Each Semester*

CHEM 112 is a continuation of a study of matter and its interactions, including properties of matter, changes that it undergoes, and energy changes that accompany these processes. Emphasis is on concepts and problem solving; however, many applications are examined. CHEM 112 satisfies a laboratory science course requirement for the A.S. and A.A. degrees and is a required course for many transfer degree programs in sciences and engineering.

Lecture: 4 hours per week

Corequisite Lab: CHEM 112L - 3 hours per week

Recommended: Prior completion of MATH 143 or MATH 147 with a grade of C or better, or COMPASS College Algebra > 51, ACT > 27, or SAT > 620

Prerequisite: CHEM 111 or passing scores on an ACS examination held during the first week the class meets and an assessment of laboratory skills equivalent to CHEM 111L. A working knowledge of logarithms

CHEM 114 **Qualitative Analysis**

2 Credits *Offered Spring Semester*
CHEM 114 investigates the chemistry of separation and identification of selected cations and anions and includes the theory of chemical equilibrium of acids, bases, buffers, complexions. CHEM 114 is designed to accompany CHEM 112 for students whose transfer programs require additional skills in chemistry.

Lecture: 1 hour per week

Corequisite Lab: CHEM 114L - 3 hours per week

Prerequisite: CHEM 112

CHEM 253 **Quantitative Analysis**

5 Credits *Offered On Demand*

CHEM 253 is the first course in the study of analytical chemistry for scientists. Students who are majoring in the physical or life sciences may take this course as an introduction to the basic concepts of quantitative analysis.

Lecture: 3 hours per week

Corequisite Lab: CHEM 253L - Two 3-hour labs per week

Prerequisites: CHEM 112 with a grade of C or better

CHEM 277 **Organic Chemistry I**

3 Credits *Offered Fall Semester*

CHEM 277 is the first course in a two-semester sequence of a comprehensive study of the principles and theories of organic chemistry emphasizing properties, synthesis structures, and reactions of organic compounds. CHEM 277 and 287 are required courses for transfer degree programs in chemistry, medicine, dentistry, pharmacy, some engineering programs, and related fields.

Lecture: 3 hours per week

Recommended: CHEM 278 (3 hours per week) is highly recommended, but not required.

Prerequisite: CHEM 112 with a grade of C- or better

CHEM 278 **Organic Chemistry I Lab**

1 Credit *Offered Fall Semester*

CHEM 278 is the corresponding lab for CHEM 277. CHEM 278 is a study and development of organic chemistry laboratory techniques and their application to the preparation, isolation, characterization, and investigation of the properties of organic compounds. This course consists of three hours of lab per week.

Prerequisite: Prior completion or concurrent enrollment in CHEM 277

CHEM 287 **Organic Chemistry II**

3 Credits *Offered Spring Semester*

CHEM 287 is a continuation of CHEM 277 and includes an introduction to biological molecules.

Lecture: 3 hours per week

Recommended: Concurrent enrollment in CHEM 288 (3 hours per week) is highly recommended, but not required.

Prerequisite: CHEM 277

CHEM 288 **Organic Chemistry II Lab**

1 Credits *Offered Spring Semester*

CHEM 288 is the corresponding lab for CHEM 287. CHEM 288 presents further experience in the fundamental operations of organic chemistry laboratory work, and an introduction to chemistry literature. This course consists of three hours of lab per week.

Prerequisite: CHEM 278 and prior completion or concurrent enrollment in CHEM 287

CHILD DEVELOPMENT

CHD 110
3 Credits

Child Health and Safety
Offered Each Semester

This course introduces the student to essentials in creating a safe and healthy environment for young children from birth through the early elementary school years. Students will explore both the indoor and outdoor environment and learn how to promote health and nutrition in the classroom, prevent illnesses and reduce injuries, and create mentally healthy environments.

Lecture: 3 hours per week

CHD 115
3 Credits

Early Childhood Curriculum
Offered Each Semester

Students will examine the critical role of curriculum in meeting the physical, social, emotional, and cognitive needs of young children from birth to age 8. Strategies for creating a child-centered approach to curriculum will be practiced including the use of space, materials, relationships and routines. Students will gain experience in observing, assessing and documenting children's ideas and works.

Lecture: 3 hours per week

CHD 134
3 Credits

Infancy through Middle Childhood
Offered Each Semester

CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive, and social-emotional development are examined in the context of family and social issues. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

Lecture: 3 hours per week

CHD 150
1 Credit

Family-School Relations
Spring Semester and Summer Session

This course provides students with practices to establish healthy, communicative relationships with parents and caregivers. Students will gain insight into dynamics of the modern family and learn strategies for creating a classroom environment that invites, supports, and embraces families as a partner in their child's school experiences.

Lecture: 1 hour per week

CHD 155
1 Credit

Program Management
Spring Semester and Summer Session

Students will study the essentials for managing an effective early childhood classroom. Topics of study include becoming a cooperative co-worker, organization strategies, record keeping, and communication.

Lecture: 1 hour per week

CHD 160
1 Credit

Professionalism
Offered Spring Semester and Summer Session

This is the culminating course for the CDA candidate. Issues associated with ongoing professionalism in early childhood will be studied including locating and utilizing community resources and professional affiliations and organizations, advocacy strategies, understanding child abuse reporting laws,

and exploring opportunities for continued education. Final preparation for CDA application will be reviewed.
Lecture: 1 hour per week

CHD 243
3 Credits

Early Childhood Education
Offered Fall Semester

This course introduces students to the field of early childhood education. Developmentally appropriate curriculum, behavior guidance, primary grade education, child care, and various issues within the field are examined.

Lecture: 3 hours per week

CHD 254
3 Credits

Child Guidance Theory
Offered Spring Semester

Techniques for understanding and effectively guiding children's behaviors are examined and practiced in this course. Included are skills for managing classroom situations, conflict resolution, verbal guidance, effective use of praise, preventing behavior problems, promoting self esteem, and setting individual goals. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

Lecture: 3 hours per week

CHD 298A
3 Credits

Child Development Practicum
Offered Each Semester

This course offers a supervised experience working with preschoolers in the NIC Children's Center and is for those students in their first three Practicum semesters. (Practicum B and C are completed in an off-campus site). Students gain practical experience planning, preparing, and implementing curriculum, practicing behavior guidance techniques, and discussing how to meet the needs of individual children in the program. It is a required course for the Child Development program.

Supervised Work Experience: 6 hours per week

CHD 298B
3 Credits

Child Development Practicum
Offered Each Semester

CHD 298B offers continued experience working with young children. Students are placed in an approved off campus setting such as Head Start, kindergartens, and private early care and education programs. Students continue practicing skills in curriculum development, behavior guidance, and teaching effectiveness under the direction of a site-based supervisor.

Off Campus Work Experience: 6 hours per week

Prerequisite: CHD 298A

CHD 298C
3 Credits

Child Development Practicum
Offered Each Semester

CHD 298C provides the final experience working directly with young children in a supervised setting. Students are placed in an off campus early childhood setting and continue practicing skills in curriculum development, behavior guidance, assessment, and teaching effectiveness.

Off Campus Work Experience: 6 hours per week

Prerequisite: CHD 298B

CINEMA ARTS

CINA 126 Film and International Culture 3 Credits Offered Fall Semester

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich our viewing experience. The concepts and methods introduced have applications to careers in broadcasting, graphic design, public relations, journalism, and corporate communications. This course is required for transfer into radio/television programs. It satisfies an arts and humanities course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite: Lab

COLLEGE SKILLS COURSES

CSC 010 Reading and Spelling Fundamentals 3 Credits Offered Each Semester

CSC 010 provides basic reading and spelling skills that include word attack, word structure, sentence sense, main idea and spelling rules. This is an important skill-building course that can influence college success, but does not fulfill degree requirements. Enrollment is based on a COMPASS score below 61.

Corequisite: ENGL 045 or ENGL 099

CSC 013 Reading Comprehension and Vocabulary Development 3 Credits Offered Each Semester

CSC 013 is designed to enhance reading and vocabulary skills with an emphasis on comprehension of expressed and implied main ideas. The course also focuses on developing vocabulary skills including contextual clues, synonyms, antonyms, and affixes. Enrollment is based on a COMPASS score of 61 - 80. This class does not fulfill degree requirements.

CSC 043 Reading in Applied Technology 1 Credit Offered on Demand

This course is an open-entry, open-exit course designed to improve reading skills for technical materials. This course emphasizes learning for critical and efficient reading, including reading for information, following directions, critical reading, checking information, drawing conclusions, vocabulary, and understanding graphics in technical materials.

CSC 100 College Transition 1 Credit Offered Each Semester

This course is designed to provide the student with a general introduction and transition to the college experience. It will assist students in developing a meaningful education plan in accordance with their personal values, needs, and career goals. Specifically, this class will orient students to the processes,

resources, and multiple services available at North Idaho College. Emphasis will be placed on helping students to develop a better understanding of the learning process and adopt study strategies that facilitate success in college-level courses.

Lecture: 1 hour per week

CSC 104 College Reading 2 Credits Offered on Demand

CSC 104 is a college level reading class designed for the skilled reader who would like to learn strategies for improving reading comprehension, enhancing textbook reading skills, and developing flexible reading rates. Reading techniques are applied to reading assignments in content areas such as sciences, social sciences, and humanities. The course is taught using lecture, computer aided instruction, and small group participation.

Lecture: 2 hours per week

Prerequisite: College level reading ability verified with appropriate placement test scores

CSC 105 College Study Skills 2 Credits Offered Each Semester

This course provides instruction and practical study techniques essential for academic success. This course emphasizes managing time, taking notes, reading textbooks efficiently, and preparing for and taking exams.

Lecture: 2 hours per week

COLLISION REPAIR TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Collision Repair Technology Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

ACRR 151 Collision Repair Technology Theory I 5 Credits Offered Fall Semester

Collision Repair Technology Theory I offers classroom instruction in all phases of automobile refinishing. Course topics include base coat and clear coat systems; cutting, heating and gas metal arc welding; basic body panel repair; fiberglass; and plastic parts repair. Health and safety rules are also taught.

ACRR 151L Collision Repair Technology Lab I 5 Credits Offered Fall Semester

This lab features hands-on shop experience in all phases of auto refinishing, gas metal arc welding, basic body panel repair techniques, fiberglass, and plastic parts repair. Mock-up vehicles as well as actual customer work will be experienced. Health and safety practices are promoted.

ACRR 152 Collision Repair Technology Theory II 5 Credits Offered Spring Semester

Collision Repair Technology Theory II presents classroom instruction in such areas as automobile construction and panel identification; estimating; hardware and fastener identification; body panel replacement; uni-body and frame alignment; steering and suspension components; glass replacement; cooling and air conditioning components; and electrical systems.

ACRR 152L Collision Repair Technology Lab II
6 Credits *Offered Spring Semester*

This lab offers hands-on shop experience in repair, estimating, replacement of hardware and body panels, alignment of uni-body vehicles and frames, steering, and suspension parts. Other areas included are replacement of auto glass, restoring cooling and air conditioning systems, and diagnosing and repairing electrical problems. Health and safety practices, along with quality work, is promoted.

ACRR 153 Collision Repair Technology Theory III
1 Credit *Offered Summer Session*

ACRR 153 presents instruction in wreck rebuilding and meeting production shop schedules.

ACRR 153L Collision Repair Technology Lab III
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.

WELD 140 Auto Collision Repair Welding

See Welding course descriptions on page 120.

COMMUNICATIONS

COMM 101 Intro Speech Communication
3 Credits *Offered Each Semester*

This course introduces students to what communication is and how it affects human interaction. Emphasis is on public speaking with attention to audience analysis and organizational and delivery skills. The controlled and supportive classroom environment is an ideal setting for students to practice and perfect those communication skills of effective speaking and critical listening valued in all professions, the community, and personal relations. It is, however, a complex discipline of reading, writing, research, and performance; therefore, course success relies strongly on college level reading and writing abilities. This course is a requirement for both the A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommendation: Minimum reading placement scores of 81 on the COMPASS; 19 on the ACT; or 470 on the SAT. Minimum writing scores of 68 on the COMPASS; 18 on the ACT; or 450 on the SAT. Concurrent enrollment in ENGL 101 is also recommended

COMM 103 Oral Interpretation
3 Credits *Offered Each Semester*

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform literary pieces including stories, plays, poems, and famous orations. COMM 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents.

Lecture: 3 hours per week

COMM 111 Interview Techniques
2 Credits *Offered Each Semester*

This course provides practical experience in the development of interviewing techniques for a variety of settings and career

applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interview. Students learn to design and carry out effective interviews through study and practice of the practical "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communications, law enforcement, psychology, oral history, and counseling. Use of an audio tape recorder is suggested.

Lecture: 3 hours per week for 14 weeks

COMM 133 Improving Listening Skills
1 Credit *Offered Either Semester*

This course involves instruction in the skills necessary for effective listening. These skills apply to all aspects of life from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills.

Lecture: 3 hours per week for 5 weeks

COMM 134 Nonverbal Communication
2 Credits *Offered Either Semester*

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language. The study of nonverbal communication will help students better understand how people communicate in relationships at work and at home, and may create an awareness of the students' own nonverbal communication style.

Lecture: 2 hours per week

Recommended: Strong college-level reading and writing skills

COMM 209 Argumentation
3 Credits *Offered Either Semester*

This course is an introduction to the principles and practices of argumentation as a form of communication. Analysis, reasoning, evidence, and refutation skills are stressed. It provides skills in reasoned argumentation and is useful for pre-law, business, and careers where logical analysis and structured reasoning is stressed.

Lecture: 3 hours per week

Recommended: COMM 101 and strong college-level reading and writing skills

COMM 220 Intro to Intercultural Communication
3 Credits *Offered Each Semester*

This course is concerned with cultural differences and their effects on communication. The course attempts to help students become more sensitive to the needs of people from other cultures with whom we interact. With more and more diversity in our country, and to create and maintain positive relationships with minimal hostility and friction, an understanding of how to communicate across cultures will prove to be a considerable asset. Communication competence with people of other cultures calls for a repertoire of communication skills rarely taught in any other college course.

Lecture: 3 hours per week

Prerequisites: COMM 101

COMM 233 Interpersonal Communication
3 Credits *Offered Each Semester*

This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within inter-

personal relationships. Emphasis is on self-examination and understanding how "I communicate with others" and how that can be improved. This is an excellent course for developing skills necessary for everyday life and living where relationships must be developed and maintained.

Lecture: 3 hours per week

COMM 236 Small Group Communication
3 Credits Offered Both Semester

This course is designed to present the fundamentals of small group communication in such a way that the student actually experiences the small group process and evaluates his/her own and other's behaviors for success. The course will combine theory and practical application.

Lecture: 3 hours per week

COMPUTER APPLICATIONS

CAPS 100 Introduction to Microsoft Windows
(Previously BUSA 133)

1 Credit Offered Each Semester

CAPS 100 provides an introduction to Microsoft Windows fundamentals on IBM compatible computers. The course includes utilizing and controlling windows, Help, Write, Paintbrush, sharing data between applications with Clipboard, printing using Print Manager, and working with the Control Panel. This course is useful for anyone who wants to learn how to use Microsoft Windows software. This is a required course in the Office Receptionist and Accounting Assistant programs. The course is an elective for the other Business and Office Technology programs.

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

Recommended: Basic keyboarding

CAPS 110 Computer Applications for Technical Programs
(Formerly BUSA 135)

3 Credits Offered Each Semester

This course provides an introduction to DOS, Windows, and Microsoft Office application products. Basic to intermediate skills in operating systems, word processing, spreadsheet, database, presentation software and Internet browsers will be taught. Emphasis will be placed on current industry-recognized business applications. Students will become familiar with the basic operations and performance of personal computers. This is a required course for the HVAC Certificate, Drafting Technology, and Computer Information Technology A.A.S. degree programs.

Lecture/Lab: 3-4 hrs per week

CAPS 120 Introduction to Word Processing
(Formerly BUSA 118)

1 Credit Offered Each Semester

CAPS 120 provides an introduction to word processing fundamentals using MS Word for Windows software on IBM compatible computers. A hands-on class with business-oriented examples, it includes creating, storing, retrieving, editing, and printing documents. This is a valuable course for those who want to learn how to use word processing soft-

ware. This is a required course in the Accounting Assistant program. It does not fulfill the word processing requirement for the Business and Office Technology programs. However, this course does count as an elective for the other Business and Office Technology programs.

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

Recommended: Some keyboarding proficiency.

CAPS 130 Introduction to Spreadsheets
(Formerly BUSA 121)

1 Credit Offered Each Semester

This course is an introduction to spreadsheet fundamentals using MS Excel for Windows. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves hands-on computer use. Some computer knowledge and basic math skills are recommended.

Lecture/Lab: 3-4 hrs per week

CAPS 135 Spreadsheets
3 Credits Offered Each Semester

CAPS 135 is a lecture/lab class that will meet four hours per week for a semester. Students will be expected to complete homework assignments and projects outside of class time. This course will cover spreadsheet capabilities from beginning through expert using MS Excel for Windows on IBM compatible microcomputers. It includes spreadsheet construction and layout, commands, graphics, printing, macros, database features, and analysis functions. This course is intended to provide students the ability to become certified as a Microsoft Office User Specialist in Excel at the expert level. Using real-world personal and professional projects, it is a valuable course for those who want to gain extensive spreadsheet software knowledge. This course is required for the Business and Office Technology and Accounting Assistant programs.

Lecture/Lab: 4 hrs per week

Prerequisite: MATH 025 or placement score for entry into MATH 108

Pre-Corequisite: CAPS 100 or instructor permissions

CAPS 140 Introduction to Database
(Formerly BUSA 123)

1 Credit Offered Each Semester

CAPS 140 provides an introduction to database fundamentals. It involves hands-on computer experience using either dBASE or MS Access on IBM compatible microcomputers. Database design and theory, file structure, sorting, editing, report generating at the query-level, and printing records are included. The software package utilized will be identified in the NIC Class Schedule. This course provides skills in the computer management of data for any application. It is a required course for the Administrative Assistant program and serves as an elective for the other Business and Office Technology programs.

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

Recommended: Some computer knowledge

CAPS 180 **Microsoft Office Integration**
3 Credits *Offered Spring Semester*

CAPS 180 is a lecture/lab class which meets four hours per week for a semester. Students will be expected to complete homework assignments and projects outside of class time. This course will cover the Microsoft Office products including Word, Excel, PowerPoint, Access, and Outlook. Using real-world personal and professional situations, CAPS 180 shows how various Microsoft Office software components work together. This course is intended to provide information for students to become certified through the Microsoft Office User Specialist Program. It is ideal for individuals who want to use the entire Microsoft Office suite effectively and efficiently. This course is required for Business and Office Technology programs.

Lecture/Lab: 4 hrs per week
Prerequisite: BUSO 173 and CAPS 135

**COMPUTER INFORMATION
TECHNOLOGY (CITE)**

NOTE: Course enrollment requires prior acceptance into the Computer Information Technology Program.

CITE 110 Introduction to PC Operating Systems
3 Credits *Offered Fall Semester*

This is an introductory level class in personal computer operating systems and graphic user interfaces. The course discusses basic concepts of how operating systems work and how applications interact with operating systems. Emphasis will be placed on system functions and commands so that students will be able to effectively create and manage files, run programs, and use system devices. MS Windows and MS-DOS are utilized to illustrate these concepts. This is a required course in the Computer Information Technology certificate program.

Lecture/Lab: 4 hours per week
Corequisite: CAPS 110 and CITE 112

CITE 112 **Introduction to PC Hardware**
4 Credits *Offered Fall Semester*

This course teaches students to set up microcomputer hardware and expansion cards. The course includes hands-on experience in component installation and upgrading. Troubleshooting techniques will be emphasized including practice in debugging system problems. Peripheral devices will be discussed from a compatibility and capability standpoint. Each student will install operating systems, application programs, and diagnostic utilities. This class is geared towards preparing students for A+ Certification. Students wishing to take the exam will be charged a \$264 fee for taking both parts of the exam. This is a required course in the Computer Information Technology certificate program.

Lecture/Lab: 5 hours per week
Corequisite: CAPS 110 and CITE 110

CITE 130 Introduction to Internet Technologies
3 Credits *Offered Spring Semester*

This course is an introduction to basic concepts of the Internet and its function in today's society. This class includes a lab component so students will have access to the Internet on a regular basis and be allowed to apply procedures learned during lecture. This is a required course in the Computer Information Technology certificate program.

Lecture/Lab: 4 hours per week
Prerequisites: CAPS 110, CITE 110, 112

CITE 150 **Introduction to Networking**
3 Credits *Offered Spring Semester*

This course is designed to provide students with the background necessary to understand local area networking information including industry language, data communications protocols, and an overview of microcomputers and network user basics. Topics covered will include operating systems, network operating systems, network card configuration and installation needed for network connectivity. Hands-on exercises and scenario-based reviews are included with coverage of critical networking issues and concepts. This is a required course in the Computer Information Technology certificate program. This class is geared towards preparing students for Network+ Certification. Students wishing to take the exam will be charged a fee of \$190.

Lecture/Lab: 4 hours per week
Prerequisites: CAPS 110, CITE 110, 112

CITE 170 Systems Analysis and Design Methods
3 Credits *Offered Spring Semester*

This course provides an overview of the field of systems analysis, basic systems design tools, and the procedures for conducting a systems analysis. It will cover the life cycle of systems development; project management tools and techniques; process of interface with users, documentation, database interface; and productivity tools. Included is an overview of object-oriented design and CASE. Students will be expected to use a graphical-based high-level tool that supports the system development life cycle. This is a required course in the Computer Information Technology certificate program.

Lecture: 3 hours per week
Prerequisites: CAPS 110, CITE 110, 112

CITE 210 **Advanced PC Operating Systems**
4 Credits *Offered Fall Semester*

This in-depth course will study the latest generation of operating systems for microcomputers. General operating system commands and utilities will be introduced as well as advanced concepts. Advanced concepts will include system configuration files, formatting and partitioning the hard disk, and directory structures. MS-DOS (optimization and integration techniques) and MS Windows (registry files and policy editor) are utilized to illustrate these concepts. This is a required course in the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week
Prerequisites: CITE 110 and acceptance into the PC/User Support Technician option
Corequisites: CITE 212, 216

CITE 212 Advanced PC Hardware
4 Credits Offered Fall Semester

This course offers an advanced look at personal computer hardware covering various interface architectures and communication protocols. Concepts in logic, troubleshooting, and component replacement procedures are taught to prepare students for entry-level computer repair employment. Installation and preventive maintenance procedures for input and output devices, such as scanners, CD-Rs, Zip drives, Jaz drives, printers, fax/modems, sound/video cards, and camera equipment/Internet accessibility. A multi-meter will be used to measure voltage, current, and resistance. This is a required course in the PC/User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisite: CITE 112

Corequisites: CITE 210, 216

**CITE 216 Fundamentals of Networking
 for PC/User Support**
4 Credits Offered Fall Semester

This course focuses on the installation of PC related network software and the prevention, diagnosis, and resolution of hardware and software related networking problems. It is designed to provide students with the knowledge and skills needed to install and configure personal computers on a local area network (LAN) and provide quality network support. These skills include installation, configuration, customization, optimization, network integration, administration and security, troubleshooting, messaging, and other support issues. This course provides an overview of the knowledge, skills, and abilities necessary for employment in the PC/User Support industry. It emphasizes problemsolving and communication skills, in addition to technical knowledge. Using creative hands-on exercises and case projects, students apply their knowledge and develop ideas and skills, both individually and in teams, to help prepare them for today's team-oriented work environment. This is a required course in the PC/User Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Corequisites: CITE 210, 212

CITE 218 Customer Support
3 Credits Offered Spring Semester

This course is designed to demonstrate how customer support can provide guidance and assistance in consulting and troubleshooting roles. Training techniques are based on current hardware and software products. Understanding the customer's business environment and troubleshooting and resolving PC/User problems are stressed. This is a required course in the PC/User Support Technician option of the CITE A.A.S. degree program. Acceptance in the PC/User Support Technician option is required.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 210, 212, 216

Corequisites: CITE 220, 224

CITE 220 PC/User Support Project Lab
4 Credits Offered Spring Semester

Students will be given a series of supervised projects that will enable them to demonstrate PC repair skills. The projects will progressively increase in difficulty to simulate real-work situations. Tasks will include PC peripherals, Internet connections and troubleshooting PC-related problems, and disaster recovery. The study of PC-related concepts from current literature and periodicals to keep up with the changes in this fast-paced field is included. The course will familiarize the student with research methods and sources for ongoing self-study. Sources for this course include trade periodicals, vendor brochures and spec sheets, current books, tours, demonstrations, and guest speakers. This is a required course in the PC/User Support Technician option of the Computer Information Technology A.A.S. degree program. Prior acceptance in the PC/User Support Technician option is required.

Lecture/Lab: 5 hours per week

Corequisites: CITE 218, 224

CITE 224 PC Software Installation/Configuration
4 Credits Offered Spring Semester

This course offers an in-depth study of software use, performance and capabilities in relation to hardware, software design, and the operating system. Several industry standard application software packages will be used to demonstrate enhanced memory and disk management. Critical issues including operating system add-ons and virus protection will also be discussed. Typical utility packages will be examined and demonstrated including RAM resident programs, diagnostic utilities, desktop organizers, print spoolers, public domain tools, and backup methods. Advanced techniques for word processing, spreadsheets, database, and presentation software suites will be used as examples of product suites. This is a required course in the PC/User Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 5 hours per week

Corequisites: CITE 218, 220

CITE 232 Introduction to Web Page Design
3 Credits Offered Fall Semester

This hands-on course is designed to cover the basic concepts of documents designed for the World Wide Web and provides experience for the student in organizing, linking, and implementing web sites. Topics covered include text formatting, color control, images and image mapping, use of digital cameras and graphics scanner, hyperlinks, tables, and frames. This course covers the essential elements needed for fundamental web page production. This is a required course in the Internet Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130 and acceptance into the Internet Support Technician option

Corequisites: CITE 234, CITE 236, and CITE 238

CITE 234 Web Design Methodology & Technology
4 Credits Offered Fall Semester

This course teaches how to create and manage websites utilizing the industry's most up-to-date tools. Students will implement the latest strategies to develop third-generation websites,

evaluate design tools, discuss future technology standards, and explore the incompatibility issues surrounding current web browsers. This course focuses on theory, design, and web construction, along with information architecture concepts, web project management, scenario development, and performance evaluations. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: CITE 130

Corequisites: CITE 232, CITE 236, and CITE 238

CITE 236 **Web Based Applications**
3 Credits *Offered Fall Semester*

This course presents popular Internet application software including web page editors, converters, utilities, browsers, and search engines. Students will continually investigate the latest trends in the Internet industry, plus utilize and evaluate software applications. This is a required course in the Internet Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130

Corequisites: CITE 232, CITE 234, and CITE 238

CITE 238 **Designing for Web Market I**
3 Credits *Offered Fall Semester*

This course introduces students to the principles of layout and design as it applies to visual communication. Students are introduced to computer graphics programs and are taught to utilize basic design elements to prepare comprehensive layouts. Through a variety of problemsolving approaches, students are instructed to create layouts that are polished in concept, execution, typography, and composition. This is a required course in the Internet Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130

Corequisites: CITE 232, CITE 234, CITE 236.

CITE 242 **Advanced Web Page Design**
3 Credits *Offered Spring Semester*

This course covers advanced design elements of web page production. Topics include order forms and comment boxes, music and sound effects, and advanced animation. Several web pages are constructed in this course, culminating with the student's own personal design style. A fundamental background for e-commerce concepts, practices, strategies, and solutions will be examined. This is a required course in the Internet Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130, CITE 232, CITE 234, CITE 236, CITE 238

Corequisite: CITE 244, CITE 248

CITE 244 **Visual Basic**
3 Credits *Offered Spring Semester*

This course focuses on the fundamental principles of programming, presenting the unique visual and object-oriented features of Visual BASIC for Windows as a tool for learning

to program. The course is designed for students to become proficient in Visual BASIC and the principles of good program design. Students write and demonstrate simple structured programs with well-developed user interfaces. Programming assignments will include procedural techniques and event-driven processing. This is a required course in the Internet Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 110

Corequisites: CITE 242, CITE 248

CITE 248 **Designing for Web Market II**
3 Credits *Offered Spring Semester*

This course is a continuation of CITE 238. It is structured to give students additional hands-on experience in developing proficiency with graphic design tools used in the Web market. Emphasis is placed on design as it applies to the creation of Web pages. This course is valuable in building visual literacy, expanding conceptual and artistically-technical skills, plus improving creative problem solving. This is a required course in the Internet Support Technician option of the CITE A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130, CITE 232, CITE 234, CITE 236

Corequisites: CITE 242, CITE 244

CITE 250 **Windows 2000 Essentials**
2 Credits *Offered Fall Semester*

This course introduces students to Microsoft Windows 2000 and to the networking technologies it supports. Students will be able to describe user accounts and security, identify the tools used to perform administrative tasks in a Windows 2000-based network, and identify the networking architecture and protocols associated with Windows 2000. Students will be able to identify the hardware and software components required for Windows 2000 network communication, including Remote Access Services, Web Services, and utilities for network maintenance.

Prerequisite: CITE 150 and acceptance into the Network Support Technician option

CITE 252 **Supporting Windows 2000**
4 Credits *Offered Fall Semester*

This course provides students with the knowledge and skills necessary to install and configure Microsoft Window 2000 Professional on stand-alone computers and on client computers that are part of a workgroup or a domain. In addition, this course provides the skills and knowledge necessary to install and configure Window 2000 Server to create files, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for CITE 254 (Supporting Network Infrastructures).

Prerequisite: CITE 250

CITE 254 **Supporting Network Infrastructures**
4 Credits *Offered Fall Semester*

This course is for new-to-product support professionals who will be responsible for installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 Server products. It also provides students with

searching, and sorting will be covered, as well as a large group project. The exploration of recursion is continued.

Lecture: 3 hours per week

Prerequisites: CS 150 and 150L

Corequisite: College level math such as MATH 160 or 170

CS 211 Languages of Computer Science: C++
3 Credits *Offered Either Semester On Demand*

This course provides an introduction to object oriented programming using the language C++. Features of the UNIX operating system, programming for the Windows environment, and the Standard Template Library may be discussed. This course is suitable for students aspiring to major in computer science, but will also serve science and engineering majors as well as members of the community desiring to add object oriented programming to their repertoire of skills.

Lecture: 3 hours per week

Recommended: Prior programming experience in a structured language. This requirement may be met with a course in Java, C, or other high level language.

CS 212 Languages of Computer Science: HTML
3 Credits *Offered Either Semester*

This course is designed to teach programming and computational thinking skills to create rich, interactive documents for the World Wide Web. Focus is on using computational tools to create and work with interactive information resources. Students will learn to create documents that contain text, video, audio, and image data to request and process input from users. Image, video, and audio representation will be covered. Techniques of indexing, searching, and browsing data, the societal impact of the Internet, security, cryptography, copyright issues, and freedom of speech will be covered.

Lecture: 3 hours per week

Recommended: Experience using the World Wide Web and the Internet in general.

CS 213 Languages of Computer Science: Java
3 Credits *Offered Either Semester*

This course provides an introduction to the programming language Java. The course will include the features of Java such as objects, classes, wrappers, constructors, inheritance, method overloading, threads, error handling with exceptions, applets, java.awt (the Abstract Windows Toolkit) and possibly other Java packages.

Lecture: 3 hours per week

Recommended: High level language programming class such as C++ or permission of the instructor

CS 240 Digital Logic
4 Credits *Offered Either Semester On Demand*

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and programmable logic arrays are covered in this course. Laboratory activities use basic lab equipment, logic analyzers, and digital oscilloscopes.

Lecture: 3 hours per week

Corequisite Lab: CS 240L (2 hours per week)

Prerequisites: MATH 170 or 187 or instructor permission

CS 250

3 Credits

Data Structures

Offered Either Semester On Demand

Standard data structures are examined using a high level programming language such as C++, Stacks, queues, linked lists, and trees. Graphs are presented and explored through manipulation methods specific to each. Other topics include a continued development of skills in the analysis of algorithms, abstract data types, dynamic memory use, and the use of external files.

Lecture: 3 hours per week and 2 hours of lab per week

Prerequisites: CS 160 and MATH 187

CS 270

3 Credits

Computer Organization and Assembly Language

Offered Either Semester On Demand

Course topics include register and processor level design of computer systems covering the ALU, control unit, assembly language, interrupts, DMA, cache control, scheduling algorithms, addressing methods, linkers, and loaders.

Lecture: 3 hours per week

Prerequisites: CS 150 and CS 240

CULINARY ARTS

NOTE: Course enrollment requires prior acceptance into the Culinary Arts program.

CULA 150

1 Credit

Sanitation and Safety

Offered Fall Semester

This course focuses on the basics of safety and sanitation as it applies to the food service industry. On completion of this course students will be certified by the National Restaurant Association in Applied Food Safe Sanitation. Students will be instructed in the basics of first aid as it relates to food service.

CULA 151

2 Credits

Introduction to Food Service

Offered Fall Semester

Through lecture and demonstration, this course includes an introduction to tools and equipment used in the food service industry. Students will also learn basic cooking principles and methods including the art of seasoning and flavoring. Recipe and menu development will also be taught, as well as forms and functions, measurements, conversions and food costs.

CULA 152

1 Credit

Breakfast Cookery and Food Presentation, Garnish, Quick Breads

Offered Fall Semester

This course will focus on the preparation of breakfast foods including eggs, dairy products, and meats. Basic bakeshop principles as they relate to an assortment of foods and breads, will also be explored. An introduction to food presentation and buffet service will also be included.

CULA 155 Preparation of Stocks, Soups, and Sauces

1 Credit

Offered Fall Semester

This course will focus on the fundamental knife skills and basic food organization and preparation. Students will be introduced to techniques required for preparing stocks, soups,

level. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance, and posture. This course satisfies one of the P.E. requirements for the A.A. and A.S. degrees and may be repeated for a total of 4 credits. No prior dance experience is required.

Lecture/Activity: 2 hours per week

DANC 113

1 Credit

Jazz Dance I

Offered Each Semester

Dance 113 is an introduction to the movements and styles of today's jazz dancer. It emphasizes exercises and combinations of steps and explores theatrical, lyrical, and "funk" styles set to popular music. This course is a fun alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees. May be repeated for a total of four credits.

Lecture/Lab: 4 hours per week

DANC 114

1 Credit

Jazz Dance II

Offered Spring Semester

This is a continuation of DANC 113, exploring movements and styles of today's jazz dancer. It emphasizes exercise, combination steps, and explores theatrical, lyrical, and "funk" styles to popular music. This course provides an alternative to sports and helps develop an appreciation for the art form, music, rhythm awareness, and coordination. It also provides physical conditioning through strength and flexibility. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

Recommended: DANC 113 or some knowledge of jazz dance

DANC 115

1 Credit

Modern Dance: Beginning I

Offered Each Semester

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. It includes an insight into how dances are created through improvisation, and by analyzing these movements, students will explore choreography. This course provides a creative outlet and physical conditioning of strength and flexibility. It also develops coordination and an appreciation of the art form. This is an excellent course for theatre and performing arts students. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees. It may be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

DANC 117

1 Credit

Ballet: Beginning I

Offered Each Semester

This course focuses on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form. DANC 117 helps improve flexibility, muscle strength and control, and mental discipline over the body and promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and it may be repeated for a total of two credits.

Lecture/Activity: 2 hours per week

DANC 118

1 Credit

Ballet: Beginning II

Offered Each Semester

This course is a continuation of DANC 117 for beginners and concentrates on technique, alignment, and progressions. The student is introduced to more complex steps through faster-paced instruction. The course increases flexibility, muscle strength and control, and mental discipline over the body and enhances an appreciation of the art form as technique improves. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees. It may be repeated for a total of two credits.

Lecture/Activity: 3 hours per week

Prerequisite: DANC 117 or equivalent

DANC 119

1 Credit

Multicultural Dance

Offered Each Semester

Students will learn authentic ethnic group dances and steps from such countries as Ireland, Africa, Japan, Greece, Romania, Mexico, the United States, and others. Students will get a moderate intensity workout that improves endurance, agility, coordination, balance and posture. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of 4 credits. Prior dance experience is not required.

Lecture/Lab: 2 hours per week

DANC 120

1 Credit

Latin Social Dance

Offered Each Semester

Students will learn popular and exciting Latin couple dances, with an emphasis on Salsa and Cha cha. Students will learn steps, techniques, and Latin motion style particular to these social dances. Other Latin dances may be introduced (Rumba, Samba, Merengue) depending on students' interest and skill level. This course satisfies one of the P.E. requirements for the A.S. and A.A. degrees and may be repeated for a total of four credits. Prior dance experience is not required.

Lecture/Lab: 2 hours per week

DIESEL TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Diesel Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

DSLT 105 Orientation/Safety/Gen. Shop Practices

2 Credits

Offered Fall Semester

This course introduces students to on-campus services such as the library and College Skills Center. It includes instruction about the industry, including wages, job opportunities, and the nature of the work. This course also teaches students about safety equipment and procedures. Instruction is provided on general shop practices such as drilling and tapping holes, drilling out broken bolts, installing Heli-coils, double flares, soldering, and the care of equipment and floors.

DSLT 117L

2 Credits

Diesel Lab

Offered Summer Session

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLT 105 theory

class. Instruction utilizes a variety of mock-ups, training aids, components, and limited live customer work. Primary emphasis will be placed on suspension system and steering diagnostics and repair.

DSLTL118L Diesel Engine Lab
2 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in the DSLTL120 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL119L Electrical Systems Lab
1 Credit Offered Fall Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL122 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL120 Diesel Engines
5 Credits Offered Fall Semester

This course will include instruction on the basics of how to identify, repair, rebuild, and/or replace diesel engines. Students will learn two-stroke and four-stroke combustion engine theory as well as engine performance criteria. Instruction will include the operation and basic principles of various diesel engine components and their respective systems.

DSLTL122 Electrical Systems
4 Credits Offered Fall Semester

This course will include instruction on theory, operation, construction, and repair of heavy-duty electrical systems. Students will gain an understanding of starting systems, charging systems, batteries, wiring schematics, and lighting, along with associated testing and repair procedures for each system.

DSLTL128L Powertrain Lab
2 Credits Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL130 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL129L Brake Systems Lab
1 Credit Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL132 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL130 Powertrain
5 Credits Offered Spring Semester

This course will teach students the operation, construction, service, and repair of heavy-duty clutch systems, manual transmissions, drivelines, universal joints, single and two-speed differentials, as well as axles and bearings.

DSLTL132 Brake Systems
4 Credits Offered Spring Semester

This course will teach students the operation, construction, service, and repair of heavy truck and equipment air systems,

foundation air brake systems, foundation hydraulic brake systems, as well as wheels and seals.

DSLTL195 Specialization Study
2 Credits Offered Summer Session

This course teaches students the operation, construction, components, and repair of various truck and heavy equipment suspension systems including spring, pad, and air suspensions. Instruction also covers construction, components, and adjustments of truck steering systems as well as alignment procedures. Class B Commercial Drivers License training will also be covered.

DSLTL218L Advanced Tune-Up Lab
2 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in DSLTL221 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL219L Computerized Engine Lab
2 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in diesel theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL220 Advanced Tune-Up
4 Credits Offered Fall Semester

This course will teach students how to troubleshoot, adjust, repair, or replace components associated with tune up procedures for diesel engines. Exhaust emissions and other environmental issues pertaining to diesel engines will also be discussed. Students will also learn the operation, construction, and repair techniques associated with diesel fuel systems and induction systems. The course will provide students with the opportunity to become aware of the principles of theory for control devices, governors, and other controls related to diesel engines.

DSLTL222 Computerized Engines
4 Credits Offered Fall Semester

This course teaches students how to test, troubleshoot, adjust, repair, or replace components associated with computerized engines. Students will also learn the operation, construction, and theory of computerized engine controls.

DSLTL228L Transmissions Lab
2 Credits Offered Spring Semester

This course gives students hands-on experience in a shop setting. It is designed to provide opportunities for application of subjects covered in the DSLTL230 theory class. Instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL229L Hydraulics Lab
2 Credits Offered Spring Semester

This course gives students hands-on exposure in a shop setting on those subjects covered in DSLTL232 theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLT 230
4 Credits

Transmissions
Offered Spring Semester

This course teaches students the operation, construction, and repair of heavy equipment undercarriages and heavy-duty power-shift transmissions. Instruction covers construction and repair of various power-train components used in the heavy equipment industry. Students will also gain an understanding of the operation, construction, and theory of torque converters and final drives.

DSLT 232
4 Credits

Hydraulic Systems Lab
Offered Spring Semester

This course will teach students the theory of operation, construction, adjustment, maintenance, and repair of heavy equipment hydraulic systems. Students will also learn how to design hydraulic systems and implement changes to existing hydraulic systems.

DSLT 280 Heating, Ventilation, Air Conditioning
1 Credit Offered Spring Semester

Students will receive instruction in heating and air conditioning theory, as well as the use of equipment related to evacuating, recycling, and recharging air conditioning systems. The course will cover R-12 and R-134a refrigerant handling.

**DRAFTING DESIGN
AND TECHNOLOGY**

NOTE: Course enrollment requires prior acceptance into the Drafting Design and Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

DRFT 102 Intro to Theory of Drafting
4 Credits Offered Spring Semester

DRFT 102 will focus on basic theory of drafting using the traditional techniques of "board drafting." Emphasis will be placed on the use of drafting instruments, lettering, geometric constructions, orthographic projections, pictorial drawings, and basic dimensioning. Concepts will be reinforced through hands-on activities that focus on these skills.

DRFT 104 Intro to Technical Sketching
2 Credits Offered Fall Semester

DRFT 104 teaches skills to convey a thought or idea on paper. Students will develop an ability to visualize and sketch orthographically and pictorially. Concepts will be reinforced through hands-on activities that focus on these skills.

DRFT 106 3-D Descriptive Geometry
2 Credits Offered Spring Semester

DRFT 106 will focus on developing the knowledge and skills necessary for solving problems using descriptive geometry. Students will develop line projections, true size and shape of lines or planes, and piercing points of lines and planes in space. In addition, they will develop graphical solutions of force vectors. AutoCAD will be used as the instructional platform. Concepts will be reinforced through hands-on activities that focus on theories discussed.

DRFT 107
3 Credits

Technical Graphics I
Offered Fall Semester

DRFT 107 is designed for the beginning AutoCAD user and provides an introduction to Computer Assisted Drafting (CAD) using Windows NT as the operating system. The latest version of AutoCAD will be used as the basic drafting platform. A major focus will be to develop the visualization skills necessary to develop working line drawings. Concentrated efforts will be made to stress the importance of accuracy and clarity of drawings, while at the same time developing confidence and drafting speed. After accomplishing visualization skills the student must be able to produce hard copies of the proper scale. In the lecture/lab environment students will be presented with hands-on activities to reinforce their learning.

DRFT 108
3 Credits

Technical Graphics II
Offered Fall Semester

DRFT 108 is a continuation of concepts learned in DRFT 107. It is designed for the student who is knowledgeable in the basics of AutoCAD, but has not had the opportunity to use all the commands and procedures available in the latest versions. The latest version of AutoCAD will be used as the basic drawing platform. A major focus of this class is to develop skills to visualize and draw in the third dimension. Plotting to scale through the use of Paper Space will be practiced. This course is designed to prepare students for entry into DRFT 110.

DRFT 112
6 Credits

Industrial CAD Graphics
Offered Spring Semester

This course will focus on mechanical, architectural, electrical/electronic drafting, and civil/geographical information systems. The student will develop a thorough understanding of the User Coordinate System thereby gaining the ability to draw and visualize in 3-D. Parametric design and solid modeling will also be introduced. Using CAD as a tool, the student will begin the process of designing a residential structure. Emphasis will be placed on design and the use and misuse of space.

DRFT 130
2 Credits

Intro to Blueprint Reading
Offered Fall Semester

DRFT 130 is intended as an introduction to blueprint reading. The student will be introduced to architectural, civil and mechanical plans, blueprints, and working drawings. The student will develop a skill set that allows them to read and interpret basic documents.

DRFT 231 Architectural Design & Its History
5 Credits Offered Fall Semester

This course is designed to introduce students to the concepts, practices, standards, and drafting techniques needed for architectural design. A major focus will be to develop a clear understanding of the evolutionary processes of architectural styles and how they relate to present day architectural design. Students will study the concepts of form follows function; including the factors that affect exterior and interior design, and the relationship between rooms and their sizes. Upon completion the student will be able to go from conceptual

design, to design development, to the production of usable blueprints. Students will explore the fundamental concepts of 3D parametric modeling by designing several different types and styles of residential buildings. Successful completion of DRFT 112 and DRFT 130 and/or permission of instructor is required.

DRFT 233 Architectural Design & Construction Practices
5 Credits Offered Spring Semester

This course further emphasizes the architectural design process while relating these principles to general construction practices. Students will further enhance their drafting skills using selected 3D Parametric Modeling software. A major focus will be to develop complete sets of working blueprints, construction plans, and construction documentation. Utilizing architectural specific software, students will create a full set of residential and commercial plans including floor plans, elevation views, details, bill of materials, and cost estimates. Successful completion of DRFT 112, DRFT 130, and DRFT 231 and/or instructor permission is required.

DRFT 235 Building Codes
2 Credits Offered Fall Semester

DRFT 235 deals with issues of land use zoning, building codes, and electrical/plumbing codes as they relate to a draftsman/designer of typical wood framed residential structures. Also included is a unit of Uniform Building Codes, including occupancy classifications, fire safety requirements, handicapped access requirements, energy conservation issues, and type of material available.

DRFT 237 Blueprint Reading & Estimating Architecture
3 Credits Offered Fall Semester

Building on the skills and knowledge acquired in DRFT 130, this course will focus on advanced blueprint reading in the area of architecture design. Students will become familiar with industry standard symbols facilitating the reading and interpretation of architectural design plans. *Successful completion of DRFT 130 and/or instructor permission is required. ????*

DRFT 239 Structural Design and Modeling
4 Credits Offered Spring Semester

This class uses a hands-on approach to learning. Students will develop modeling skills with special emphasis placed on the design and construction of roofs, walls, floors, and stair details. Consideration will be given to what is aesthetically pleasing and what is practical in terms of construction. This class will also focus on the structural aspects of architecture with emphasis on structural strength and acceptable building practices. The study of the five basic methods of spanning open spaces between columns using the lintel, corbel, arch cohesive construction, and truss is included. Successful completion of DRFT 130 and/or instructor permission is required.

DRFT 241 Introduction to Civil Design
4 Credits Offered Fall Semester

This course covers the basics of interpreting survey information and transforming the data into a digital terrain model. The focus is on horizontal layout of proposed roads, lots, utili-

ties, and building pads incorporated with existing boundaries and features. Students will create Records of Survey, ALTA Land Title Survey Maps, building parking lot layout proposals, and subdivision layout proposals. Students must be concurrently enrolled in ENGR 214 and/or have instructor permission.

DRFT 243 Advanced Civil Design
4 Credits Offered Spring Semester

DRFT 243 is a continuation of DRFT 241. A natural progression will be made to vertical design. This course will cover road profiles, cross sections, and cut and fill design. Vertical design for piping sewer, irrigation, and water lines will also be covered. Students will make volume calculations and be able to discuss the effect vertical design has on horizontal layout. Successful completion of DRFT 241 and ENGR 214 and/or instructor permission is required.

DRFT 245 GIS/Cartography
3 Credits Offered Spring Semester

DRFT 245 is an introduction to the creation and use of a geographic information system database. Industry standard software will be utilized. Facilities management and cartography, as well as the influence of global positioning systems and the Internet will be covered. Successful completion of DRFT 214 and/or instructor permission is required.

DRFT 247 Adv Blueprint Reading-Civil
2 Credits Offered Fall Semester

Building on knowledge learned in DRFT 130 and Blueprint Reading, this course will focus on advanced blueprint reading in the area of civil design. Students will become familiar with industry standard symbols facilitating the reading and interpretation of civil design plans. Successful completion of DRFT 130 and/or instructor permission is required.

DRFT 249 Land Planning
2 Credits Offered Fall Semester

DRFT 249 will address artistic issues of land development with discussion and evaluation of competing theories in feature placement. The artistic license of the designer will be explored within the limitations of state and local ordinances and requirements, such as road type and location, lot size and shape, and building site orientation and layout. Historical models will be compared with contemporary models. Students must be enrolled in or have taken DRFT 241 and/or have instructor permission.

DRFT 251 Introduction to Mechanical Design
4 Credits Offered Fall Semester

This course presents the elements and principles involved in design and analysis of basic mechanical structures and mechanisms. Mechanical design will be emphasized through parametric design of parts and assemblies. The focus of this course will be a combination of learning feature-based parametric software and the fundamentals of mechanical design. Students will produce actual parts through cooperation with the Machine Technology program. The design portion of this course is intended to dovetail with the design portion of DRFT 253. Successful completion of MATH 143 and MATH 143D and/or instructor permission is required.

DRFT 253 **Advanced Mechanical Design**
4 Credits Offered Spring Semester

This course places further emphasis on learning feature-based parametric modeling of mechanical parts and assemblies. Students will learn the techniques of design and analysis and apply these techniques to design projects. The focus of this course will be a combination of the use of parametric software and mechanical design concepts. Students will produce actual parts through cooperation with the Machine Technology program. The design portion of this course is intended to dovetail with the design portion of DRFT 251. Successful completion of MATH 143 and MATH 143D and/or instructor permission is required.

DRFT 254 **Power Transmission**
2 Credits Offered Spring Semester

DRFT 254 is an introduction to kinematic, static, and dynamic analysis of mechanical application and the transmission of power. Using selected CAD programs, the student gains an understanding of cams, gears, linkages, pulleys, belts, sprockets, and chains. Careful attention will be given to geometric tolerancing and dimensioning practices. Successful completion of or current enrollment in DRFT 251 or 253 and PHYS 111 and/or instructor permission is required.

DRFT 255 **Machine Control Processes**
3 Credits Offered Fall Semester

DRFT 255 teaches the principles and application of CAD/CAM and CNC. Students will solve problems associated with coordinate geometry and database exchange files. By creating a 3-D drawing and developing a tool path, students will be able to produce an actual part through the cooperation of the machine technology program at NIC. Successful completion of or current enrollment in DRFT 251 or 253 and PHYS 111 and/or instructor permission is required.

DRFT 257 Geometric Dimensioning & Tolerancing
3 Credits Offered Fall Semester

Building on knowledge learned in DRFT 130, this course will focus on Geometric Dimensioning and Tolerancing (GD&T) principles as they relate to mechanical design. Topics include symbols, annotation, theory, and applications. Students will read, interpret and apply industry-standard symbols to drawings. Successful completion of DRFT 130 and/or instructor permission is required.

DRFT 258 **Statics and Strength of Materials**
3 Credits Offered Spring Semester

This course introduces the basics of statics and strength of materials without calculus. Students will study stress and strength factors acting on rigid bodies including application of these forces to practical mechanical design problems. A basic understanding of trigonometry and knowledge of Microsoft Excel and AutoCAD are recommended to solve a variety of problems. Minimum competency levels in reading, writing, and mathematics and/or instructor permission is required.

ECONOMICS

ECON 201 **Principles of Economics (Macro)**
3 Credits Offered Each Semester

This course is an introductory study of the behavior of our national economy. This includes the tools of supply and demand, the measurement of inflation and employment, and discussion of the definition, role, and importance of national income and money and the banking system. The course also analyzes the role of government and the effects of international trade on the U.S. economy. Economic vocabulary and analysis of economic situations are emphasized. ECON 201 is a required course in the Business Administration, Business Education, and the Accounting Assistant programs. It satisfies a social science requirement for the A.S., A.A. and A.A.S. degrees.

Lecture: 3 hours per week

Recommended: MATH 108 or two years of high school algebra

ECON 202 **Principles of Economics (Micro)**
3 Credits Offered Each Semester

ECON 202 is an introductory study of the economic behavior of individual consumers and suppliers. It examines consumer response to price and income changes and levels of satisfaction, supplier response to costs, and business response to degree of competition. Economic vocabulary and analysis of economic situations are emphasized. This is a required course in the Business Administration and Business Education programs. It satisfies a social science requirement for the A.S., A.A. and A.A.S. degrees. Prior completion of other courses is not required.

Lecture: 3 hours per week

Recommended: MATH 108 or two years of high school algebra; ECON 201 also helps to provide familiarity with vocabulary and methodology

EDUCATION

EDUC 190 **Special Education Lab**
1 Credit Offered Alternate Spring Semesters

This course involves observation of and involvement with exceptional individuals in a variety of educational settings. It includes interaction with practicing special educators and the exceptional individuals they are serving. This course provides valuable insights by observing the teaching techniques used by special educators as they teach.

Corequisite: EDUC 275

EDUC 201 **Introduction to Teaching**
3 Credits Offered Each Semester

EDUC 201 provides an introduction to the world of teaching by focusing on teachers, learners, curriculum, and the social context in which teaching occurs. Insight and understanding of this world will be facilitated through reflection and analysis of the student's observations and participation in 30 hours of field experience in public schools. This course is required for some transfer degrees in education. Its goals are to assist students in making an educated decision about

teaching as a career choice, to develop communications and interpersonal skills, to encourage creativity and critical thinking, and to provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required.

Lecture: 2 hours per week

Field Experience: 30 hours per semester

Prerequisite: Sophomore standing or permission of instructor

Recommended: College-level reading, oral and written English language, and computer skills

EDUC 275 Education of the Exceptional Individual
3 Credits *Offered Alternate Spring Semesters*

This course offers a general overview of special education. It emphasizes an introduction to the different handicapping categories, teaching methods, and unique legal requirements associated with educating exceptional individuals. It provides important knowledge about exceptional individuals who are found throughout the educational system (not just special education classrooms). This course is appropriate for all education degrees.

Lecture: 3 hours per week

Field Experience: 30 hours per semester

Corequisites: EDUC 190

ELECTRONICS TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Electronics Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

ELT 110 Direct Current I
5 Credits *Offered Fall Semester*

This course begins the study of electrical/electronics fundamentals and covers current, voltage, resistance, Ohms Law, Kirchoffs Law, series, parallel, and series/parallel circuits and Network Theorems. It provides a basic understanding for troubleshooting circuits with passive components and provides a foundation for further studies. Component recognition and familiarity with schematics is presented.

ELT 110L Direct Current I Lab
2 Credits *Offered Fall Semester*

This lab parallels the material presented in ELT 110 with hands-on experiments to reinforce the understanding of concepts and theory. Industry standard laboratory procedures, practices, and safety are presented in an applications oriented environment. Proper use of electronics test equipment to analyze and troubleshoot electronic circuits is introduced.

Corequisite: ELT 110

ELT 120 Direct Current II
5 Credits *Offered Fall Semester*

This course continues the study of DC and covers capacitance, magnetism, inductance, transient response, and an introduction to AC and reactance. Manufacturer's component data sheets are introduced as a resource for more specific component information. The understanding of reading schematics is enhanced with the analysis of more complex circuits.

ELT 120L Direct Current Lab II
2 Credits *Offered Fall Semester*

The hands-on approach to laboratory experiences is continued with the introduction of the oscilloscope and signal generator to stimulate and analyze electronic circuitry as presented in ELT 120. The use of the oscilloscope as a major diagnostic tool is emphasized.

Corequisite: ELT 120.

ELT 130 Alternating Current
5 Credits *Offered Spring Semester*

This course takes the student through a study of AC voltage, current, and power. It includes reactance, transformers, series reactive circuits (RL, RC, and RCL circuits), parallel reactive circuits, resonance, filters, and advanced AC analysis.

ELT 130L Alternating Current Lab I
2 Credits *Offered Spring Semester*

This lab focuses on the material presented in ELT 130 which forms the basis for the experimentation used to enhance the learning experience. Further experience is gained in using the oscilloscope and laboratory instruments when AC reactive circuits are analyzed.

Corequisite: ELT 130

ELT 140 Solid State I
5 Credits *Offered Spring Semester*

A study of solid state electronics is presented covering general semiconductor theory, diode function, and circuits including basic AC to DC power supplies, special purpose diodes such as the Zener, Schottky, and varactor, NPN and PNP bipolar transistor fundamentals and biasing circuits. This course prepares the student for more advanced solid state studies.

ELT 140L Solid State Lab I
2 Credits *Offered Spring Semester*

This lab exposes the student to building diode and transistor circuits based on schematic drawing. Troubleshooting and analysis of circuits in the laboratory environment using industry standard equipment and procedures is stressed.

Corequisite: ELT 140

ELT 250 Solid State II Theory
5 Credits *Offered Fall Semester*

This course will continue the exploration of solid state analog electronics that began in ELT 140. Discrete transistor circuits will be expanded to include AC operation as well as DC biasing configurations. Topics covered will include voltage amplifiers, poweramps, emitter followers, field-effect transistors, amplifier frequency effects, and thyristor devices.

ELT 250L Solid State II Lab
2 Credits *Offered Fall Semester*

This lab provides students with practical applications of circuits encountered in ELT 250. Industry standard test equipment will be used to design, build, test, and troubleshoot discrete analog transistor and thyristor circuits.

ELT 260 Solid State III Theory
5 Credits *Offered Fall Semester*

This course provides students with a thorough coverage of

operational amplifiers and linear integrated circuits. Additional topics include oscillators (both discrete and IC), regulated power supply circuits (both discrete and IC), and an introduction to communication circuits.

ELT 260L **Solid State III Lab**
2 Credits *Offered Fall Semester*

This course provides practical applications of circuits studied in ELT 260. Industry standard test equipment will be used to design, build, test and troubleshoot op-amp circuits and other linear IC circuits.

Corequisite: ELT 260

ELT 270 **Digital I Theory**
5 Credits *Offered Spring Semester*

This course will begin the study of digital electronics. The topics will include number systems, codes, logic gates, Boolean Algebra, combination logic circuits, flip-flops and related devices, digital arithmetic, counters, resistors and integrated circuit logic families.

ELT 270L **Digital I Lab**
2 Credits *Offered Spring Semester*

This lab provides hands-on experience designing, building, troubleshooting, and analyzing digital circuits. In addition to using a variety of test equipment, the student will be introduced to logic analysis as a tool for design, testing, and troubleshooting of logic circuits.

Corequisite: ELT 270

ELT 280 **Digital II Theory**
5 Credits *Offered Spring Semester*

This course continues the exploration of digital electronics that began in ELT 270 and includes MSI circuits, A-D/D-A conversions, memory devices, and microprocessors. An emphasis is placed on applications using a microprocessor trainer and an introduction to programming.

ELT 280L **Digital II Lab**
2 Credits *Offered Spring Semester*

This course provides an applications-based lab to accompany ELT 280. An emphasis is placed on "practical" applications of microprocessors and interfacing. Students will use their knowledge of analog and digital electronics to build and test "real world" circuits.

Corequisite: ELT 280

ENGINEERING

ENGR 105 **Engineering Graphics**
2 Credits *Offered Each Semester*

This course provides instruction in computer-aided engineering drafting with emphasis on visualization of points, lines, planes, and solids in space; freehand sketching; orthographic projection; isometric and oblique drawing; sectioning; dimensioning; descriptive geometry; and 3D modeling. It provides engineering students with beginning skills in computer-aided engineering drawing, but is not intended to train AutoCAD technicians.

Lecture/Lab: 4 hours per week

Prerequisites: MATH 025 or COMPASS Algebra > 40, ACT > 18, or SAT > 430

ENGR 210 **Statics**
3 Credits *Offered Fall Semester*

ENGR 210 is a study of vector analysis, resolution of forces, free body diagrams, equilibrium, friction, centroids, moments of inertia, statics of rigid bodies, trusses, frames, machines, and cables. The course provides basic engineering skills in mechanics necessary for analysis of structures and dynamics of rigid bodies.

Lecture: 3 hours per week

Prerequisite: MATH 170 and PHYS 211

ENGR 214 **Surveying**
4 Credits *Offered Fall Semester on Demand*

ENGR 214 presents theory and field applications of elementary surveying. It includes the use of instruments, error and precision, level circuits, running traverses, field calculations, boundary surveys, route surveys, construction surveys, triangulation, state coordinate systems, engineering astronomy, and photogrammetry. This course provides basic surveying skills that may help engineering students gain summer employment, but it is not intended as a preparation for direct entry into surveying occupations.

Lecture: 3 hours per week

Corequisite Lab: ENGR 214L, 3 hours per week

Prerequisite: MATH 147 or COMPASS College Algebra > 51, ACT > 27, or SAT > 620

ENGR 220 **Dynamics of Rigid Bodies**
3 Credits *Offered Spring Semester On Demand*

ENGR 220 is the study of kinematics and kinetics of particles and rigid bodies. Topics include position, velocity, acceleration, relative velocity and acceleration, translation and rotation by Newton's 2nd Law, energy, momentum methods, collisions, and vibrations. It provides basic engineering skills that apply to all machines and other engineering bodies in motion.

Lecture: 3 hours per week

Prerequisite: MATH 175 and ENGR 210

ENGR 223 **Engineering Analysis**
3 Credits *Offered Fall Semester*

ENGR 223 introduces a combination of numerical analysis skills, problem solving and design techniques, and various computer software as they are utilized in basic engineering applications. Students will utilize oral and written communication skills in presenting their solutions.

Lecture: 2 hours per week and 2 hours of lab

Corequisite: MATH 175

ENGR 240 **Circuits I**
4 Credits *Offered Fall Semester*

ENGR 240 presents a study of Ohm's Law, analysis methods, network theorems, Ideal Operational Amplifiers, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers.

Lecture/Lab: 3 hours of lecture per week, 2 hours of lab per week

Prerequisite: MATH 175 or permission of instructor

Corequisite Lab: ENGR 240L

ENGR 241

4 Credits

Circuits II

Offered Spring Semester

Circuits II presents a study of power, three phase, transformers, filters, Fourier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers.

Lecture: 3 hours per week

Corequisite Lab: ENGR 241L. (2 hours per week)

Prerequisite: ENGR 240

ENGR 295

3 Credits

Strength of Materials

Offered Spring Semester on Demand

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, torsion, deformation, modes of failure, and column analysis. The course provides a basic understanding of how structures and machines should be designed to prevent failure.

Lecture: 3 hours per week

Prerequisite: ENGR 210, MATH 175

Note: This course is equivalent to U of I Engineering 350

ENGLISH

THE WRITING CENTER: The Writing Center, a comprehensive facility serving the entire campus, is located in Lee & Kildow Hall 216. It is open daily from 8 a.m. to 4 p.m. The English Division encourages all NIC students and faculty to drop in for assistance in document organization, sentence style, grammar, and punctuation. Computers and resource materials are available for use. Mini-courses and one-on-one tutoring are available to all programs, students, faculty, and staff.

NOTE: Once placed in an English class, students must pass that class with a C- or above before enrolling in the next class in the sequence. Classes in a sequence cannot be skipped once the student has been placed. Students should be prepared to provide a hard copy of their placement scores to their instructor.

ENGL 045

3 Credits

Writer's Workshop

Offered Each Semester

English 045 offers introductory instruction in grammar, sentence construction, and paragraph development. This class includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support. Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college success, but will not fulfill degree requirements. A grade of C- or above allows the student to enroll in ENGL 099.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test-either between 0-37 on the COMPASS Writing, or 0-14 on the ACT English, or 0-370 on the SAT Verbal.

ENGL 099

3 credits

Fundamentals for Writing

Offered Each Semester

Fundamentals for Writing is a course focusing on building sentence, paragraph, and basic essay skills. This class teaches some related language skills, such as dictionary use and spell-

ing development. ENGL 099 positively influences college success by providing entry-level skills necessary to tackle required English composition courses. It will not fulfill A.A. or A.S. degree requirements, but applies toward a Certificate of Completion in the Professional/Technical programs. A grade of C- or above allows the student to enroll in ENGL 101.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test-either between 30-67 on the COMPASS Writing, or between 15-17 on the ACT English, or between 380-440 on the SAT Verbal. QR a grade of C- or above in ENGL 045

ENGL 101

3 Credits

English Composition

Offered Each Semester

English 101 provides students the opportunity to deal with any writing challenges which may be encountered in the future-in their job, personal life, or recreational activities. Students will learn to write strong, clear prose, and will learn to use words accurately and precisely; to write clear and direct sentences that follow conventional structure, grammar, and punctuation; to use paragraphs that show unity and coherence while developing one primary idea that relates directly to preceding and succeeding paragraphs; and to develop essays that focus on a central idea, develop the idea adequately, and show organization and unification. This course is required for all degree programs. A grade of C- or above allows the student to enroll in ENGL 102.

Lecture: 3 hours per week

Prerequisite: Entry is based on a satisfactory writing sample (written during the first week of class) and an appropriate score on the placement test-either 68-94 on the COMPASS Writing, or 18-24 on the ACT English, or 450-560 on the SAT Verbal. QR a grade of C- or above in ENGL 099.

ENGL 102

3 Credits

English Composition

Offered Each Semester

English 102 provides instruction in the research process, which includes the gathering, the critical evaluation, and the presentation of evidence. Critical thinking is emphasized as vital to drawing conclusions from evidence. This class helps provide techniques for conducting research in all areas of study. It is required for all transfer degree programs.

Lecture: 3 hours per week

Prerequisite: ENGL 101 with a grade of C- or above. A score of 95-98 on the COMPASS Writing, or 25-30 on the ACT English, or 570-690 on the SAT Verbal will result in placement into ENGL 102 and credit for ENGL 101. A score of 99 on the COMPASS Writing, or 31-37 in the ACT English, or 700-800 in the SAT Verbal will result in credit for ENGL 101 and ENGL 102.

ENGL 175

3 Credits

Introduction to Literature

Offered Each Semester

This is a survey of literature's many forms including essay, short story, poetry, and drama. This course focuses on literature as a primary vehicle for ideas and values and helps students to recognize and appreciate the humanistic and artistic elements of literature. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 202
3 Credits

Technical Writing
Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports. Technical Writing is designed for those interested in practical applications of technical writing principles. This class is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 099 and sophomore standing or permission of instructor are required.

Lecture: 3 hours per week
Recommended: ENGL 101

ENGL 203A
1 Credit

Trestle Creek Review
Offered Spring Semester

This workshop offers students interested in poetry and short fiction an introduction to the world of small-press publishing in which most writers get their start. Students read manuscripts submitted from all over North America and beyond and collaboratively determine the content of this year's edition of *Trestle Creek Review*, an annual literary magazine published in May and mailed to contributors, subscribers, regional libraries, and bookstores. Students become conversant with contemporary literature written by "real" people, gain skills in literary criticism, learn how to submit their own work, and receive acknowledgment on the title page as members of the editorial staff.

ENGL 204A **Researching and Writing**
(Same as HIST 204A) a Personal Family History
3 Credits *Offered on Demand*

English 204A introduces students to research and writing skills to enable them to record their family's history. Students will learn to use oral history interviews, private and public genealogical and historical records, family folklore, and computer tools that are revolutionizing family history research. Students will work with writing techniques that can transform dull data into a lively family saga. The course follows an informal workshop format, including several research field trips to regional archives. This course is an excellent opportunity to develop research and writing skills and pursue a project of great personal value. It is recommended for history and English majors as a way to put theory into practice. It is designed for genealogy beginners with good command of basic English writing skills and some computer experience with Windows.

Lecture: 3 hours per week
Recommended: ENGL 101

ENGL 205 **Interdisciplinary Writing**
3 Credits *Offered Each Semester*

This course builds on writing skills gained from ENGL 101 and ENGL 102. In addition, the course enables students to make connections among many disciplines, including art, mythology, poetry, architecture, music, culture, and travel. Emphasis is placed on the student's own writing of essays and explications based on the five-step critical thinking method.

This course encourages students to practice and learn the steps in the writing process.

Lecture: 3 hours per week
Prerequisite: ENGL 101, 102

ENGL 216
3 Credits

Mythology
Offered Spring Semester

Mythology surveys both Greek myths and themes common to all Western mythologies, particularly those of the hero quest. This course includes the study of a variety of stories, poems, plays, and films, and focuses on learning to identify the mythological elements at work within them. Mythology creates an awareness and appreciation of mythological stories and themes as a base for much of our literature and art; therefore, it enhances literary and artistic experiences.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 257 **Literature of Western Civilization**
3 Credits *Offered Fall Semester*

English 257 examines significant literary works of Western Civilization from about 800 B.C. through Shakespeare. This course focuses on the values, traditions, themes, and ideas that have shaped Western culture and have influenced other disciplines such as art, psychology, and philosophy. This course helps link the basic concepts of early literature to the contemporary world. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 258 **Literature of Western Civilization**
3 Credits *Offered Spring Semester*

English 258 is the study of Western (European and North American) classics from the mid-1600s to the present. This course includes internationally acclaimed writers who are representative of the major literary movements (Enlightenment, Romantic, Realist, and Modernist traditions) and who are significant in shaping Western Civilization. ENGL 258 serves as a foundation to the humanities through an exploration of writers and works that comprise the core of our literary and philosophical tradition. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 267 **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.

Lecture: 3 hours per week
Prerequisite: ENGL 101

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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 272 **Business Writing**
3 Credits *Offered Each Semester*

Business Writing offers instruction in the practical application of business writing principles. It includes business writing strategies for memos, letters, and reports, and emphasizes audience analysis, content planning, language effectiveness, and message layout. ENGL 272 helps develop writing skills necessary for effective business communication. It is required for some business and business-related programs. A working knowledge of correct grammar and an assessment score of 68-94 on the COMPASS Writing, or 18-24 on the ACT English, or 450-560 on the SAT Verbal; OR a grade of C- or above in ENGL 099 are essential.

Lecture: 3 hours per week

Recommended: ENGL 101

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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

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.

Lecture: 3 hours per week

Prerequisite: ENGL 101

ENGL 285 **American Indian Literature**
3 Credits *Offered Spring Semester*

English 285 explores traditional American Indian world views and belief systems as reflected in myths and legends, as well as contemporary poetry, short stories, and novels by Native Americans. The difference between American Indian and Eurocentric world views and the implications of these differences will be considered, as illustrated in literature. The course will also explore political, sociological, and psychological effects on American Indians of U.S. governmental policies and

actions taken in regard to various tribes.

Lecture: 3 hours per week

Prerequisite: ENGL 101

Recommendation: Prior completion of ENGL 175

ENGL 291 **Creative Writing I**
3 Credits *Offered Fall Semester*

English 291 introduces the principles and techniques of poetry writing, examined through exercises and discussions of student and professional writing. Exact content will depend on student preference. This course helps develop a personal, advanced writing style and an appreciation of literary forms. An above average writing ability and some familiarity with literature are necessary.

Lecture: 3 hours per week

Prerequisite: ENGL 175

ENGL 292 **Creative Writing II**
3 Credits *Offered Spring Semester*

English 292 introduces the principles and techniques of fiction and nonfiction writing, examined through exercises and discussions of student and professional writing. The exact content of the course will depend on student preference. This course helps develop a personal, advanced writing style and an appreciation of literary forms. Above average writing ability and some familiarity with literature are necessary.

Lecture: 3 hours per week

Prerequisite: ENGL 175

ENGL 295 **Contemporary U.S. Multicultural Literature**
3 Credits *Offered Each Semester*

English 295 provides a study of fiction, nonfiction, poetry, and film across a diverse range of cultures in the United States. Selections each semester will include works from the 1960s to the present, including the perspective of women and men who may represent diverse races, ethnicities, social classes, religions, sexual orientations, ages and abilities. Since the Civil Rights movement, writers once marginalized are now published in the mainstream, expressing diverse themes in challenging, experimental styles. This course fulfills a Cultural Diversity requirement for the A.A. degree or an Arts and Humanities requirement for the A.S. degree.

Lecture: 3 hours per week

Prerequisite: ENGL 101 with a grade of C- or above

ENGLISH AS A SECOND LANGUAGE

ESL 090 **ESL Conversant Program**
1-2 Credits *Offered On Demand*

ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus. This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.

Lecture: 1 hour per week per credit

Prerequisite: Student whose native language is not English

ESL 100

4 Credits

ESL Grammar and Structure

Offered On Demand

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb forms, verbal phrases, models, preposition, modifiers, and basic sentence strategies. Attendance at the language laboratory is required. This course prepares students to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

Lecture: 4 hours per week per credit

Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

ESL 101

3 Credits

ESL Composition

Offered On Demand

ESL 101 helps non-native speakers of English to understand and produce the kind of academic writing required in college. Emphasis is on the most common and effective formats of academic writing and on editing for accuracy of expression, grammar, and sentence structure. This course is valuable for building fluency in written expression. It prepares students for success in competing with native English speakers in college writing courses. A working knowledge of English grammar and basic sentence strategies is required. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

Lecture: 3 hours per week

Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

ENVIRONMENTAL SCIENCE

ENSI 119 Introduction to Environmental Science

4 Credits

Offered Each Semester

ENSI 119 reviews basic concepts of chemistry, biology, the growth of human population, man's use of energy and other resources, species extinction, and pollution of the environment. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: ENSI 119L (2 hours per week)

Prerequisite: MATH 025 or COMPASS College Algebra > 40, ACT > 19, or SAT > 430

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 give a student credit for the first elementary level; placement in, and completion of the second semester intermediate level, will give a student credit for the first three semesters of the target language.

NIC will not offer to students foreign language credit (FREN 101, 102, 201, 202; GERM 101, 102, 201, 202; SPAN 101, 102, 201, 202) in their native language. Native language is defined as the official language(s) of the country where a student is a citizen or the language of primary instruction during the student's secondary school education.

CA 101 Elementary Coeur d'Alene Language I

5 Credits

Offered Fall Semester

CA 101 is an introduction to an American Indian language designed for students with no previous foreign language study. The course will include specialized methods of working with an unwritten language and emphasize pronunciation, beginning grammar, vocabulary-building, and an introduction to Coeur d'Alene Tribal culture. Successful completion of CA 101 and 102 allows entry into the intermediate level course that satisfies the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 5 hours per week (includes lab)

CA 102 Elementary Coeur d'Alene Language II

5 Credits

Offered Spring Semester

CA 102 is the second semester of an introduction to the native language of the Coeur d'Alene Tribe. It completes the outline of the major grammatical systems of the language. The skills acquired in CA 101 and CA 102 will prepare students for the intermediate level course that satisfies the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 5 hours per week (includes lab)

Prerequisite: CA 101

CA 201 Intermediate Coeur d'Alene Language

4 Credits

Offered Fall Semester

CA 201 provides training in conversational proficiency in an American Indian language. It features detailed discussion of grammar knowledge gained in CA 101 and CA 102 and insights into Coeur d'Alene culture revealed in the traditional oral literature. This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirement for the A.S. degree.

Lecture: 4 hours per week

Prerequisite: CA 102

FLAN 106

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.

Interactive Conversation Class: 2-4 hours per week, depending on credits

FLAN 207 Contemporary World Cultures
3 Credits Offered Each Semester

Foreign Language 207 examines a single national culture in terms of its historical background and expression in contemporary life, language, institutions, literature, art, music, and lifestyles. This course provides a basis for comparative cultural studies for students interested in multicultural or international scholarship. It meets the cultural diversity requirement for the A.A. degree and satisfies an arts and humanities requirement for the A.S. degree. The national culture selected for study may change each semester, allowing students to repeat the course for elective credit.

Lecture: 3 hours per week

FREN 101 Elementary French I
5 Credits Offered Fall Semester

Elementary French I is designed for students with no previous language study. This course provides training in the acquisition and application of basic language skills and culture. Successful completion of FREN 101 and FREN 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week and lab TBA

FREN 102 Elementary French II
5 Credits Offered Spring Semester

This course is the second semester of Elementary French and continues the acquisition and application of basic language skills and culture. A laboratory is included in the course. Successful completion of this course gives students the required skills to take the intermediate level courses which satisfy the cultural diversity requirement of the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week and lab TBA

Prerequisite: FREN 101

FREN 103 Self-Guided Language Study in French
1 Credit Offered Each Semester

This course provides individualized, self-paced practice in French and is intended to provide students with additional language study and skills development through the use of the Language Lab. It is for students who plan to enter a more advanced language course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

FREN 201 Intermediate French I
4 Credits Offered Fall Semester

Intermediate French provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the

arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week and lab TBA

Prerequisite: FREN 102 or equivalent

FREN 202 Intermediate French II
4 Credits Offered Spring Semester

The second semester of Intermediate French provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Intermediate French II satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week and lab TBA

Prerequisite: FREN 201

GERM 101 Elementary German I
5 Credits Offered Fall Semester

This course concentrates on the study and application of vocabulary and pronunciation at an introductory level. Students will develop proficiencies in speaking, reading, listening, and writing while enhancing their understanding of the language, culture, and geography of German-speaking countries. A laboratory is included in the credits for this course.

Lecture: 5 hours per week and lab TBA

GERM 102 Elementary German II
5 Credits Offered Spring Semester

This course is a continuation of GERM 101, stressing the further expansion of basic fluency in German. A laboratory is included in the credits for this course.

Lecture: 5 hours per week and lab TBA

Prerequisite: GERM 101 or appropriate language placement test score

GERM 103 Self-Guided Language Study in German
1 Credit Offered Each Semester

This course provides individualized, self-paced practice in German and is intended to provide students with additional language study and skills development through the use of the Language Lab. It is for students who plan to enter a more advanced language course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

GERM 201 Intermediate German I
4 Credits Offered Fall Semester

Intermediate German provides additional development in the language with an emphasis on conversation, reading, grammar, and composition. Varied aspects of the current cultural climate of Germany are woven into the course, which allows students to increase the proficiency of their language skills. This course meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. A laboratory is included in the credits for this course.

Lecture: 4 hours per week and lab TBA

Prerequisite: GERM 102 or appropriate language placement test score

GERM 202 Intermediate German II
4 Credits Offered Spring Semester

This course is a continuation of GERM 201. This course meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. A laboratory is included in the credits for this course.

Lecture: 4 hours per week and lab TBA

Prerequisite: GERM 201 or appropriate language placement test score

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.

Time requirement: TBA

JAPA 124 Conversation Course: Open Door to Japanese Level I
2 Credits Offered Spring Semester

This course is a continuation of Japanese 123.

Time requirement: TBA

Prerequisite: JAPA 123

SPAN 101 Elementary Spanish I
5 Credits Offered Each Semester

This 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.

Lecture: 5 hours per week and lab TBA

SPAN 102 Elementary Spanish II
5 Credits Offered Each Semester

This course is a continuation of SPAN 101, emphasizing further development of basic language fluency. A laboratory is included in the course.

Lecture: 5 hours per week and lab TBA

Prerequisite: SPAN 101

SPAN 103 Self-Guided Language Study in Spanish
1 Credit Offered Each Semester

This course provides individualized, self-paced practice in Spanish and is intended to provide students with additional language study and skills development through the use of the Language Lab. It is for students who plan to enter a more advanced language course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

SPAN 201 Intermediate Spanish I
4 Credits Offered Each Semester

Intermediate Spanish further develops Spanish fluency with emphasis on conversation, reading, grammar, and composition. The culture and literature of Spain and Latin America are also examined. This course provides a continuation and refinement of language skills and greater depth in the study of cultural aspects. It meets the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree. Laboratory work is included.

Lecture: 4 hours per week and lab TBA

Prerequisite: SPAN 102 or appropriate language placement test score

SPAN 202 Intermediate Spanish II
4 Credits Offered Each Semester

Spanish 202 is a continuation of SPAN 201. This course has the same degree applications as SPAN 201. Laboratory work is included.

Lecture: 4 hours per week and lab TBA

Prerequisite: SPAN 201

SPAN 205 Intermediate Spanish Conversation
3 Credits Offered Each Semester

This course is for students who wish to further their conversational skills in Spanish at the intermediate level. The emphasis is on the development of oral and written discourse skills, and on the acquisition of cultural and linguistic knowledge related to specific Spanish-speaking countries. This course is conducted entirely in Spanish.

Lecture: 3 hours per week

Prerequisite or Corequisite: SPAN 202

GEOGRAPHY

GEOG 100 Physical Geography
4 Credits Offered Each Semester

Physical Geography is an introduction to the earth's physical systems and the interaction among the atmosphere, hydrosphere, biosphere, and lithosphere. It emphasizes the atmospheric sciences (weather and climate), landforms, water resources, and soils. Concurrent enrollment in GEOG 100L is required. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees, and a general education requirement for the A.A.S. degree.

Lecture: 3 hours per week

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

GEOLOGY

GEOL 101 Physical Geology
4 Credits Offered Each Semester

Physical Geology is the study of the origin and development of the earth. It includes the detailed study of the development of the earth's crust, its minerals, rocks, volcanoes, glaciers, mountains, and continents. This course provides an understanding of the natural and physical processes of the planet earth and an appreciation for the impact geology has

on everyday life. Concurrent enrollment in GEOL 101L is required. In combination with GEOL 101L, this course satisfies a laboratory science course requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 101L (2 hours per week)

GEOL 102 **Historical Geology**
4 Credits *Offered Each Semester*

Historical Geology is an introduction to the principles and interpretation of geologic history. It emphasizes the evolution of the earth's lithosphere (crust), atmosphere, and biosphere through geologic time. This course includes consideration of the historical aspects of plate tectonics, the geologic development of North America, and important events in biological evolution and the resulting assembly of fossils. Geology 102 provides an appreciation for the vast extent of geologic time, the natural processes affecting change on the earth, and the identification of common fossil types. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 101L (2 hours per week)

Recommended: Prior or concurrent enrollment in GEOL 101

GEOL 123 **Geology of Idaho and the Pacific Northwest**
4 Credits *Offered on Demand*

Geology 123 is the study of the geologic history of Idaho and the Pacific Northwest. It examines the development of existing geologic structures and rock types, focussing on the development and distribution of major topographic and scenic features. Included are field trips to areas of important mineral and gem occurrences. This course provides an appreciation for the development and distribution of geologic natural resources in the region. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 123L (2 hours per week)

Recommended: Prior or concurrent enrollment in GEOL 101

GEOL 255 **Systematic Mineralogy**
4 Credits *Offered Spring Semester on Demand*

Systematic Mineralogy studies the classification and determination of minerals by physical, chemical, and crystallographic and optical properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory will include hands-on testing and identification of mineral samples including utilizing their optical properties in oil mounts and thin section, and field trips to significant mineral locations. Students learn to recognize and identify many important ore and industrial minerals, while gaining an enhanced appreciation for the application of mineral resources to everyday life. Some background in chemistry is helpful. This course satisfies a laboratory science requirement for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: GEOL 255L (2 hours per week)

Prerequisite: GEOL 101, 101L

**HEATING, VENTILATION,
AIR CONDITIONING, AND
REFRIGERATION**

NOTE: Course enrollment requires prior acceptance into the Heating, Ventilation, Air Conditioning, and Refrigeration program. Students enrolled in this program are required to earn a grade of C- or better in their classes or receive instructor permission in order to advance to the next semester.

HVAC 161 **HVAC/R Principles**
3 Credits *Offered Fall Semester*

This course is designed to explore the common aspects of HVAC/R technology. Discussion will focus on such topics as psychometrics, air distribution and balance, as well as system installation and controls. This is a required class in the HVAC/R program. Current industry professionals who want to update skills are invited to take this class as a stand alone course.

HVAC 161L **HVAC Lab I**
5 Credits *Offered Fall Semester*

This course provides an opportunity to apply and practice the theories taught in HVAC/R Principles, HVAC/R Electrical, and HVAC Heating Systems. Safety principles and procedures used in the field are also emphasized in this lab class. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes. Of the required 5 credits, a maximum of 2 credits can be substituted in an approved internship/co-op with instructor permission.

HVAC 165 **HVAC/R Electrical**
4 Credits *Offered Fall Semester*

Basic electrical safety and electrical theory such as Ohms Law, circuit schematics and circuit characteristics/symbols will be discussed as it applies to DC and AC circuits in the HVAC/R industry. Basic control circuits, sequence of operation for basic HVAC/R applications and electric motor theory, as well as specific information on HVAC/R electrical component devices will also be covered. Both electrical testing and troubleshooting methods are taught and practiced. HVAC/R professionals are invited to take this class as a refresher to update skills. Students enrolled in the HVAC/R program are required to take this class as part of their program.

HVAC 167 **HVAC Heating**
4 Credits *Offered Fall Semester*

This course will focus on basic heat transfer theory and concepts. Specific areas of study include the different mediums used for heat transfer, electric heat systems, and fossil fuel systems (natural gas, propane and fuel oil). Residential and light commercial system applications will be made throughout the program. Industry professionals who want to update skills are encouraged to take this class as a stand alone course. Students enrolled in the HVAC/R program are required to take this class as part of their program.

HVAC 171L

5 Credits

This lab provides students an opportunity to apply and practice the theories taught in HVAC Systems, HVAC/R Heating, HVAC/R Codes and Licenses, and HVAC/R Principles. Safety principles and procedures used in the field will be a major focus. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes. Of the required 5 credits, up to 2 credits can be substituted in an approved internship/co-op with instructor permission.

HVAC/R Lab II

Offered Spring Semester

HVAC 175

4 Credits

HVAC systems that utilize the refrigeration cycle will be the main focus of this class. Refrigeration, as it applies to air conditioning, typical operation conditions, heat pumps, room air conditioners, and furnaces, as well as AC combined, will be covered. In addition, students will have the opportunity to explore troubleshooting methods for HVAC systems. Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals who want to update skills are encouraged to take this class as a stand alone course.

HVAC Systems

Offered Spring Semester

HVAC 177

4 Credits

This course will introduce students to the refrigeration cycle. In addition, it will concentrate on the major components and flow control devices that are used in a refrigeration system. Major topics covered will include refrigeration and refrigerants, system evacuation, refrigerant management, system charging, evaporators, condensers, compressors, and flow controls. Focus will also be placed on applications and system troubleshooting practices. Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals who want to update skills are encouraged to take this class as a stand alone course.

Refrigeration

Offered Spring Semester

HVAC 180

3 Credits

This course gives students the information needed to successfully pass the Gas Fitter License exam needed for the EPA refrigerant certificate and oil license exams. Students will have the opportunity to take both of these exams during the semester. Students enrolled in the HVAC/R program are required to take this class as part of their program. Current industry professionals that want to update skills are invited to take this class as a stand alone course.

HVAC/R Codes and Licenses

Offered Spring Semester

HISTORY

HIST 101

3 Credits

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 inter-

History of Civilization to 1500

Offered Each Semester

connected across such broad-ranging fields as politics, religion, social movements, technology, and the arts. This course is recommended for students seeking a broad background of general knowledge, whether as the foundation of a liberal arts education, out of curiosity, or to be well informed. It develops critical thinking skills essential in every career. It meets a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: ENGL 101 and good reading skills

HIST 102

3 Credits

History 102 explores human society's development and variety from the Renaissance to today, focusing on Western culture. It examines such world-changing events and ideas as the reformation and the age of discovery, the scientific revolution and enlightenment, the rise of nationalism and world war, technological change, and "future shock." Students will consider how the past affects the present and future. This course is recommended for any liberal arts program and is required for many degrees and majors. It provides an excellent opportunity for students to discover how all fields of knowledge fit together into a big picture. It meets a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: ENGL 101 and good reading skills

History of Civilization Since 1500

Offered Each Semester

HIST 103

3 Credits

This course is a survey of the history of the 20th century, beginning in 1871 with the formation of the modern German state and continuing to the present. Emphasis will be placed on the causes and effects of the two World Wars, the dynamics of the Cold War, the rise of technology, and the role of the nation-state. Students are expected to read and write at college level and will be required to participate in class discussions.

Lecture: 3 hours per week

The 20th Century World

Offered Each Semester

HIST 111 U.S. History: Discovery-Reconstruction

3 Credits

History 111 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is focused on differing historical interpretations and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferrable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

Offered Each Semester

HIST 112 U.S. History: Gilded Age-The Present

3 Credits

History 112 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Gilded Age (c. 1876) through the present. Attention is focused on differing historical interpretations and on themes which illuminate current events. This course serves as partial fulfillment of the social science

Offered Each Semester

requirement for A.A. and A.S. degrees and is transferrable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

HIST 204A **Researching and Writing**
(Same as ENGL 204A) a Personal Family History
Offered on Demand **3 Credits**

HIST 204A introduces students to research and writing skills to enable them to record their family's history. Students will learn to use oral history interviews, private and public genealogical and historical records, family folklore and computer tools that are revolutionizing family history research. Students will work with writing techniques that can transform dull data into a lively family saga. The course follows an informal workshop format, including several research field trips to regional archives. This course is an excellent opportunity to develop research and writing skills and pursuing a project of great personal value. It is recommended for history and English majors as a way to put theory into practice. It is designed for genealogy beginners with good command of basic English writing skills and some computer experience with Windows.

Lecture: 3 hours per week

HIST 204B **Oral History Research**
3 Credits *Offered on Demand*

Oral History Research uses audio or videotape to record the firsthand experiences and knowledge of men and women who have helped shape North Idaho history. Each student will choose a topic of special interest and prepare a series of interviews to be preserved for the future in the regional oral history archive, housed in the NIC library. History 204B provides guided practice in one of today's historians most indispensable research techniques, as well as a chance to make a significant contribution to the community. This transferable elective is recommended for history majors, future teachers, and those with an interest in preserving local history. Students should own or borrow an audio cassette tape recorder or video camcorder with a microphone and furnish their own blank tapes.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

HIST 210 **Introduction to Modern**
Latin American History
3 Credits *Offered Spring Semester*

This course provides a survey of economic, political, social, and cultural developments in selected Latin American countries each of which represents a larger region, from independence to the present. Students are expected to read and write at college level and will be required to participate in discussions. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

HIST 240 **American Indian History**
3 Credits *Offered Spring Semester*

HIST 240 provides a historical overview of post-contact In-

dian and non-Indian relations and their effect on Indian culture, including reactions, adaptations, and conflicts in social, political, and economic systems. Some emphasis will be placed on prominent Indian personages and geographical groups, their migrations and intertribal and U.S government relationships, including federal Indian policy. Students will gain a deeper sense of "nations" and an understanding of the importance of tribal heritage and identify from a historical perspective. It meets a cultural diversity requirement for the A.A. degree or a social science requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

Prerequisite: HIST 101, ANTH 225 or HIST 101, or HIST 111 or 112.

HUMANITIES

HUMS 101 **Montage: Introduction to**
the Humanities
3 Credits *Offered Each Semester*

This course explores how the humanities, through many varied types of creative works, comment on human experiences and raise questions of value and meaning. Students will learn an approach to understanding a wide variety of works in art, music, literature, and philosophy, based on questions applicable to all genres. The course is highly interactive, with frequent class discussion and informal written responses to works being explored. This course provides a good foundation for further humanities study in courses focusing on one particular field such as literature, philosophy, or the arts. It is an ideal course for students who intend to focus on areas other than the humanities, but wish to broaden their education. It fulfills an arts and humanities requirement for the A.A. and the A.S. degrees.

Lecture: 3 hours per week

Prerequisite or Corequisite: ENGL 101

HUMAN SERVICES

NOTE: There is no formal application process for the Human Services Program. Students must proceed through the coursework in sequence and with instructor approval.

HSS 101 **Introduction to Human Services**
3 Credits *Offered Fall Semester*

This course provides an overview of human service agencies, institutions, and programs that help meet human services needs. Students explore human service roles, career opportunities, and communication skills required to be successful in the field.

HSS 102 **Introduction to Human Services Lab**
1 Credit *Offered Fall Semester*

This weekly three-hour course provides students an opportunity to explore human service careers that may be of interest. It assists with developing beginning observation, recording, and reporting skills based on selected field exploration areas. Students will conduct interviews and participate in on-the-job shadowing experiences. This is a required course for all

human service students. All students who have a sincere interest in exploring health and human service career options are welcome.

Corequisite: HSS 101

HSS 107 **The Helping Process**
1 Credit *Offered Spring Semester*

This course focuses on helping goals, principles, and therapeutic communication techniques that entry-level workers can employ in working with human services clients. It uses a problem-management model to enhance student understanding of the helping process.

Prerequisite: HSS 101

Corequisite: HSS 108

HSS 108 **Helping Skills Lab**
1 Credit *Offered Spring Semester*

This course provides an overview of a problem-management model of helping and opportunities to practice a variety of therapeutic approaches and strategies

Prerequisite: HSS 101 or PSYC 101 or SOC 101 or 102

Corequisite: HSS 107

HSS 110 **Human Services I: Direct Care Assessment and Intervention**
4 Credits *Offered Spring Semester*

This course focuses on assessment and intervention principles and the skills required for working with individuals and groups that need assistance in leading self-directed and meaningful lives. Emphasis will be given to individuals who are mentally, emotionally, and/or developmentally disabled in institutional and community based setting.

Prerequisite: PSYC 101 or SOC 101, 102; HSS 101, 102

HSS 111 **HSS Field Experience I**
3 Credits *Offered Spring Semester*

HSS 111 provides students the opportunity to develop skills in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies, depending on the student's interest.

Corequisite: HSS 110 and permission of the instructor

HSS 121 **HSS Field Experience II**
6 Credits *Offered Summer Session*

This eight-week field experience totaling 290 hours provides students opportunities to further develop skills in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.

Prerequisite: HSS 111 and permission of the instructor

HSS 220 **Crisis Intervention**
3 Credits *Offered Fall Semester*

This course provides an introduction and overview of crisis theory and management. It will assist Human Services students in developing the necessary skills and attitudes appropriate for working with individuals and families in crisis.

HSS 230 **Case Management**
3 Credits *Offered Spring Semester*

This course provides students with the knowledge and skills required to perform case management services with clients in a variety of program settings. Discussion includes the activities that a 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.

HSS 241 **Human Services Internship & Seminar**
8 Credits *Offered Either Semester*

Students in the second year of the Human Services program will complete a supervised internship of 330 hours in a community public or private human services agency. Specific learning objectives will be developed by student, preceptor, and instructor. The internship is accompanied by a weekly, two-hour seminar that will address issues, problems, and agency experiences with the goal of assisting students to apply classroom concepts to the field.

Pre-Corequisite: HSS 220

JOURNALISM

COMJ 100 **Sentinel (NIC Newspaper) Staff**
1 or 2 Credits *Offered Each Semester*

This course provides technical training and application of journalism theory and techniques. Students are considered staff members of *The Sentinel*, the NIC student newspaper, and work positions that correspond to those in a professional journalism organization. *Sentinel* students learn the practical workings of a newspaper, including reporting, editing, design, photo journalism, computer-based technologies, and advertising. Projects contribute to a student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of 10 credits. Previous or concurrent news writing, photo, art and/or web page experience is advised.

Lab Class Coordinating: Varies according to credits

Prerequisite or Corequisite: COMJ 121

COMJ 121 **News Writing**
3 Credits *Offered Fall Semester*

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for media. Students develop news stories in lab and outside of class. Sentence structure competence is necessary. Mastering the basics of news writing, students will improve their abilities to participate as members of communications professions in print, broadcast, and corporate areas.

Lecture: 4 hours a week combined with lab time

COMJ 140 **Mass Media in a Free Society**
3 Credits *Offered Fall Semester*

This course examines how and why today's American media work: 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 coursework will be introduced.
Lecture: 3 hours per week

COMJ 222 **Reporting**
3 Credits *Offered Spring Semester*

Reporting provides practical experience working with different types of new sources. Students gather and write articles about on-and off-campus events. Assignments include writing multisource stories, features, editorials, columns, and research pieces. The course includes some "deadline critical" situations corresponding to professional newspaper practices. Students learn and exercise the duties of a reporter in preparation for advancement to upper division college coursework and career development in journalism.

Lecture/Lab: 3.5 hours per week
Prerequisite: COMJ 121

COMJ 254 **Editing**
2 Credits *Offered Spring Semester*

This course studies the elementary principles of newspaper makeup and fundamentals of editing copy and photographs. It includes practice in news selection and evaluation, writing headlines and photo captions, and newspaper design and composition. The course uses Macintosh computers for desktop publishing. Students learn and practice the responsibilities of an editor, including copy reading and measuring, article evaluation, headlining, page design, and photo editing. Skills gained contribute to portfolio development and career preparation.

Lecture/Lab: 3 hours per week
Prerequisite: COMJ 121

COMJ 298 **Journalism Practicum**
2 Credits *Offered Each Semester*

Journalism Practicum provides on-the-job training and experience through averaging a four-hour weekly internship in a media-related workplace. Developed as a "contract" agreement between the student intern and a "host" organization with permission of the instructor, this practicum offers practical work experience supporting preparation for upper division college studies or career entry. Students seeking clarification of career direction or "real-world" experience will benefit. This course may be repeated for a total of 8 credits.

Time: Varies according to project

LAW ENFORCEMENT

NOTE: LAWE 103 may be taken without requiring the student to be accepted into the sophomore Law Enforcement program. All other LAWE courses require application and acceptance into the sophomore Law Enforcement program before enrolling.

LAWE 103 **Introduction to Criminal Justice**
3 Credits *Offered Each Semester*

This course offers an introduction to the purpose, function, and brief history of the agencies dealing with criminal justice, while presenting a survey of requirements for entering

criminal justice service. Students discuss crime, the criminal, traffic, and vice as social problems; the function of the courts; prosecution and defense attorneys; correctional and penal institutions; and probation and parole. This course will introduce the student to the various agencies and employment opportunities within the criminal justice system. This is a required course in the Law Enforcement program.

LAWE 219 **Self Defense**
3 Credits *Offered Fall Semester*

This course covers the use of force, baton training, pepper spray training, handcuffing techniques, people searches, firearms liability, safety, inspection and maintenance, basic marksmanship, day and night range practice, and handgun and shotgun qualifications. Classroom and hands-on training in above areas are integral to this course. Students must demonstrate skills taught and pass the Idaho POST firearms qualification courses for handgun and shotgun. This is a required course in the Law Enforcement program.

LAWE 220 **Basic Police Law**
2 Credits *Offered Fall Semester*

This course is the study of basic police law as it relates to the U.S. Constitution, Idaho Codes, liquor laws, rules of evidence, criminal law, arrest, search and seizure, traffic code, and Idaho Fish and Game Laws. After completing the course, students will be able to determine traffic offenses, criminal offenses, probable cause for arrest, and how to process cases. This is a required course in the Law Enforcement program.

LAWE 221 **Professional Orientation**
1 Credit *Offered Fall Semester*

This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention, and human relations. This is a required course in the Law Enforcement program.

LAWE 222 **Police Procedures**
2 Credits *Offered Fall Semester*

This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are jail procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying. This is a required course in the Law Enforcement program.

LAWE 223 **Patrol Procedures**
1 Credit *Offered Fall Semester*

This course teaches patrol procedures and techniques for crimes in progress, including responding to armed robberies; low-risk, high-risk, and felony traffic stops; prowler calls, hostage situations; and domestic disputes. This is a required course in the Law Enforcement program.

LAWE 224 **Practical Problems**
1 Credit *Offered Fall Semester*

This course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in crime scene investigation, search warrant application, traffic stops, arrest situations, and domestic disputes. This is a required course in the Law Enforcement program.

LAWE 225

3 Credits

Investigation

Offered Fall Semester

This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations and suspicious deaths. Techniques and procedures explored include drug identification, protection of crime scenes, collecting evidence, fingerprinting, interviewing, notification, and interrogation. This is a required course in the Law Enforcement program.

LAWE 226

1 Credit

Enforcement Skills

Offered Fall Semester

This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials. This is a required course in the Law Enforcement program.

LAWE 228

1 Credit

Police Physical Fitness

Offered Fall Semester

This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test. This is a required course in the Law Enforcement program.

LAWE 230

2 Credits

Law Enforcement Professionalism

Offered on Demand

This course introduces principles and concepts as they relate to law enforcement professionalism. Emphasis will be placed on preparing for courtroom testimony, cultural diversity, community policing, and preventing misconduct. Topics to be discussed include understanding your role in the courtroom, stereotyping, prejudice and discrimination, cultural conflicts, the problem-solving process, and ethical dilemmas. Particular emphasis will be placed on developing integrity as a leader. Entry-Level Skills: Minimum competency levels in reading, writing, and mathematics.

LAWE 231

3 Credits

Officer Survival

Offered on Demand

This course is designed to increase officer safety, enhance professionalism, decrease citizen complaints, decrease vicarious liability, and lessen the personal stress on the job and at home. The course includes an examination of the laws regarding the use of force, civil and criminal liability, mental conditioning, post-shooting trauma, and the dynamics of lethal force. Also included are a range of topics such as dealing with gangs, suicide, crisis negotiating, and off-duty officer survival. The principles discussed in this course have applications for a variety of law enforcement operations.

Entry-Level Skills: Minimum competency levels in reading, writing, and mathematics.

LAWE 232

3 Credits

Career Enhancement

Offered on Demand

This course is designed to provide analyses of cutting-edge contemporary criminal justice issues. Topics may include terrorism, public perceptions of crime, legal issues, and school violence. Focus will be on high-impact police leadership and the fundamentals of interpersonal relations, supervising techniques, and professional ethics. Report-writing skills to pre-

pare a legally sound report will also be covered. This course is specifically designed to enhance skills of the already practicing police officer.

Entry-Level Skills: Minimum competency levels in reading, writing, and mathematics.

LAWE 233

3 Credits

Initial Investigations

Offered on Demand

This course provides an examination of the fundamentals of criminal investigation from the crime site to the courtroom preparation experience. Topics include an analysis of techniques for crime scene procedures, interviews, field notes and reporting, follow-up investigation, developing rapport, lie detection, and rules of evidence. Specific detail is given to investigations involving DUIs, elderly abuse and mentally disturbed persons, computer crime, crash investigations and advanced interviewing techniques.

Entry-Level Skills: Minimum competency levels in reading, writing, and mathematics.

LAWE 234

3 Credits

Drug Investigations

Offered on Demand

This course provides instruction in the multifaceted aspects of drugs and alcohol within the criminal justice system. The course will teach students theories of addiction, substance abuse identification, seizure procedures and requirements, informant development, investigative techniques, surveillance methods, and risk factors of undercover investigations.

Entry-Level Skills: Minimum competency levels in reading, writing, and mathematics.

LAWE 290

3 Credits

Law Enforcement Theory

Offered Spring Semester

LAWE 290 meets weekly to evaluate, critique, and document intern performance and experiences. It incorporates specialized or refresher training as needs arise during the intern experience. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219 - 228

LAWE 293

10-12 Credits

Law Enforcement Internship

Offered Spring Semester

This is a structured internship experience with local law enforcement agencies designed to match the student's abilities and career goals. Students will function in a law enforcement position under the direct supervision of a selected, experienced law enforcement officer. Students are evaluated on a daily basis in accordance with the agency's established training policies for new officers. The student will be expected to participate in the enforcement activities being performed by the supervising officer. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219- 228

LIBRARY SKILLS

LIBS 120 Introduction to Library Research Strategies
1 Credit *Offered on Demand*

Introduction to Library Research Strategies is intended to enhance the research skills of students. This course provides instruction in the use of the public catalog, periodical indexes, reference works, library classification systems, computer information systems, and basic research techniques. Students are introduced to a variety of services and resources offered by libraries that are essential to most college programs.

Lecture: 1 hour per week

MACHINE TECHNOLOGY

NOTE: Enrollment requires acceptance into the Machine Technology program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

MACH 151 Machining Technology Theory I
4 Credits *Offered Fall Semester*

This basic course consists of learning terminology, measuring systems, and using measuring tools. Some of the instruments used are hand tools, mechanical instruments, lathes, and mills. Students will use shop math for problem solving. Machining Technology Theory is necessary for the safe, efficient operation of industrial machinery.

MACH 151L Machining Technology Laboratory I
6 Credits *Offered Fall Semester*

Machining Technology Lab consists of machining projects designed to promote machining skills on all shop machinery and hand tools. Projects are graded to assure that blueprint tolerances are met. Skills learned in theory sessions are transferred to the lab through projects. Students must acquire their own tools, but may use shop tools temporarily. A tool list is supplied to students at the beginning of the course.

MACH 152L Machining Technology Laboratory II
5 Credits *Offered Spring Semester*

This lab is a continuation of MACH 151L. Students continue to progressively attempt more difficult projects. The main project for the class is the manufacture of a model Stirling Engine utilizing an assortment of materials and machining strategies. The nature of tolerance build-up in assemblies and effective time management are emphasized.

MACH 160 Manufacturing Processes
4 Credits *Offered Spring Semester*

This course covers manufacturing strategies from interchangeability of common parts to third wave production techniques and "design for assemble." Basic Computer Assisted Machining (CAM) will be emphasized.

MACH 171
2 Credits

Blueprint Reading I
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
2 Credits

Blueprint Reading II
Offered Spring Semester

This course is a continuation of MACH 171 with an emphasis on more complex prints, geometric dimensioning, and tolerancing.

MACH 185

Statistical Process Control and Mechanical Measurements

1 Credit

Offered Spring Semester

This class is geared towards real life application in the machine trades and will concentrate on the statistical concepts of mode, median, mean, and standard deviation for both samples and populations. Success is dependent on being able to read precision measuring instruments and applying it to real manufactured parts for data gathering. The lab will address the application of different methods of inspection and measurement of mechanical parts. Activities will include measuring instruments, gauging equipment, work holding methods, and surface finishes. The lab application will utilize tools found in machine shops and inspection departments.

MACH 231
3 Credits

Computers in Machining
Offered Fall Semester

This course is designed to provide students with extensive experience with CAD/CAM systems. Students will use PCs to prepare for employment in the computertized manufacturing workplace with the opportunity to become certified in Master CAM Mill. Students will also explore other software applications commonly used in the workplace.

MACH 253L Advanced Machining Laboratory I
5 Credits *Offered Fall Semester*

This course is a hands-on learning experience using tools and techniques discussed in the first year machining program and MACH 253. Students will gain experience on such machines as CNC lathes, CNC mills, precision grinders, as well as practice on advanced techniques on other manual machines.

Prerequisite: MACH 152L or instructor permission

MACH 254L Advanced Machining Laboratory II
5 Credits *Offered Spring Semester*

This course offers hands-on experience under work-like conditions and in-depth CNC and manual projects that build on skills acquired in MACH 253L. Upon successful completion of this course, students should have the necessary skills to be employed as an entry-level machinist.

Prerequisite: MACH 253L

MACH 273 Intermediate Blueprint Reading
3 Credits Offered Fall Semester

Students will learn to interpret advanced drawings and blueprints as well as make sketches with dimensions and additional information necessary to complete projects. Study of all types of section views, complex drawings, and unusual methods of drawing parts to better show features will also be completed. In addition, students will receive hands-on experience sketching and interpreting sketches.

Prerequisite: MACH 172

MACH 274 Geometric Dimensioning & Tolerancing
3 Credits Offered Spring Semester

This course introduces students to the concepts used in the machine trades known as Geometric Dimensioning and Tolerancing. It builds on prior knowledge of blueprints and machined parts and applies that knowledge to "geometric toleranced" drawings. Students will learn the terminology and definitions of Geometric Dimensioning and Tolerancing and how to apply its concepts.

MACH 283 Computer Numerical Control Theory I
5 Credits Offered Fall Semester

This course introduces students to the standard practices and methods used in CNC machining for the CNC lathe and CNC milling machine. Students will be familiarized with the different types of controls and machines. Students will also learn basic programming, setup and part production.

Corequisite: MACH 253L

MACH 284 Advanced Machining Processes and Techniques
5 Credits Offered Spring Semester

This course is a continuation of MACH 283. Students will learn more complex methods and setups as well as be exposed to other types of CNC machines. They will also learn precision grinding and finishing skills, tool and cutter grinding, fixturing, and production planning.

Prerequisite: MACH 283

**MAINTENANCE MECHANIC/
MILLWRIGHT**

NOTE: Course enrollment requires prior acceptance into the Maintenance Mechanic/Millwright Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

MM 151 Maintenance Mechanic Theory I
10 Credits Offered Fall Semester

Maintenance Mechanics Theory is an introduction to the principles of oxyacetylene and arc welding; hand, power, precision measuring tools; thread systems and fasteners; industrial materials; safe rigging practices; mechanical drive systems; and equipment installation and alignment.

MM 151L Maintenance Mechanic Laboratory I
5 Credits Offered Fall Semester

Maintenance Mechanic Lab applies the skills learned in MM 151, including oxyacetylene and arc welding, precision measuring, tool usage, material usage, rigging, equipment installation, and alignment. Students will work on assigned tasks, projects, and performance tests.

MM 152 Maintenance Mechanic Theory II
7 Credits Offered Spring Semester

This course provides instruction in the technical skills required in the safe use of GMAW & GTAW welding, industrial electricity, pipe fitting, coupling maintenance and alignment, bearings, packings, seals, and pumps. Prior completion of MM 151 with a grade of C- or better is required.

MM 152L Maintenance Mechanic Laboratory II
5 Credits Offered Spring Semester

This laboratory applies the skills learned in MM 152 including exercises in GMAW (wirefeed) welding, coupling alignment and maintenance, bearing maintenance, pipe fitting, electric motor and control maintenance, and pump maintenance. Exercises in hydraulics components and troubleshooting areas are also included. Prior completion of MM 151 and MM 151L with a grade of C- or better is required.

MM 153 Maintenance Mechanic Theory III
2 Credits Offered Summer Session

This course continues instruction in safety, GTAW (TIG) welding, and industrial mechanic skills, including flat pattern layout, sheet metal, and continued electrical practices. Prior completion of MM 152 with a grade of C- or better is required.

MM 153L Maintenance Mechanic Laboratory III
4 Credits Offered Summer Session

This laboratory applies skills learned in MM 153. Students will work on assigned tasks, projects, and performance tests. Prior completion of MM 151 and MM 152L with a grade of C- or better is required.

MM 155 Blueprint Reading
2 Credits Offered Fall Semester

This course provides the maintenance mechanic/millwright with necessary skills to understand industrial blueprints. Students will learn to read and understand title blocks, bills of materials, dimensions and notes, welding symbols, orthographic projection, auxiliary views, and section views.

MM 156 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 152L.

MATHEMATICS

NOTE: A student initially placed in a developmental mathematics course, (MATH 015, 025, 108), must earn a grade of C- or better in that course and in all subsequent courses in the developmental sequence in order to proceed to a college level mathematics course.

MATH 015 **Basic Mathematics**
3 Credits *Offered Each Semester*

MATH 015 is an introduction to operations of whole numbers, fractions, ratios and proportions, decimals, percents, positive and negative integers, and geometry. The course format includes informal lecture with instructor assistance. Students are assisted in developing mathematical proficiency in basic computational skill areas required for pre-college level math courses.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, COMPASS Pre-Algebra > 53. This score is under review-refer to the online catalog for up-to-date information.

MATH 024 **Technical Mathematics**
3 Credits *Offered Each Semester*

MATH 024 is designed as a basic math course for students in technical programs. Each section of the course will be specific to one technical program and appropriate applications for that program will be stressed throughout. All sections will review operations of fractions and decimals, percents, ratios and proportions, calculator usage, signed numbers, evaluating formulas, equation solving, geometry, and the metric system. Trigonometry will be introduced when appropriate.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 32 or a grade of C- or above in MATH 015. These scores are under review-refer to the online catalog for up-to-date information.

MATH 025 **Elementary Algebra**
3 Credits *Offered Each Semester*

Math 025 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, exponents, factoring, solving and graphing first-degree equations and inequalities, and solving systems of equations. The course also introduces solving factorable second-degree equations. It emphasizes the practical applications of these concepts. The course provides important skill-building for those who have not taken or have had difficulty with high school algebra.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Pre-Algebra > 44 or a grade of C- or above in MATH 015. These scores are under review-refer to the online catalog for up-to-date information.

MATH 102 Computational Skills for Allied Health
3 Credits *Offered Each Semester*

MATH 102 includes instruction in systems of measurement (including metric and apothecary); conversions; reductions; dimension analysis; interpreting drug orders and labels; calculating oral, parenteral, and pediatric dosages; intravenous

(IV) and advanced IV calculations; ratios and proportions; solving linear equations, formulas, and solution; and mixture problems. MATH 102 does not satisfy the core math requirement for the A.A. or A.S. degrees.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 40, ACT Math > 18, SAT Math > 430, or a grade of C- or above in MATH 025, enrollment limited to Practical Nursing and Pharmacy Technician students.

MATH 108 **Intermediate Algebra**
4 Credits *Offered Each Semester*

MATH 108 continues development of mathematical concepts beyond MATH 025 or first year high school algebra. It includes linear and quadratic equations, algebraic fractions, radicals, circles and parabolas, complex numbers, functions and logarithms. There is an emphasis on the application of these skills. The course provides important skill building for entry into college-level math courses. Enrollment is based on placement test results. This course does not fulfill the math requirement for the A.A., A.S., or A.A.S. degrees.

Note: MATH 108 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 4 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 40, ACT Math > 18, SAT Math > 430, or a grade of C- or above in MATH 025. These scores are under review-refer to the online catalog for up-to-date info.

MATH 123 **Contemporary Mathematics**
3 Credits *Offered Each Semester*

In MATH 123, mathematical methods and concepts are applied to modern day situations. Intended primarily for liberal arts majors, this course offers many techniques and insights for our increasingly technical world. It is assumed that students coming into the course have a working knowledge of algebra at an intermediate level. Topics may vary as textbooks change, but typically include at least six of the following: voting theory, apportionment, probability, statistics, consumer mathematics, paths and networks, right-angle trigonometry, similarity and scaling, exponential and logistic growth, linear programming, and game theory. MATH 123 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 45, ACT Math > 19, SAT Math > 460 or a grade of C- or above in MATH 108.

MATH 130 **Finite Mathematics**
4 Credits *Offered Each Semester*

MATH 130 is the study of solutions and practical applications to systems of linear equations and inequalities, linear programming, sets, counting techniques, probability, and elementary concepts of statistics. This course provides useful skills to aid decision making in many diverse fields, but focuses primarily on business applications. It satisfies the mathematics requirement for the A.S., A.A., and A.A.S. degrees and is often required for transfer business degrees.

Note: Math 130 carries no credit if taken after successful completion of a higher numbered math course.

Lecture: 4 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 45, ACT Math > 19, SAT Math > 460 or a grade of C- or above in MATH 108.

MATH 143 **College Algebra**
3 Credits *Offered Each Semester*

MATH 143 begins by taking a deeper look at the definition of functions, their properties and notation in both an algebraic and graphical context. The course then focuses on the study of equations and graphs of polynomial, rational, exponential, and logarithmic functions. Additional topics include conic sections and sequences. This course prepares students for MATH 160. The combination of MATH 143 followed by MATH 144 may be used in place of MATH 147 as the prerequisite for MATH 170. MATH 143 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

Note: MATH 143 carries no credit if taken after successful completion of MATH 147.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH 108.

MATH 143D **College Algebra-
Drafting Applications**
1 Credit *Offered Each Semester*

MATH 143D is a lab/recitation course for students in the Drafting Technology and Design program. This course includes radian measure, applications of right triangle trigonometry, areas of triangles, Laws of Sines and Cosines, and vectors. Mathematical modeling with drafting emphasis is stressed.

Lecture/Recitation: 1 hour per week

Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test.

Corequisite: MATH 143

MATH 143E **College Algebra-
Electronics Applications**
1 Credit *Offered Each Semester*

MATH 143E is a lab/recitation course for students in the Electronic Technology program. This course includes radian measure, applications of right triangle trigonometry, graphs of trigonometric functions, complex numbers, polar coordinates, and vectors. Mathematical modeling with electronics emphasis is stressed.

Lecture/Recitation: 1 hour per week

Prerequisite: MATH 108 or successful completion of two years of high school algebra and an appropriate score on the placement test

Corequisite: MATH 143

MATH 144 **Analytic Trigonometry**
2 Credits *Offered Each Semester*

MATH 144 includes angles, trigonometric functions, their graphs and the application thereof, right-triangle trigonometry, trigonometric identity verification, trigonometric formulas, inverse trigonometric functions, and the law of sines and cosines. It satisfies 2 credits towards the mathematics requirement for the A.A., A.S., and A.A.S. degrees.

Note: MATH 144 carries no credit if taken after successful completion of MATH 147.

Lecture: 2 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620 or a grade of C- or above in MATH 143.

MATH 147 **Pre-Calculus**
5 Credits *Offered Each Semester*

MATH 147 is designed for the well-prepared mathematics student who wishes to condense the one-year sequence of MATH 143 and 144 into one semester. It is the study of polynomial and rational equations, functions and their inverses, graphs, systems of equations, complex numbers, exponential and logarithmic functions, trigonometric functions, identities and graphs, applications of triangles, and polar coordinates. This course prepares students for calculus courses which are required for degrees in mathematics, engineering, computer science, physics, chemistry, and others. It satisfies the mathematics requirement for the A.A., A.S., and A.A.S. degrees.

Note: MATH 147 carries no credit if taken after successful completion of MATH 160 or MATH 170, MATH 147 carries two credits if taken after MATH 143.

Lecture: 5 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH 108.

Prerequisite/Corequisite: MATH 148

MATH 148 **Graphing Calculator**
1 Credit *Offered Each Semester*

This course explores the use of the TI-85 and TI-86 graphing calculators. Topics will include basic operation and computation, entering numeric and symbolic data, and using display screens and menu bars. Rectangular, parametric, and polar graphs will be explored, using a variety of graphing techniques. An overview of built-in calculator functions such as matrix, vector, probability computations, solving systems of equations and unit conversions will also be included. This course counts as an elective towards the A.A. or A.S. degrees.

Lecture: 1 hour per week

Prerequisite: MATH 108 with a grade of C- or higher

Corequisite: MATH 147 or higher

MATH 157 **Mathematics for Elementary
Teachers I**
3 Credits *Offered Each Semester*

MATH 157 is a lecture/recitation course that is required for elementary teacher certification by the State of Idaho. It does not satisfy the math core requirement for the A.A., or A.S. degrees at NIC. This course provides prospective elementary school teachers with a problem-solving approach to the topics of the elementary school math curriculum. Focus is on teaching basic arithmetic operations on the set of real numbers while strengthening prospective teachers' mathematical skills and appreciation of mathematics.

Lecture: 4 hours per week

Prerequisite: Completion of MATH 143 or 147 with a C- or better; or an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620. NOTE: Completion of MATH 123 or 130 with a C- or better will be acceptable prerequisites until Fall 2003.

MATH 160

4 Credits

Survey of Calculus

Offered Each Semester

MATH 160 is the introduction to calculus as used in business, social sciences, and life sciences. It focuses on functions, graphs, limits, the derivative, exponential and logarithm functions, and integration applications. The course develops an understanding of the fundamentals of differential and integral calculus and how to apply these principles and theories to the solution of real problems. MATH 160 satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.

Note: MATH 160 carries no credit if taken after MATH 170.

Lecture: 4 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51, ACT Math > 27, SAT Math > 620 or a grade of C- or above in MATH 143 or MATH 147.

MATH 170

4 Credits

Analytic Geometry & Calculus I

Offered Each Semester

MATH 170 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, and the integral. This course builds a foundation for all further study in mathematics and science that is typically required in mathematics, engineering, computer science, physics, chemistry, and other transfer degrees.

Lecture: 4 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS College Algebra > 51 and Trigonometry > 51, ACT Math > 29, SAT Math > 650 or a grade of C- or above in MATH 147 or MATH 143 and 144.

MATH 175

4 Credits

Analytic Geometry & Calculus II

Offered Each Semester

MATH 175 is a continuation of the calculus sequence emphasizing techniques of integration, applications of integration, polar coordinates, parametric equations, sequences, and series. It is required for most transfer degrees in mathematics and science.

Lecture: 4 hours per week

Prerequisite: MATH 170 with a grade of C- or higher

MATH 187

4 Credits

Discrete Mathematics

Offered Spring Semester

MATH 187 is intended for computer science majors, mathematics majors, and for other students wishing to pursue in-depth study in computer science. Topics covered will include basic set theory, propositional and predicate logic, number systems, Boolean algebra, combinatorics, and graph theory. Little or no programming will be done.

Lecture: 4 hours per week

Prerequisite: MATH 147 with a grade of C- or higher

Recommended: Knowledge of programming language such as C++ or Java

MATH 253

3 Credits

Principles of Applied Statistics

Offered Each Semester

MATH 253 is an introduction to statistical methods covering both descriptive statistics and inferential statistics, which includes hypothesis testing, correlations and regression, chi-

square, and analysis of variance. Probability is included as needed. This course is suitable for a broad range of majors.

Lecture: 3 hours per week

Prerequisite: Entry is based on an appropriate score on the placement test, either COMPASS Algebra > 61, ACT Math > 23, SAT Math > 540 or a grade of C- or above in MATH 130, MATH 143, or MATH 147.

MATH 257

3 Credits

Math for Elementary School

Teachers II

Offered Each Semester

This course is a lecture/recitation course that is a continuation of MATH 157 and is required for elementary teacher certification by the State of Idaho. It does NOT satisfy the math requirement for the A.A., A.S., or A.A.S. degree. This course has a topical emphasis on statistics, probability, geometry, and measurement. It demonstrates the usefulness of math in ordinary life, the aesthetic side of math, and the overall richness of the study of geometry.

Lecture: 4 hours per week

Prerequisite: MATH 157 with a grade of C- or higher.

MATH 275

4 Credits

Analytic Geometry & Calculus III

Offered Each Semester

MATH 275 is a continuation of the calculus sequence. It includes the study of vectors and vector valued functions, and the ideas of the calculus of a single variable are extended to functions of several variables. Partial differentiation and multiple integration are used to examine Green's Theorem, Stokes' Theorem, and the Divergence Theorem from vector analysis. This course provides an understanding of the mathematics necessary for mathematics degrees and the study of multi-variable physical phenomena in the physical science, chemistry, and engineering areas.

Lecture: 4 hours per week

Prerequisite: MATH 175 with a grade of C- or higher

MATH 335

3 Credits

Linear Algebra

Offered Fall Semester

This course includes the study of linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and diagonalization of matrices with applications.

Lecture: 3 hrs per week

Prerequisite: MATH 170 with a grade of C- or higher

MATH 370 Intro to Ordinary Differential Equations

3 Credits

Offered Spring Semester

MATH 370 studies classification, initial value problems, exact equations, second order equations with constant coefficients, variation of parameters, Laplace transforms, series methods, and linear and non-linear systems of equations amid various applications.

Lecture: 3 hours per week

Prerequisite: MATH 275 with a grade of C- or higher

MUSIC

MUS 101 Survey of Music
3 Credits Offered Each Semester

Survey of Music is an introduction for students (majors and non-majors) to musical styles of our civilization. The study will include music of different periods and its cultural context, including a study of the American culture and the present musical scene. This course is designed to enhance students' musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for either the A.A. or A.S. degree.

Lecture: 3 hours per week

MUS 103 North Idaho College Concert Choir
1 Credit Offered Each Semester

Concert Choir is North Idaho College's large vocal ensemble organized to perform standard and mixed choir arrangements. The choir frequently performs with the North Idaho Symphony Orchestra. This course may be taken as an ensemble elective for music majors and it may be repeated for credit. Credit may be transferrable. Choir membership is open to college students and area residents.

MUS 104 Vocal Jazz Ensemble
1 Credit Offered Each Semester

The North Idaho College Vocal Jazz Ensemble is a small group that performs studio quality popular and swing jazz music. It provides a choral learning atmosphere with an emphasis on small group dynamics, solo performance, and an aggressive singing style. This course is for students interested in an intense study of the vocal jazz form. It may be repeated for credit.

Prerequisite: Audition and permission of instructor

MUS 106 North Idaho College 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 students and area residents a chance to enhance their music appreciation through musical performance. It may be repeated for credit.

MUS 107 Cardinal Pep Band
1 Credit Offered Each Semester

The Cardinal Pep Band is an instrumental ensemble designed to perform at athletic events and other school events. It may be repeated for a maximum of four credits.

Prerequisite: Audition and permission of instructor

MUS 109 Coeur d'Alene Symphony Orchestra
1 Credit Offered Each Semester

The Coeur d'Alene Symphony Orchestra is an ensemble organized to perform a standard orchestral repertoire. Credit may be transferrable. The course may be used as an ensemble elective for music majors and can be repeated for credit. Orchestra membership is open to college students and area residents.

MUS 110 Vocal Ensemble
1 Credit Offered Each Semester

This course introduces students to literature for the particular type of ensemble and includes involvement in regular public performances with other small ensembles. It is designed to provide a variety of vocal experiences for the student: male quartet, mixed quartet, female trio, duets, etc. Ensemble membership is open to college students and area residents.

Prerequisite: Audition and permission of instructor

MUS 111 Instrumental Ensemble
1 Credit Offered Each Semester

Instrumental ensembles are small groups of brass, woodwind, string, percussion, or mixed instruments organized to perform a standard chamber music repertoire. Credit may be transferrable and can be repeated for credit. Ensemble membership is open to college students and area residents.

Prerequisite: Audition and permission of instructor

MUS 112 Introduction to Voice
1 Credit Offered 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 need no prior musical background. This course may be repeated for credit.

MUS 113 North Idaho Jazz Ensemble
1 Credit Offered Each Semester

North Idaho Jazz Ensemble is an instrumental ensemble designed to perform jazz literature in all 20th century styles. Ensemble membership is open to college students and area residents. This course provides students and area residents a vehicle for jazz appreciation through performance. It may be repeated for credit.

Prerequisite: Audition and permission of instructor

MUS 114 Individual Instruction
2 Credits Offered Each Semester

MUS 114 provides individual instruction for non-majors in voice and on piano, guitar, and all orchestra and band instruments. Individual instruction in an area of choice can assist students of all levels to improve their performance abilities. Special fees apply. Two credits requires one half-hour lesson per week. This course requires public performance and may be repeated for credit.

Lecture/Lab: One half-hour session per week

MUS 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 the class can be repeated for credit. The orchestra is open to college students and area residents.

Prerequisite: Audition and permission of instructor

MUS 116 Musical Theatre
1 Credit Offered Each Semester

Musical Theatre is a performance experience with a Broadway musical repertoire. It may be repeated for credit.

Prerequisite: Audition and permission of instructor

MUS 117 **Music Convocation**
0 Credit *Offered Each Semester*
 Concert attendance is required for all music majors. Attendance at six concerts is required each semester.

MUS 120 **Fundamentals of Music**
3 Credits *Offered Each Semester*
 MUS 120 is an introduction to the basic materials of music. Areas explored are acoustics, rhythmic and melodic notation of music, scales, keys, and basic harmony. Music theory is for the novice or experienced musician who wants to develop or refresh music reading skills.
 Lecture: 3 hours per week

MUS 124 **Individual Instruction**
2 or 4 Credits *Offered Each Semester*
 MUS 124 provides individual instruction in voice and on piano, guitar, and all band and orchestra instruments. This course is designed for music majors and requires prior musical experience. Individual instruction in an area of choice can assist students of all levels to improve their performance skills. A jury examination is required. Special fees apply. It may be repeated for credit. The number of credits must be approved by the instructor.
 Lecture/Lab: One half-hour lesson per week for 2 credits; one one-hour lesson per week for 4 credits.
 Prerequisite: Audition and permission of instructor

MUS 127 **Survey of American Popular Music Since 1900**
3 Credits *Offered Fall or Spring Semester*
 MUS 127 is an introduction for students (majors and non-majors) to the various styles of American popular music—its roots and development. Music will be presented with regard to its historical and social implications. Study includes Dixieland, swing, bebop, fusion, musical theatre, country western, and all types of rock 'n' roll. This course is designed to enhance musical appreciation through an increase in musical knowledge. It fulfills an arts and humanities requirement for the A.S. degree.
 Lecture: 3 hours per week

MUS 130 **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 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 humanities-oriented subject matter. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.
 Lecture: 3 hours per week

MUS 141 **Harmony and Theory I**
3 Credits *Offered Fall Semester*
 MUS 141 is the study and application of the basic materials of music in four-part harmony. Emphasis is placed upon a thorough knowledge of the fundamentals of music, development of composition skills, and beginning analysis skills. It deals with harmonic practice from the year 1600 on. This course fulfills a theory requirement for music majors.
 Lecture: 5 hours per week
 Corequisite: MUS 141L
 Prerequisite: Music reading skills and permission of instructor

MUS 141L **Harmony and Theory I Laboratory**
1 Credit *Offered Fall Semester*
 This laboratory assists students in the development of aural skills such as sight-singing, rhythmic, melodic, and simple harmonic music dictation, and recognition. Emphasis is on materials covered in MUS 141. This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141.
 Lecture: 2 hours per week
 Corequisite: MUS 141
 Prerequisite: Music reading skills and permission of instructor

MUS 142 **Harmony and Theory II**
3 Credits *Offered Spring Semester*
 This course is a continuation of MUS 141, emphasizing expanded use of harmonies in writing and analysis. It fulfills a theory requirement for music majors.
 Lecture: 5 hours per week
 Corequisite: MUS 142L
 Prerequisite: MUS 141

MUS 142L **Harmony and Theory II Laboratory**
1 Credit *Offered Spring Semester*
 This laboratory is a continuation of MUS 141L. It fulfills a theory requirement for music majors.
 Lecture: 2 hours per week
 Corequisite: MUS 142
 Prerequisite: MUS 141L

MUS 145 **Piano Class I**
1 Credit *Offered Fall Semester*
 This is the first in a four-semester sequence designed for music majors and minors preparing for a keyboard competency exam. Emphasis is on developing basic piano technique, music-reading skills, and reinforcement of music theory fundamentals. Music selections range from classic to contemporary. A minimum grade of C- is required to advance to MUS 146. This class may be repeated for a maximum of 2 credits.
 Lecture: 2 hours per week
 Prerequisite or Corequisite: MUS 141 or permission of instructor

MUS 146 **Piano Class II**
1 Credit *Offered Spring Semester*
 This class is a continuation of MUS 145 and prepares music majors and minors preparing for a keyboard competency exam. Technique, sight reading, harmonization, transposition, improvisation, and piano literature are areas of emphasis. A minimum grade of C- is required to advance to MUS 245.

This class may be repeated for a maximum of 2 credits.

Lecture: 2 hours per week

Prerequisite: MUS 145 or permission of instructor

MUS 215 Computer Music Notation
1 Credit Offered Each Semester

This course is an introduction to the use of Finale software (on Macintosh computers) for use of music printing and playback. The course provides musicians training in current technological advances important to the field of music.

MUS 216 Advanced Computer Music Notation
1 Credit Offered Each Semester

This is a continuation of MUS 215 with an emphasis on mastery of advanced computer editing skills using Finale software.

MUS 241 Harmony and Theory III
3 Credits Offered Fall Semester

This course is a continuation of MUS 142 with an emphasis on writing and analysis of music through the Romantic era. It fulfills a theory requirement for music majors.

Lecture: 5 hours per week

Corequisite: MUS 241L

Prerequisite: MUS 142

MUS 241L Harmony and Theory III Laboratory
1 Credit Offered Fall Semester

This laboratory is a continuation of MUS 142L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week

Corequisite: MUS 241

Prerequisite: MUS 142L

MUS 242 Harmony and Theory IV
3 Credits Offered Spring Semester

This course is a continuation of MUS 241 with emphasis on writing and analysis of music in the 20th century. It fulfills a theory requirement for music majors.

Lecture: 5 hours per week

Corequisite: MUS 242L

Prerequisite: MUS 241

MUS 242L Harmony and Theory IV Laboratory
1 Credit Offered Spring Semester

This laboratory is a continuation of MUS 241L. It fulfills a theory requirement for music majors.

Lecture: 2 hours per week

Corequisite: MUS 242

Prerequisite: MUS 241L

MUS 245 Piano Class III
1 Credit Offered Fall Semester

MUS 245 is a continuation of MUS 146 and prepares music majors and minors preparing for a keyboard competency exam. Further development of technique, sight reading, harmonization, improvisation, and repertoire with addition of score reading is emphasized. A minimum grade of C- is required to advance to MUS 246. This class may be repeated for a maximum of 2 credits.

Lecture: 2 hours per week

Prerequisite: MUS 146 or permission of instructor

MUS 246 Piano Class IV
1 Credit Offered Spring Semester

This course is a continuation of MUS 245 and prepares music majors and minors preparing for a keyboard competency exam. Emphasis will be on reviewing all previously acquired phases in technique, sight reading, harmonization, transposition, improvisation, and score reading. More complex harmonies will be introduced. The piano repertoire is at an intermediate level. A minimum grade of C- is required to complete pretesting requirements. This class may be repeated for a maximum of 2 credits.

Lecture: 2 hours per week

Prerequisite: MUS 245 or permission of instructor

MUS 251 Introduction to Music History
3 Credits Offered Spring Semester

MUS 251 is a general introductory course in music history designated for music majors. It fulfills an arts and humanities requirement for the A.A. degree. The course is designed for students desiring core humanities credit and for sophomore music majors.

Lecture: 3 hours per week

NURSING: PRACTICAL NURSING

NOTE: Course enrollment requires prior acceptance into the Practical Nursing program.

PN 106 Practical Nursing Theory I
6 Credits Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used initially to assist students in the theory of oxygenation, circulation, nutritional, fluid, elimination, activity, and safety needs of patients of all ages. Growth and development and an introduction to both pediatric and geriatric care will be included.

Prerequisite: Acceptance into the Practical Nursing program

PN 106L Practical Nursing Laboratory I
6 Credits Offered Fall Semester

This course involves supervised practice in providing patient care utilizing the campus laboratory for skills practice and clinical settings such as nursing homes, the hospital, and day care centers for actual practice. It comprises a progression of nursing skills.

Prerequisite: Acceptance into the Practical Nursing program

PN 107 Practical Nursing Theory II
8 Credits Offered Spring Semester

PN 107 explores nursing responsibilities in more complex diseases of major body systems. Medical-surgical nursing, pediatrics, maternity nursing, and psychiatric nursing are included.

Prerequisite: ALTH 107; PN 104, 106, and 106L

PN 107L Practical Nursing Laboratory II
6 Credits Offered Spring Semester

PN 107L correlates PN 107 theory with practice in clinical settings. Students rotate through medical-surgical, maternity

and pediatric units, operating room, recovery room, short stay unit, minor care, EKG, respiratory therapy, and Central Services. Clinical experience in physicians' offices is included.
Prerequisite: ALTH 107, PN 104, 106 and 106L

PN 108 **Practical Nursing Theory III**
3 Credits *Offered Summer Session*

PN 108 covers oncology, death and dying, emergency nursing and will introduce advanced concepts of geriatric care. An opportunity for review of all previous nursing theory will be provided.

Prerequisite: PN 107 and 107L

PN 108L **Practical Nursing Laboratory III**
5 Credits *Offered Summer Session*

Supervised clinical experience takes place in various health care settings including acute care hospitals, nursing homes, and physicians' offices. Students complete a clinical preceptorship in a chosen field of interest.

Prerequisite: PN 107 and 107L

PN 205 **Intravenous Therapy for LPNs - Part I**
1 Credit *Offered On Demand*

This course provides theory and hands-on instruction in skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy and the initiation and maintenance of IV infusion. The course meets the requirements for Part I of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

PN 210 **Intravenous Therapy for LPNs - Part II**
2 Credits *Offered On Demand*

This course provides theory and hands-on instruction in all skills relating to the LPN's role in IV therapy. It will include the essential responsibilities in IV therapy, initiation, and maintenance of IV infusions, and monitoring and maintenance of central venous lines. The course meets the requirements of the Rules and Regulations of the Board of Nursing for LPNs who wish to perform functions related to IV therapy.

PN 215 **Nursing Management for LPNs**
3 Credits *Offered On Demand*

This course provides theory and hands-on instruction in all skills relating to the LPN's role in nursing management. The course is designed to prepare the LPN to function in the role of charge nurse in long-term care facilities according to federal and state regulations. It gives the LPN the means to perfect management skills and assess them on a continuing basis.

NURSING: RN

NOTE: Course enrollment requires prior acceptance into the Associate Degree Nursing program.

NURS 190 **Nursing Practice I**
8 Credits *Offered Fall Semester*

NURS 190 provides the foundation for nursing practice and caring relationships. The course focuses on the whole person from birth through the lifespan. The course is directed toward the student's acquiring knowledge, increasing personal and pro-

fessional understanding, and developing intellectual, interpersonal, and psychomotor nursing skills to assist the person in optimizing health. Learning experiences in health care agencies and community settings provide opportunities for students to apply course content utilizing therapeutic nursing interventions to assist individuals and families in meeting their needs as they adapt to lifespan stressors and environmental stressors.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: BIOL 227, 228; COMM 101; ENGL 101; PSYC 101

NURS 195 **Nursing Practice II**
8 Credits *Offered Spring Semester*

NURS 195 focuses on the medical-surgical management of pathological processes common through the lifespan, effects on person/family, and implications for nursing care. The course emphasizes the application of the nursing process, caring relationships, and other therapeutic nursing interventions to assist the person in adaptation. Learning experiences in health care settings provide students with opportunities to develop skills in implementation of the nursing process, application of communication abilities, caring behaviors, and utilization of therapeutic nursing interventions.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: NURS 190; BIOL 250; SOC 101

NURS 198 **Nursing Practice Clinical Practicum**
1 Credit *Summer Session (Two-week block)*

This course is an elective for students enrolled in the Associate Degree Nursing program. It provides students with opportunities to apply the theory and skills from preceding nursing courses in clinical nursing practice. Patient care experience in an acute care health setting will allow students to further develop skills in critical thinking and application of the nursing process, effective communication with patients, family and other health care providers, and implementing therapeutic nursing interventions.

Lab: 3 hours per week

Prerequisite: NURS 190 and 195

NURS 290 **Nursing Practice III**
8 Credits *Offered Fall Semester*

NURS 290 focuses on providing nursing care for persons/families experiencing pregnancy, childbirth, or acute chronic illness. Emphasis is on utilizing knowledge of the altered physiology/pathology, treatment modalities, critical thinking, and therapeutic nursing interventions to optimize health. Learning experiences in health care settings provide students with opportunities to further develop nursing competencies while collaborating with others in caring for multiple clients.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: NURS 195; ENGL 102; a Math course that meets the A.S. degree requirements.

NURS 295 **Nursing Practice IV**
9 Credits *Offered Spring Semester*

NURS 295 focuses on providing nursing care for persons/families with acute, chronic, and crisis related health conditions which require psychiatric, emergency, critical, or termi-

nal care. The course emphasizes the development of critical thinking and competencies required in providing care for groups of patients in a variety of health care settings. Learning experiences take place in mental health facilities, home health agencies, and acute care settings to give students opportunities to develop competencies in providing care, collaborating with other health care providers, clinical decision making, and professional role development.

Lecture: 4 hours per week
 Lab: 15 hours per week
 Prerequisite: NURS 290

PARALEGAL

PLEG 101 Introduction to Law and Legal Practice 2 Credits *Offered Fall Semester*

This course is an introduction to the American and Idaho legal institutions and processes. It examines the sources of law, the relationships between the federal and state court systems, legal reasoning, ethical standards, and the role of the paralegal. This course is a required course in the Paralegal and Legal Administrative Assistant programs.

Lecture: 2 hours per week

PLEG 103 Criminal Procedures 2 Credits *Offered Fall Semester*

This course will introduce students to the process by which the criminally accused is dealt with by the State. The fundamental rights of citizens will be examined in detail, including freedom from unreasonable search and seizures, the right to counsel, and due process. This course is a required course in the Paralegal program.

Lecture: 2 hours per week

PLEG 104 Civil Litigation 2 Credits *Offered Fall Semester*

Civil Litigation is a course designed to teach the student the steps necessary to institute and advance a civil lawsuit from the initial client interview through trial. This is a required course in the Paralegal program.

Lecture: 2 hours per week

PLEG 125 Contracts 3 Credits *Offered Spring Semester*

This course is a study of contract law as found in the Common Law and Article Two of the Uniform Commercial Code. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: PLEG 101 and 103

PLEG 135 Torts 3 Credits *Offered Spring Semester*

This course examines the principles of civil wrongs and liabilities (torts) including causes of action from negligence, industrial injuries, and professional malpractice. The course addresses fault and without-fault actions, strict liability, and intentional torts. Defenses and damages are also explored. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Prerequisites: PLEG 101

PLEG 201

1 Credit

Legal Ethics

Offered on Demand

This course is a survey of ethics as applied to the legal profession. The Code of Professional Responsibility and the Code of Judicial Ethics are used to examine the boundaries of authorized practice, confidentiality, and delegation of authority. This is a required course in the Paralegal program.

Lecture: 1 hour per week

PLEG 205

1 Credit

Law Office Management

Offered on Demand

This course is an overview of procedures for managing a law office. Emphasis is placed on various structures and their organization, legal fees, timekeeping, billing, and docket control systems. Specific management topics include financial, records, file, and library management. This is a required course in the Paralegal program. Instructor permission is required.

Lecture: 1 hour per week

PLEG 210

4 Credits

Legal Research and Writing

Offered on Demand

This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed on the use of the legal database and on effective communication of research results through the drafting and preparation of legal documents and instruments. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Lab: 2 hours per week

Prerequisites: PLEG 101

PLEG 220

4 Credits

Legal Research and Writing II

Offered on Demand

This course is a continuation of PLEG 210 with emphasis on the further development of research techniques. Discussion topics include administrative and executive agency research, legislative research, non-legal reference materials, and loose-leaf services. Advanced processes in drafting and preparation of legal documents and instruments are emphasized. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Lab: 2 hours per week

Prerequisite: PLEG 210

PLEG 230

3 Credits

Evidence

Offered on Demand

This course includes an examination of the statutory and case law regarding judicial methods of proof, the hearsay rule, materiality, presumptions, and relevancy. This is a required course in the Paralegal program.

Lecture: 3 hours per week

PLEG 240

3 Credits

Real Estate and Property Law

Offered on Demand

This course explores the law of real property including common types of real estate transactions and conveyances, forms and procedures, document recording, and title searches. Discussion topics include deeds, contracts, deeds of trust, joint ventures, lease and rental agreements, mortgages, legal de-

scriptions, liens and encumbrances, zoning and covenants, appraisals, titles, and foreclosure. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 245 **Estate and Probate Practices and Procedures**
3 Credits *Offered on Demand*

This course is an introduction to the laws, practices, and procedures involving trusts, wills, guardianships, property transfer, and probate. It includes estate and inheritance taxation and estate planning. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 250 **Family Law**
3 Credits *Offered on Demand*

This course is a study of the Idaho laws and procedures. Discussion topics include marriage and dissolution of marriage; child custody, visitation, and support; adoptions; domestic violence, and property rights. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 255 **Administrative Law**
3 Credits *Offered on Demand*

This course is a review of federal and state administrative laws. Discussion topics include administrative agencies, administrative law procedures, the use of expert witnesses, evidence, constitutional and judicial limits, and judicial review. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 260 **Criminal Law**
3 Credits *Offered on Demand*

This course is an exploration of the criminal justice system including the application of Idaho laws. Discussion topics include a study of the definition of a crime; institution of criminal action; defenses to criminal accusation; the court process; negotiated and formal pleadings; constitutional safeguards; and sentencing and probation. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 265 **Corporation and Partnership Law**
3 Credits *Offered on Demand*

This course is a study of the laws, documents, and procedures involved in the organization, operation, and dissolution of business enterprises with emphasis on corporations and partnerships. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 270 **Bankruptcy and Creditor's Rights**
3 Credits *Offered on Demand*

This course is an examination of bankruptcy laws and proceedings. Discussion topics include attachments, collection, executions, garnishment, liquidation, and reorganization. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

PLEG 290
3 Credits

Paralegal Internship I
Offered on Demand

This course provides a practical application of paralegal skills in a law office or law-related office. There are approximately eight hours per week of supervised work in the office to add breadth and depth to the student's paralegal experiences. The course is graded on a satisfactory/unsatisfactory basis. This is a required course in the Paralegal program. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisite: Paralegal students only

PLEG 291
3 Credits

Paralegal Internship II
Offered on Demand

This course is a continuation of PLEG 290. This course is graded on a satisfactory/unsatisfactory basis. This is an elective course in the Paralegal program. Instructor permission is required.

In-Office Work: 9 hours per week

Prerequisite: PLEG 290

PHARMACY TECHNOLOGY

NOTE: Application and acceptance into the Pharmacy Technology program is required before enrolling in any of the Pharmacy Technology courses.

PHAR 110
2 Credits

Pharmacy Law and Ethics
Offered Spring Semester

This course provides the student with an introduction to federal and state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on recordkeeping and medical ethics to better fulfill the technical needs of the students and bring the program in line with national standards.

PHAR 151
2 Credits

Introduction to Pharmacology
Offered Fall Semester

This course is designed to provide an overview of pharmacologic principles with an emphasis on therapeutic drug classifications. For each therapeutic drug classification, basic mechanism of drug actions, side effects, routes of administration, and common indications will be reviewed. Students will become familiar with common abbreviations and vocabulary terms related to drug therapy. Additionally, the course will prepare students to recognize the top 200 drugs (generic and brand name).

PHAR 152
3 Credits

Advanced Pharmacology
Offered Spring Semester

PHAR 152 is designed to teach students how to categorize commonly prescribed/dispensed oral and injectable drugs into their therapeutic drug classifications. Emphasis will be on the top 200 prescription drugs prescribed in the U.S. For each top 200 drug, the student will distinguish between generic and brand name, recognize common indications and identify available dosage forms, strengths, routes of administration, common dosing regimens, contraindications, side effect pro-

files, and significant drug interactions. As the therapeutic drug classifications are studied, human medical conditions (as related to anatomy and physiology) will be reviewed.

Prerequisite: PHAR 151

PHAR 171 Applied Pharmacy Tech I
2 Credits Offered Fall Semester

This course is designed to provide students with the basic, entry-level knowledge of prescription processing and filing in both ambulatory and institutional settings. Students will develop skills by completing laboratory exercises. The knowledge base and skills will focus on preparing students for their first practicum experience during Spring Semester.

PHAR 172 Applied Pharmacy Tech II
2 Credits Offered Spring Semester

PHAR 172 continues to provide students with the knowledge and skills necessary for competent performance of technical pharmacy tasks in institutional and ambulatory settings. Institutional pharmacy will be emphasized, especially sterile products preparation, pharmacy calculations, and unit dose drug distribution systems. Emphasis will also be on gaining competency (speed and accuracy) in filling ambulatory prescriptions. Extemporaneous compounding will be introduced with students completing basic compounding recipes. Students will develop skills by completing laboratory exercises.

Prerequisite: PHAR 171

PHAR 180 Pharmacy Technology Practicum and Seminar I
4 Credits Offered Spring Semester

This is a supervised pharmacy technician practice in a retail or institutional setting. Instruction and guidance are provided by the staff of participating pharmacies. Emphasis is on application of classroom content in the pharmacy setting.

PHAR 185 Pharmacy Technology Practicum and Seminar II
4 Credits Offered Summer Session

This is a supervised pharmacy technician practice in a retail or institutional setting. Instruction and guidance are provided by the staff of participating pharmacies. Emphasis is on application of classroom content in the pharmacy setting.

Prerequisites: PHAR 180

PHILOSOPHY

PHIL 101 Introduction to Philosophy
3 Credits Offered Each Semester

This course is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God. This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It ful-

fills an arts and humanities requirement for the A.S. degree.

Lecture: 3 hours each week

Recommended: ENGL 101

PHIL 103 Ethics
3 Credits Offered Each Semester

Ethics is the investigation and discussion of personal, social, and professional moral 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. and A.A. degrees.

Lecture: 3 hours each week

Recommended: ENGL 101

PHIL 111 World Religions
3 Credits Offered Each Semester

World Religion presents an overview of the historical and cultural settings, main beliefs, and practices of the great Eastern and Western religions-Hinduism, Buddhism, Taoism, Confucianism, Judaism, Islam, and Christianity. Attention is given to similarities and differences in concepts of humanity and our relationships to society, nature, and the divine. This course is for students interested in humankind's religious heritage and cultures of other parts of the world. It fulfills an arts and humanities requirement for the A.S. degree.

Lecture: 3 hours each week

Recommended: ENGL 101 strongly recommended

PHIL 131 Introduction to Religion
3 Credits Offered Either Semester

This course introduces the study of religion as a cultural institution. It focuses on the nature, history, functions, structure, and features of religion in society. Emphasis will be given to exploring the psychology of religious experience and behavior, the influence of religion on social structures and community, and the patterns and issues of belief, ritual, and symbolism associated with the sacred. The course does not focus on any one or group of religions, but draws on a wide variety of religious contexts to exemplify and illustrate the elements of religion identified above. It is not an introduction to Christianity or a course in Bible study. The course features a strong emphasis on cultural diversity.

This course satisfies Group IV of the Social Science requirement for the Associate of Arts degree and partially satisfies the Arts, Humanities, and Social Science requirement for the Associate of Science degree. Independent of an NIC Associate's degree, the course will transfer as an elective to most colleges and universities in the United States.

Lecture: 3 hours each week

PHIL 201 Logic and Critical Thinking
3 Credits Offered Each Semester

PHIL 120 is a general introduction to the reasoning skills and psychological approaches used for effective decision-making, problem-solving, and argument analysis and evaluation. This course provides instruction in skills essential

to success in everyday life, citizenship, and as a professional in any career. It fulfills the critical thinking requirement for the A.A. degree, but does not fulfill an arts and humanities requirement for either the A.A. or A.S. degrees.

Lecture: 3 hours each week

Recommended: ENGL 101 and/or COMM 101

PHIL 292

3 Credits

Ethics In Health Care

Offered Either Semester On Demand

This course provides an introduction to ethical theories and their practical application to the real issues and bioethical dilemmas encountered by health care professionals. Typical issues include euthanasia, assisted suicide, personhood, human society and disease, costs and access to health care, moral value and responsibility conflicts, patient rights and the professional relationship.

Lecture: 3 hours each week

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 the course must have a 35mm camera with adjustable f-stops, shutter speeds, and focus. Students are also responsible for all photographic film and paper.

Lecture: 3 hours each week

COMP 283

3 Credits

Intermediate Photography

Offered Each 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 students' 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. Students entering this course must have a 35mm camera with adjustable f-stop, shutter speeds, and focus. Students are responsible for all photographic film and paper.

Lecture: 3 hours each week

Prerequisite: COMP 281

COMP 285

3 Credits

Nature Photography

Offered Spring Semester

This course is an introduction to outdoor and nature photography with a specific focus on understanding common wildlife species, basic photographic skills, marketing opportunities, magazine analysis, and other subjects related to na-

ture photography. It provides basic skills and knowledge for students interested in photographing nature and marketing photographs.

Lecture: 3 hours each week

Prerequisite: COMP 281 or background in basic photography

COMP 289

3 Credits

Photojournalism

Offered Fall Semester

This course provides exposure to the challenge of publications photography for students who have completed an introductory photography course. Through lecture, demonstration, and hands-on exercises, students develop their abilities in visual communication. Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. The course requires that students have a 35mm camera with adjustable f-stops, shutter speeds, focus, and synchronized strobe flash. Students are responsible for purchasing all photo paper and film stock.

Lecture: 3 hours each week

Prerequisite: COMP 281

PHYSICAL EDUCATION

NOTE: Some physical education activity courses have an extra fee which is payable at registration. These fees are for such courses as bowling, scuba diving, whitewater rafting, golf, lifeguard training, kayaking, equitation, and racquetball.

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 soccer, volleyball, wrestling, basketball, and softball. Student athletes practice daily during the season. This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at upper collegiate level. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit.

PE 105Z

1 Credit

Cheerleading

Offered Each Semester

This course involves instruction and practice in cheerleading for members of the NIC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills. It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

PE 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 PE requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.
 Lab/Activity: 2 hours each week

PE 108 **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. Students must furnish their own food and gear for optional overnight trips. It fulfills a PE requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.
 Lab/Activity: 2 hours each week

PE 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, students develop safe kayaking skills and fulfill a PE requirement for the A.A. and A.S. degrees. It may be repeated for a total of four credits.
 Lab/Activity: 2 hours each week

PE 131 **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 PE requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.
 Lab/Activity: 2 hours each week

PE 205 **Tone and Trim**
1 Credit *Offered Each Semester*

Tone and Trim is a muscle strengthening, non-aerobic exercise class. Participants will learn a variety of safe and effective exercises to firm and tone the body and to improve balance, posture, coordination, flexibility, strength, and mental well being. Students at all fitness levels from beginners to advanced, will benefit from the class.
 Lab/Activity: 2 hours each week

PE 206 **Step Aerobics**
1 Credit *Offered Each Semester*

Step aerobics is a high intensity, low impact workout achieved through simple, effective patterns performed while stepping up and down on a platform that is 4 to 8 inches high. This cardiovascular activity will tone and strengthen muscles, improve and strengthen the cardiorespiratory systems, and enhance flexibility, agility, coordination, and balance. This course

satisfies a PE requirement for the A.S. and A.A. degrees.
 Lab/Activity: 2 hours each week

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 muscles without injury.
 Lab/Activity: 2 hours each week

PE 208 **Beginning Swimming**
1 Credit *Offered Fall Semester*

Students are taught fundamental swimming and water safety skills for the nonswimmer or beginner. The course requires two hours of practice weekly. It fulfills a PE requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.
 Lab/Activity: 2 hours each week

PE 209 **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 PE requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Beginning swimming ability is necessary.
 Lab/Activity: 2 hours each week
 Prerequisite: Beginning swimming ability

PE 210 **Swim Conditioning**
1 Credit *Offered Spring Semester*

This course offers instruction and practice for the intermediate or advanced swimmer, emphasizing cardiovascular conditioning by lap swimming. Advanced swimming is designed for physical fitness, developing endurance, and perfecting various styles of swimming. It fulfills a PE requirement for the A.A. and A.S. degrees. Two hours of practice weekly is required.
 Lab/Activity: 2 hours each week
 Prerequisite: PE 209 or intermediate swimming skills

PE 235/236 **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, self-defense, skiing, weight training, basketball, softball, volleyball, yoga, and more. It fulfills a PE requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Special activity fees may be required
 Lab/Activity: 2 hours each week

PROFESSIONAL/ACADEMIC COURSES

The following courses are professional and/or academic courses and will not fulfill physical education activity requirements for A.A. and A.S. degrees.

PE 160 Foundations of Physical Education
3 Credits *Offered Each Semester*

This course presents an overview of the history and development of professional physical education and related fields including principles and objectives of program development and management. It is beneficial for students considering a career in physical education or recreation services.

Lecture: 3 hours each week

PE 204 Clinical Athletic Training
3 Credits *Offered Fall Semester*

PE 204 offers a traditional work experience for students interested in the field of athletic training. Students will provide care for varsity athletes while being under the direct supervision of a Certified Athletic Trainer. Students will gain knowledge of the daily duties in a traditional athletic training setting—prevention, recognition and rehabilitation of athletic injuries, event set-up, coverage and tear-down, medical terminology, and recordkeeping.

Lab: 10 hours per week in athletic training room

Prerequisites: PE 248, 288

PE 220 Sports and Society
2 Credits *Offered Each semester*

The interrelationship of sports with other aspects of culture, economics, drugs, gambling, and media will be among the topics studied in this course. The role of sports in American society will also be discussed.

Lecture: 2 hours each week

PE 221 Fitness Activities and Concepts
2 Credits *Offered Fall Semester*

Topics in this course relate to individual fitness development with focus on development of personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.

Lab/Lecture: 3 hours each week

PE 222 Wellness Lifestyles
3 Credits *Offered Either Semester*

Wellness Lifestyles examines contemporary health/wellness with emphasis on personal decision making and behavioral changes to create a personal lifestyle which promotes high level wellness.

Lecture: 3 hours each week

PE 237A Wilderness Backpacking
3 Credits *Offered Fall Semester*

This course teaches skills and knowledge needed for camping and traveling in a wilderness environment with special attention given to trip leadership. The course focuses on trip leadership, minimum-impact techniques, wilderness navigation, equipment selection, and safety issues.

PE 237B Wilderness Survival
3 Credits *Offered Spring Semester*

This course provides students with basic life-support skills and knowledge to predict and prepare for emergencies encountered in a wilderness environment. Focus is on emergency procedures, life-support skills, signaling, equipment selection, and safety issues.

PE 237C Whitewater Guiding
3 Credits *Offered Spring Semester*

This course develops whitewater guiding skills and competencies through hands-on experience with special attention given to the safety concerns of whitewater rafting. The skill and competencies include trip leadership, risk management, reading whitewater, maneuvering rafts, swiftwater rescue, and outfitting.

PE 237D Mountaineering
3 Credits *Offered Spring Semester*

This course provides a foundation of mountaineering skills with special attention given to trip leadership. Focus is also on snow and glacier travel, avalanche awareness, winter camping, backcountry travel, rock climbing, minimum-impact techniques, equipment selection, and safety issues.

Prerequisite: PE 237A and 237B

PE 237E Outdoor Programming and Leadership
3 Credits *Offered Fall Semester*

This course develops the skills and knowledge needed for leading and programming outdoor adventure sports with special attention given to leadership and teaching methods. This course will focus on trip leadership, risk management, teaching methods, group dynamics, communication, activity selection, and methods of programming.

PE 241 Coaching Methods
2 Credits *Offered Fall Semester*

This course offers instruction in methods of coaching a variety of sports with emphasis on fundamentals, strategy, conditioning, and practical applications. This course is beneficial to students considering a career in physical education with a coaching option who will need an endorsement for coaching sports at the interscholastic level.

Lecture: 2 hours each week

PE 242 Sports Officiating
1-2 Credits *Offered Fall Semester*

This course is designed to provide students opportunities to acquire knowledge, skill, and experience to function effectively as a sports official. This course stresses philosophy of officiating, officiating tips, code of ethics for officials, dealing with aggressive behavior, and preventative officiating. Other topics covered include personal equipment, pre-game and game duties, post-game duties, rules and regulations, and proper field or floor mechanics. The goal is to develop confidence as an official in order to feel comfortable refereeing intramural, AAU, city recreation, and high school games. If one sport is covered, one credit will be awarded. If two or more sports are covered, two credits will be awarded.

PE 243 Play and Game Theory
2 Credits *Offered on Demand*

This course offers instruction and practice in the principles of play and game strategy for high- and low-organization activities. It is beneficial for students considering a career in physical education or recreation.
Lecture: 2 hours each week

PE 248 Care and Prevention of Athletic Injuries
3 Credits *Offered Each Semester*

This course offers instruction and practice in the care, prevention, and evaluation of injuries common to athletics. It is designed for PE majors, coaches, and individuals considering a career in athletic training or physical therapy.
Lecture: 3 hours each week

PE 259 Lifeguard Training
2 Credits *Offered on Demand*

This course offers instruction and skill development for non-surf lifeguarding, including hazard management, rescue procedures, and interaction with the public. Students may elect to qualify for American Red Cross (ARC) certification. This is designed for students interested in aquatic safety and advanced training. To enroll, students must pass a lifeguarding skills test requiring strong swimming ability. Completion of First Aid and CPR training is necessary to qualify for Lifeguard Training Certification.

PE 266 Water Safety Instructor
2 Credits *Offered on Demand*

This course involves training in water safety for the aquatics instructor and meets requirements for the American Red Cross Water Safety Instructor course. Emphasis is on theory and application of aquatic skills, teaching methods, and practice in instruction. It is designed for students interested in teaching aquatic skills and safety. Students will have the opportunity to qualify for American Red Cross (ARC) certification. Prerequisite: A current ARC Emergency Water Safety or Lifeguarding Certificate.

PE 277 Lifeguard Instructor
1 Credit *Offered on Demand*

This course offers training for those wishing to teach American Red Cross (ARC) Basic Water Safety, Emergency Water Safety, and Lifeguard Training courses. Emphasis is on the practice of teaching ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety. Prerequisite: Current lifeguard training certification is required.

PE 288 First Aid
3 Credits *Offered Each Semester*

This course offers instruction and practice in the emergency care for victims of injury or sudden illness. Students will have an opportunity to qualify for American Red Cross certification in First Aid and CPR. It is designed for students interested in safety, prevention, and first aid treatment.

PHYSICAL THERAPIST ASSISTANT

NOTE: Course enrollment requires prior acceptance into the Physical Therapist Assistant program.

PTA 105 Professional Orientation
3 Credits *Offered Fall Semester*

This course includes the discussion of the history and significance of physical therapy and the role of the physical therapist assistant as a member of the rehabilitation team in various settings. Patient-therapist interaction will be emphasized. The student must also be enrolled in PTA 106, 108, 109, and 110.

PTA 106 Kinesiology
4 Credits *Offered Fall Semester*

This course is the study of normal and abnormal movement of the joints, extremities and trunk, and the relationship of movements to gait and postural patterns. Emphasis is placed on musculoskeletal and neuromuscular relationships and function. The student must also be enrolled in PTA 105, 108, 109, and 110.

PTA 107 Observation and Measurement
2 Credits *Offered Spring Semester*

This course includes the study of measurements used in physical therapy such as manual muscle testing, goniometry, posture, vital signs, sensation, gait, and balance as related to the assessment of patient progress. Physical Therapist Assistant students who have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 200, 202, and 206 is required.

PTA 108 Fundamentals of Physical Therapy
4 Credits *Offered Fall Semester*

This course includes the fundamental skills required for successful patient treatment and care. Topics covered include patient draping and preparation, bed mobility, transfers, gait training, wheelchair adjustment and repair, tilt table, activities of daily living, architectural barriers, documentation, basic skills for patient/family education, and age related considerations. The student must also be enrolled in PTA 105, 106, 109, and 110.

PTA 109 Gross Anatomy
2 Credits *Offered Fall Semester*

This course includes the study of anatomy with particular emphasis on the musculoskeletal and nervous systems. The course also includes the nervous and cardiovascular systems as they relate to the support of muscle tissue. The student must also be enrolled in PTA 105, 106, 108, and 110.

PTA 110 Clinical Observation
1 Credit *Offered Fall Semester*

This course is a clinical instructor-supervised clinical experience occurring in the first semester of the PTA program. The experience will focus on observation of patient care and allows some minimal "hands-on" experience. Beginning physical therapy skills may be used at the discretion of the clinical instructor and will be based on current coursework. Concurrent enrollment in PTA 105, 106, 108, and 109 is required.

PTA 200

3 Credits

Clinical Pathology

Offered Spring Semester

This course is an overview of basic disease progression and classification with special emphasis on musculoskeletal and nervous system pathologies which are treated with physical therapy. Physical Therapist Assistant students who have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, 202, and 206 is required.

PTA 202

4 Credits

Physical Modalities I

Offered Spring Semester

This course includes the principles of physics, anatomy, kinesiology, heat, cold, sound and their use in therapeutics. The course also includes hydrotherapy, ultrasound, light and cryotherapy. Rationale of use is discussed. Physical Therapist Assistant students who have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, 200, and 206 is required.

PTA 206

4 Credits

Therapeutic Exercise I

Offered Spring Semester

This course includes the development of therapeutic exercise intervention with an emphasis on orthopedic conditions in the patient population. Concurrent enrollment in PTA 107, 200, and 202 is required.

PTA 207

4 Credits

Therapeutic Exercise II

Offered Summer Session

This course focuses on the general management and physical therapy treatment of patients with various neurological disorders. It includes the application of neurophysiological approaches to patient treatment in the pediatric and adult population. The course also presents treatment approaches used in cardiopulmonary rehabilitation. Physical Therapist Assistant students who have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 208 is required.

PTA 208

2 Credits

PTA Seminar

Offered Summer Session

This course includes a variety of subjects such as interview techniques, resume writing, pharmacology, and further development of knowledge and skills in physical therapy care. Physical Therapist Assistant students who have successfully completed the first two semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 207 is required.

PTA 210

4 Credits

Clinical Affiliation I

Offered Fall Semester

This course is a clinical-instructor-supervised clinical experience. Experience will focus on beginning physical therapy skills as learned from previous coursework. Physical Therapist Assistant students who have successfully completed the first three semesters of coursework are eligible to enroll in this course.

PTA 211

4 Credits

Clinical Affiliation II

Offered Fall Semester

This course is a clinical-instructor-supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Orthopedic pathologies are emphasized and stu-

dents may be placed in private practice, acute care, or long term care sites. Physical Therapist Assistant students who have successfully completed the first three semesters of coursework are eligible to enroll in this course.

PTA 212

4 Credits

Clinical Affiliation III

Offered Fall Semester

This course is the final clinical affiliation. It is a clinical instructor supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Neurologic and cardiopulmonary practice arenas will be emphasized. Physical Therapist Assistant students who have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, 207, and 208 is required.

PHYSICS

PHYS 101

4 Credits

Fundamentals of Physical Science

Offered Each Semester

This course is designed for the non-science major interested in an overview of the physical sciences and in developing an appreciation for the nature of the physical universe. It includes physics, chemistry, astronomy, and geology and their relation to the world and universe in which we live. It fulfills one of the laboratory science requirements for the A.A., A.S., and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: PHYS 101L (2 hours per week)

Prerequisite: MATH 015 or COMPASS Pre-Algebra > 44, ACT (NA), or SAT (NA)

Recommended: MATH 025

PHYS 103

4 Credits

Elementary Astronomy

Offered Each Semester

PHYS 103 is an introductory study of astronomy. Topics include the history of astronomy; the motions and physical properties of the sun, moon, and earth; the electromagnetic spectrum; solar system planets, satellites, and minor bodies; stars; galaxies; evolution of the solar system; the universe; and cosmology. It fulfills a laboratory science requirement for the A.A., A.S. and A.A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: PHYS 103L (2 hours per week)

PHYS 111

4 Credits

General Physics I

Offered Each Semester

This course is the study of mechanics, sound, linear and rotational motion momentum, energy, vectors, elasticity, vibration, and mechanical wave motion. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Corequisite Lab: PHYS 111L (2 hours per week)

Prerequisite: MATH 147 or MATH 143 and 144 or COMPASS Trig > 21

PHYS 112

4 Credits

General Physics II

Offered Spring Semester

This is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics. It fulfills

Techniques include identifying skills, resumes, interviewing, and conducting a successful job search.

Lecture: 1 hour per week

ATEC 117 Occupational Relations & Job Search
2 Credits *Offered Each Semester*

ATEC 117 is designed to expose students to a variety of skills for workplace success. Topics to be discussed include learning styles, change, communications, conflict, work teams, leadership, and attitude. Students will also explore the fundamental techniques necessary to get a job, such as matching skills to job requirements, writing resumes and cover letters, and learning strategies for successful interviewing.

Lecture: 2 hours per week

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

This course includes instruction in the practical application of on-the-job interpersonal relations as it applies to employees, supervisors, or consumers. A variety of work ethic topics will be covered that will help employers define you as a "good" employee such as punctuality, staying on task, being a team player, cleanliness/neatness in the work area, thoroughness, pride in workmanship, and flexibility.

Lecture: 2 hours per week

ATEC 120 Occupational Relations
3 Credits *Offered Each Semester*

This course provides instruction in practical application of on-the-job interpersonal relations, including work habits, attitudes and fundamental job search and preparation techniques. A variety of topics will be covered including learning strategies for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing.

Note: ATEC 120 is 2 credits if ATEC 110 has been completed and 1 credit if ATEC 119 has been completed.

Lecture: 3 hours per week

ATEC 194 Cooperative Workbased Learning I
1-3 Credits *Offered Fall Semester*

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab, while the classroom component gives students a chance to complete the necessary paperwork as well as discuss their experiences with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a freshman in a Professional-Technology program.

ATEC 195 Cooperative Workbased Learning II
1-3 Credits *Offered Spring Semester*

This course is designed to provide the students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab, while the classroom component gives students a chance to complete the necessary paperwork as well as discuss their

experiences with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a freshman in a Professional-Technology program.

ATEC 294 Cooperative Workbased Learning III
1-3 Credits *Offered Fall Semester*

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a sophomore in a Professional-Technical program.

ATEC 295 Cooperative Workbased Learning IV
1-3 Credits *Offered Spring Semester*

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a sophomore in a Professional-Technical program.

PSYCHOLOGY

PSYC 101 Introduction to Psychology
3 Credits *Offered Each Semester*

This course provides students with a general overview of the science which seeks to understand and explain behavior and mental processing. Variations in psychology faculty training and research interest influence topic emphasis. However, students will be introduced to many of the major contemporary theories and concepts in psychology. This course will prove interesting and useful to those students wishing to better understand human behavior and thinking. It should prove helpful to students preparing for a career that will bring them into contact with other people. This course fulfills a social science elective for both the A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: Strong reading and writing skills

PSYC 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 elective for both the A.A. and A.S. degrees.

Lecture: 3 hours per week

Prerequisite: PSYC 101

Recommended: Strong reading and writing skills

PSYC 211 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 per-

sonality disorganization. It introduces the major categories of mental disorders as defined in the DSM-IV. This course will not fulfill a requirement for the A.A. or A.S. degree and may not be transferable.
Lecture: 3 hours per week

PSYC 218 **Intro to Research in the Behavioral Sciences**
4 Credits *Offered Alternate Spring Semesters*

Psychology 218 is primarily designed for behavioral and social science majors. In this course, students will be introduced to the basic methods of behavioral research. This will be accomplished through active participation in the design, implementation, and analysis of class research projects. This class involves three one-hour lectures and a two-hour lab per week. This course is applicable for those students who plan to pursue an undergraduate and graduate degree in one of the behavioral or social sciences.
Lecture: 3 hours per week
Lab: PSYC 218L (2 hours per week)
Prerequisite: PSYC 101
Recommended: Strong reading and writing skills

PSYC 223 **Stress Management**
3 Credits *Offered Each Semester*

This course explores the concepts of stress from a holistic approach, emphasizing identification of sources of stress, understanding physical and emotional consequences, and developing techniques for dealing with stress. Students will gain improved personal stress management skills through discussion and practice in communication techniques, nutrition, exercise, relaxation, values clarification, and will learn strategies for dealing with change, loss, and enhancing self-esteem.
Lecture: 3 hours per week

SOCIAL SCIENCE

SOSC 204 **Leadership Development**
3 Credits *Offered Either Semester*

This course is designed to provide emerging and existing leaders the opportunity to explore the concept of leadership and to develop and improve their leadership skills. The course integrates readings from the humanities, experiential exercises, films, and contemporary readings on leadership. Although there are no prerequisite courses, students must have strong reading and writing skills. Participation in class discussion is required.
Lecture: TBA
Prerequisite: 3.0 gpa and Phi Theta Kappa membership

SOCIAL WORK

SOWK 240 **Introduction to Social Work**
3 Credits *Offered Each Semester*

This course presents a survey of social welfare and human service programs in the United States as a response to problems and needs within our society. Issues relating to historical and contemporary social service institutions and their place

in both an ethical and public context are examined. The course begins the professional foundation for social work.
Lecture: 3 hours per week

SOWK 241 **Social Work Generalist Practice**
3 Credits *Offered Each Semester*

Social Work 241 is a continuation of Social Work 240 which introduced students to the social work profession in relation to social services in a social welfare system context. Elementary social work processes focus on an overview of the theoretical knowledge and methodological skills necessary for entry level practice in social work. Topics covered include generalist practice; social work values; principles of interviewing; assessment; confidentiality; contemporary theories of counseling; social work with individuals, groups, families and community practice; evaluation; general systems theory; cross cultural social work; working within a bureaucratic system; burnout; and the frustrations and satisfactions of being a social worker. Case examples are discussed and role-played to apply the theory that is presented.
Lecture: 3 hours per week
Recommended: SOWK 240

SOCIOLOGY

SOC 101 **Introduction to Sociology**
3 Credits *Offered Each Semester*

This introductory course presents the fundamental principles affecting human social systems. The concepts of traditional as well as contemporary theorists will be discussed. Emphasis will be placed on the forces governing groups and the conditions that transform social life. This course fulfills a social science requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

SOC 102 **Social Problems**
3 Credits *Offered Each Semester*

This course investigates the persistent problems of American society as they relate to values, attitudes, and social change. Application of sociological principles to the identification and analysis of selected problems will be consistently developed. SOC 102 fulfills a social science requirement for the A.A. and A.S. degrees.
Lecture: 3 hours per week

SOC 103 **Cultural Diversity**
3 Credits *Offered Spring Semester*

This course is designed to increase the awareness and appreciation of diversity within the contemporary U.S. population. It will examine historical and contemporary experiences from perspectives of both women and men of diverse races, ethnicities, social class, religions, sexual orientation, ages, and abilities. Students will explore their particular inherited and constructed traditions, identify communities and significant life experiences while learning from the varied experiences and perspectives of those who are different. Students will become more aware of the nature of personal, institutional, and societal inequalities and the processes leading to a more equitable society. Students will be encouraged to develop a critical consciousness and to explore ways of empowering to help

eliminate ideologies of unequal treatment. This course will develop an extended and collaborative dialogue about past, present, and future U.S. democratic aspirations and foster a respect for people's life experiences while teaching skills needed to function in today's diverse and increasingly interconnected global society. This course fulfills a social science requirement for the A.A. and A.S. degrees or the cultural diversity requirement for the A.A. degree.

Lecture: 3 hours per week

Recommended: College level reading and writing

SOC 155 Drug Abuse: Fact, Fiction, and the Future
3 Credits *Offered Each Semester*

This course is designed to provide information about drugs, their effects, and the laws and social implications relative to them. Students will learn about the causes of drug abuse, treatment modalities, community resources, alternatives, and problem-solving skills.

Lecture: 3 hours per week

SOC 220 Marriage and Family
3 Credits *Offered Each Semester*

Sociology 220 is designed to help students understand more about marriage and family life processes. Students will examine values, needs, and responsibilities as they relate to intimacy, the selection of partners, cohabitation and marriage, family planning choices, parenting, family economics, and interpersonal communication. Students will also address the issues of family violence, divorce, and the restructuring of new families. This course will be helpful to those who wish to have more knowledge about relationship, marriage, and family issues or those who are entering such fields as counseling and social work. This course fulfills a social science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: College level reading and writing skills

SOC 251 Race and Ethnic Relations
3 Credits *Offered Each Semester*

This course explores the influence of race and ethnic membership in structuring social interaction and behavior amongst people in the United States. Although the primary focus is in the ethnic experience in the U.S., comparative models will also be explored to provide a framework for the American situation. A major element of the course will be an investigation of the five major ethnic groups: Native Americans, Hispanics (Latinos), African-Americans, Asian-Americans, and white Americans; with a special emphasis on the condition of Native Americans. Principal topics will include historical aspects of race and ethnicity, theoretical viewpoints, causes of ethnic conflict, racism and prejudice, psychopathology and ethnicity, focal topics (e.g. affirmative action, "reverse" discrimination, bilingual education, immigration issues) and future trends and directions. This course will be helpful for individuals seeking to work in professions or environments where they will be in contact with members of diverse ethnic and racial groups. This course fulfills a social science requirement for the A.A. and A.S. degrees or the cultural diversity requirement for the A.A. degree.

Lecture: 3 hours per week

Recommended: PSYC 101

SOC 283

3 Credits

Death and Dying

Offered Once Each Year

This course introduces the concepts, attitudes and social dynamics of death and dying, including various cultural perspectives. Topics include demographics, who dies and why, suicide, treatment of the dying and dead, religious and legal perspectives, stages of dying, caregiving, grief, and bereavement.

Lecture: 3 hours per week

THEATRE

THEA 101

3 Credits

Introduction to the Theatre

Offered Each Semester

Theatre 101 examines the contributions of individual artists to the art of theatre. Through discussion and attendance at plays, students will become familiar with elements of dramatic structure and the roles and responsibilities of the director, lighting designer, costumer, playwright, sound technician, actors, and scene designer. This is a nonperformance course open to non-majors. It is designed to enhance students' understanding of dramatic art and the appreciation and enjoyment of live performance. Skills in observation, writing, critical thinking, and verbal expression are emphasized and developed. Students are required to attend five plays during the semester. This course fulfills an arts and humanities requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

THEA 102

3 Credits

Stage Makeup

Offered Fall Semester

THEA 102 offers instruction in the basic principles and techniques of theatre makeup. Students will explore, through the eye of the makeup artist, concepts of facial structure, aging, style and modeling with paint and will observe demonstrations of basic techniques. Weekly labs offer the opportunity to translate knowledge into design and practical application of theatrical makeup. This course will benefit students seeking careers or further education in the theatre arts as well as community members who participate in the theatre. Students must purchase a theatrical makeup kit which is approximately \$40.

Lecture/Lab: 4.5 hours per week

THEA 103

3 Credits

Introduction to Stagecraft

Offered Fall Semester

Theatre 103 offers practical lab experience in applying theories and methods of scenery and prop design and construction. It focuses on the creative use of production tools and stage equipment. This course provides an opportunity to develop technical skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Prior completion of other courses is not necessary.

THEA 104

3 Credits

Stagecraft II

Offered Spring Semester

Theatre 104 offers the continuing theater student an important step toward a major in Theater Arts. It is practical, hands-on experience in construction of major set components (from

WELDING TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Welding Technician program.

WELD 108L

2 Credits

Diesel Welding Theory

Offered Fall Semester

This course is part of the Diesel Technology program only. It is designed to provide the student with welding skills required by the diesel mechanic industry.

WELD 109L

2 Credits

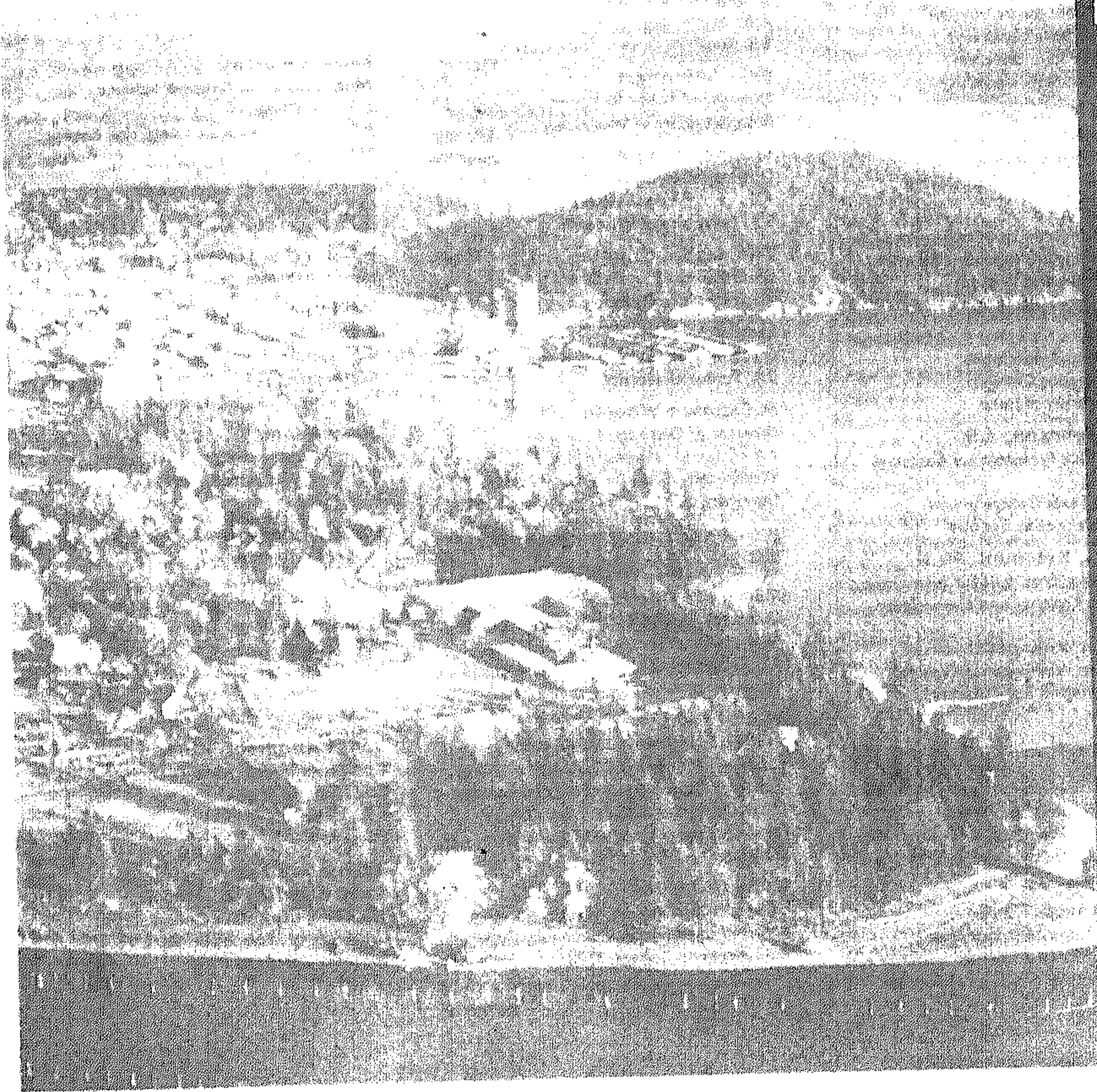
Diesel Welding Lab

Offered Spring Semester

This course is part of the Diesel Technology program only. It is designed to provide students with welding skills required by the diesel mechanic industry. Prior completion of WELD 108L is required.

North Idaho College 2002-2003

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M.F.A., Colorado State University, Painting

Lori Wallin

English

B.A., University of Idaho, English/Creative

Writing; M.F.A., Eastern Washington

University, Creative Writing/Poetry

M. Fay Wright

English

B.A., Washington State University, English;

M.A., Western Washington University,

English

Marilyn Wudarcki

Business and Office Technology

B.A., Boise State University, Business

Education; M.A., Boise State University,

Business Education

Peter Zao

Zoology

B.A., University of California, Biology; M.A.,

University of California, Biology

North Idaho College 2002-2003

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APPLICATION FOR UNDERGRADUATE ADMISSION to Idaho's Public Colleges & Universities

| | |
|---------------------|--|
| For office use only | |
| | |
| | |

Mail the completed application or a photocopy along with the appropriate nonrefundable application fee(s) to each Idaho public institution to which you are applying.

Applying to:

Boise State University
1910 University Dr.,
Boise, ID 83725-1320
Fee: \$30 1-800-824-7017
www.boisestate.edu

**Lewis-Clark
State College**
500 8th Ave.,
Lewiston, ID 83501
Fee: \$30 1-800-933-LCSC
www.lcsc.edu

**College of
Southern Idaho**
PO Box 1238,
Twin Falls, ID 83303
Fee: None (208) 733-9554
www.csi.edu

North Idaho College
1000 W. Garden Ave.,
Coeur d'Alene, ID 83814
Fee: \$25 (208) 769-3311
www.nic.edu

**Eastern Idaho
Technical College**
Student Services: 1600 S. 25th E.,
Idaho Falls, ID 83404
Fee: \$10 1-800-662-0261
www.eitc.edu

University of Idaho
PO Box 444264
Moscow, ID 83844-4264
Fee: \$40 1-888-884-3246
www.uidaho.edu

Idaho State University
Office of Admissions,
Box 8270 #
Pocatello, ID 83209
Fee: \$30 (208) 282-2475
www.isu.edu

Start Date: Fall, 20 _____ Spring, 20 _____ Summer, 20 _____ Summer & Fall, 20 _____

APPLICANT INFORMATION

Name: _____ Name You Prefer: _____
(as on Soc. Sec. Card) last first middle

Other Names Appearing on Records: _____

U.S. Social Security Number: _____ Date of Birth (mo/day/year): _____/_____/_____

Permanent Home Address: _____
number & street/PO box city county state zip area code phone

Current Mailing Address: _____
number & street/PO box city county state zip area code phone

Mailing Address valid until the following date: _____/_____/_____ E-mail Address: _____

GENERAL INFORMATION

Citizenship: USA Other Native Language: English Other: _____

If citizenship is "other," answer the following questions: Country of citizenship: _____

Resident alien of U.S.: Yes, Resident alien number: A- _____ No, Current visa type: _____

Gender: (optional) Female Male Are you a U.S. Veteran: No Yes Branch _____ Dates of Service _____ to _____

Ethnicity: (optional) African American/Black American Indian/Native American/Alaska Native Asian American

Caucasian/White Native Hawaiian or other Pacific Islander Hispanic/Latino/Latina

Other: _____

Highest level of education or degree attained by either parent: Bachelor Other Degree _____

Emergency Contact: _____
(For ALL to complete. If under 18, list parents or guardians here.) name relationship

number & street/PO box city county state zip area code phone

ENROLLMENT INFORMATION

Intended Degree Type: Certificate Associate Bachelor Second Bachelor Not Seeking Degree or Certificate

Program Type: Academic Program Professional Technical Program

Intended Major (Refer to each institution's publication for a list of majors offered): _____

_____ Undecided

Enrollment Status: New Transfer Returning (readmission) High School Student Seeking Dual Enrollment

Do you plan to apply for federal financial aid? Yes No

Campus Location: If planning to take courses primarily at outreach locations, list these locations: _____

Name: _____

ACADEMIC INFORMATION

Have you taken the: ACT: Date _____ SAT: Date _____ COMPASS: Date _____

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. Do not omit any schools. Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? Yes (month/year _____ / _____) No

High School _____ City _____ State _____

DO YOU HAVE A GED OR HIGH SCHOOL EQUIVALENCY CERTIFICATE? Yes (month/year _____ / _____) No

If yes, degree-seeking applicants are required to submit official GED test scores.

Are/were you a Tech Prep Student? Yes No If yes, in which program area did you enroll? _____

| Name of College, Trade School, etc. | City & State | Dates Attended | Grad. Date | Degree/# Credits Earned |
|-------------------------------------|--------------|----------------|------------|-------------------------|
| | | | | |
| | | | | |
| | | | | |

RESIDENCY

Idaho residency status MAY be determined by one or more of the following. Please check all statements that are applicable if claiming Idaho residency for tuition purposes. Residency for community colleges is determined by county of residence.

State of Residence: _____ From _____ / _____ / _____ to _____ / _____ / _____ If less than 12 months, previous state: _____

County of Residence: _____ From _____ / _____ / _____ to _____ / _____ / _____ If less than 12 months, previous county: _____

One or more of my parents/legal guardians or spouse's parents is a resident of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll. If I am a community college applicant, I receive at least 51% of my financial support from my parents/legal guardians.

Parent's name and address _____ From _____ / _____ / _____ to _____ / _____ / _____

I receive less than fifty percent of my financial support from parents or legal guardians who are not residents of Idaho for voting purposes. I have continuously resided in Idaho for at least 12 months before the opening day of the school term at this institution. I have been employed full-time in Idaho for the past 12 months.

I am a graduate of an accredited Idaho high school and I will attend this institution during the term immediately following graduation. If I am a community college applicant, this item may not be applicable to determine residency.

I am married to an Idaho resident. My spouse is a resident of _____ County.

I or my spouse is a member of the Armed Forces stationed in Idaho on military orders, or Idaho is my or my spouses designated military home of record. I or my spouse is stationed in _____ County. Records may be requested.

One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in Idaho. They are stationed in _____ County. Records may be requested.

I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation. Records may be requested.

I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.

I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene, Kootenai, Nez Perce, Shoshone-Bannock, Shoshone-Paiute (including Colville Confederated, Flathead, Kalispel, Pend Oreille, and Spokane if applying to NIC).

NIC applicants: Submit the NIC Tribal Verification Form to the Minority Student Advisor before registering for classes.

SIGNATURE

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true. By signing this application, I certify that I am in compliance with the Federal Military Selective Service Act; 50 U.S.C. sec. 453, or that I am exempt from the same. Men between the ages of 18 and 25 must be registered with Selective Service to be eligible for enrollment at a state college, to receive state and federal financial aid, and to be employed in a state or federal job. You may register with Selective Services on-line at <http://www.sss.gov>.

Acceptance or receipt of financial aid and scholarship awards certifies that the funds will be used for educational purposes.

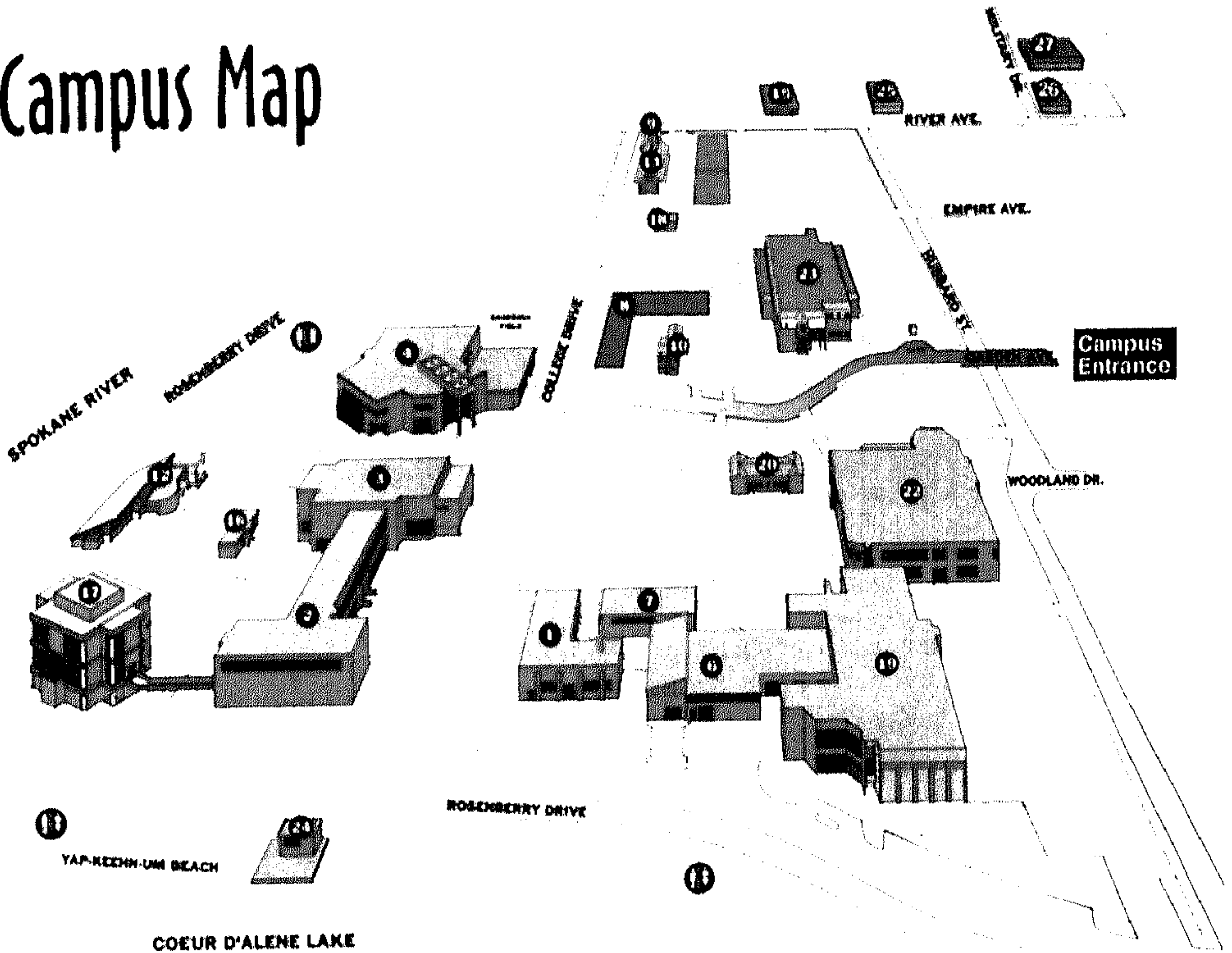
Signature of Applicant: _____ Date: _____

Idaho public colleges subscribe to the principles and laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. These institutions are committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, or sex.

OFFICE & DEPARTMENT LOCATOR

| OFFICE | BUILDING | OFFICE | BUILDING |
|-----------------------------------|---------------------------------|---|---------------------------------------|
| Admissions Office | Lee-Kildow Hall | GED | College Skills Center/Lee-Kildow Hall |
| Adult Basic Education | Lee-Kildow Hall | Graphic Design | Boswell Hall |
| Advising | Edminster Student Union | Health Professions & Nursing | Post Hall |
| Allied Health Department | Post Hall | Health Services | Edminster Student Union |
| Alumni Association | Edminster Student Union | Heating/Ventilation/AC/Refrigeration | Hedlund Building |
| Art Department | Boswell Hall | Human Resources | Sherman Building |
| Art Gallery | Boswell Hall | Instructional Media Services | Boswell Hall |
| Associated Students | Edminster Student Union | Intramural Sports | Edminster Student Union |
| Athletics | Christianson Gymnasium | Journalism | Siebert Building |
| Automotive Technology | Siebert Building | Law Enforcement | Hedlund Building |
| Auxiliary Services | Edminster Student Union | Library | Molstead Library |
| Bookstore | Edminster Student Union | Machine Technology | Hedlund Building |
| Business & Professional Programs | Hedlund Building | Mail Service | River Avenue Building |
| Business Office | Lee-Kildow Hall | Maintenance Mechanics | Siebert Building |
| Campus Safety & Support Services | River Avenue Building | Mathematics & Natural Sciences Division | Seiter Hall |
| Career Center | Edminster Student Union | Music Department | Boswell Hall |
| Carpentry | Industrial Arts Building | Office of Instruction | Sherman Building |
| Center for New Directions | Siebert Building | Outdoor Pursuits Program | Edminster Student Union |
| Children's Center Day Care | Children's Center | Peer Tutoring | College Skills Center/Lee-Kildow Hall |
| College Relations | Sherman Building | Physical Education Division | Post Hall |
| College Skills Center | Lee-Kildow Hall | Physical Plant Department | McLain Hall |
| Collision Repair Technology | Hedlund Building | Planning & Assessment | Lee-Kildow Hall |
| Communications Division | Boswell Hall | Practical Nursing | Post Hall |
| Community Ed Department | Workforce Training Center | President's Office | Sherman Building |
| Computer Services | Siebert Building | Professional-Technical Division | Hedlund Building |
| Computer Labs | Boswell Hall & Molstead Library | Registrar's Office | Lee-Kildow Hall |
| Copy Center | River Avenue Building | Sentinel, Student Newspaper | Siebert Building |
| Counseling | Edminster Student Union | Social & Behavioral Sciences Division | Lee-Kildow Hall |
| Culinary Arts | Hedlund Building | Student Activities | Edminster Student Union |
| Customized Training | Workforce Training Center | Student Government (ASNIC) | Edminster Student Union |
| Diesel Technology | Hedlund Building | Student Services | Edminster Student Union |
| Drafting Technology | Hedlund Building | Switchboard | Lee-Kildow Hall |
| Electronics Technology | Hedlund Building | Theatre Department | Boswell Hall |
| English/Foreign Language Division | Lee-Kildow Hall | Trades & Industry Division | Hedlund Building |
| Financial Aid Office | Lee-Kildow Hall | Transportation | River Avenue Building |
| Foreign Language Lab | Lee Hall Annex | Veterans Information | Registrar's Office, Lee-Kildow Hall |

Campus Map



MAP LEGEND

- 1** McLain Hall (MCL)
Physical Plant Offices, Classrooms, Computer Labs
- 2** Lee & Kildow Hall (LKH)
Admissions, Distance Education, Posters Office, Financial Aid, Registrar, Student Support Services, Office of Planning, Assessment and Research, classrooms, College Skills Center, Writing Center, Math/Science Study Center, Peer Tutoring, ESL, Disability Support Services
- 3** Christianson Gymnasium (GYM)
- 4** Edminster Student Union Building (SUB)
Market Food Court, Educated Cup, Maca Peak Exchange (Bookstore), ASNIC Offices, Student Health, Student Services (Advising, Counseling), Career Center, Student Activities/Recreation, Auxiliary Services, Alumni Association
- 6** Stebert Building (SBT)
Computer Services, Center for New Directions, The Sentinel, classrooms

- 7** Industrial Arts (IND)
Carpentry
- 8** Residence Hall
- 9** Post Hall (PST)
Nursing
- 10** Fort Sherman Officers' Quarters (FSQ)
Faculty offices
- 12** Lakeside Center (LKC)
Children's Center Child Care
- 13** Winton Hall (WIN)
Allied Health, Nursing, classrooms
- 15** River Building
Campus Safety, Security, Parking Permits, Mail and Copy Center, Grounds/Custodial, Transportation
- 16** Lee Hall Annex (LHA)
Foreign Language Lab
- 17** Seiter Hall (STR)
Science and math classrooms
- 18** Fort Sherman Museum

- 19** Hedlund Building (HED)
Emery's Restaurant, Professional-Technical Office, Professional-Technical Student Support Services Coordinator, classrooms
- 20** Sherman Administration Building (SHE)
President's Office, Human Resources, College Relations, NIC Foundation, Office of Professional Development, Office of Instruction
- 22** Boswell Hall (BOS)
Auditorium, Instructional Media Services, classrooms, Macintosh Computer Lab, Corner Gallery
- 23** Molstead Library (MOL)
Telecommunications classroom, computer labs, Todd Lecture Hall, classrooms, Library
- 24** Sunspot
Concessions & rentals (Open June-September)
- 25** Lewis-Clark State College
- 26** River Avenue Annex A
American Indian & Minority Student Advisor
- 27** River Avenue Annex B
Campus Safety



NORTH IDAHO COLLEGE
 1000 West Garden Avenue • Coeur d'Alene, Idaho 83814-2199

Important Dates for 2002-2003:

| | |
|---|------------|
| Application for Admission priority deadline | August 5 |
| Fall Semester begins | August 26 |
| Spring Semester begins | January 13 |
| Summer Session begins | June 2 |

Admissions: (208) 769-3311

Apply online at

www.nic.edu

North Idaho College Programs

- | | |
|---|--|
| Accounting Assistant* | Heating, Ventilation, Air Conditioning, Refrigeration* |
| Administrative Assistant* | History |
| American Indian Studies | Human Services* |
| Anthropology | Journalism |
| Art | Law Enforcement* |
| Astronomy | Legal Administrative Assistant* |
| Automotive Technology* | Machine Technology* |
| Bacteriology | Maintenance Mechanic/Millwright* |
| Biology, Botany, Zoology | Mathematics |
| Business Administration | Medical Administrative Assistant* |
| Business Education | Medical Billing Specialist* |
| Carpentry* | Medical Receptionist* |
| Chemistry | Medical Transcriptionist* |
| Child Development | Music |
| Collision Repair Technology* | Nursing (PN)* |
| Communications | Nursing (RN) |
| Computer Information Technology* | Office Receptionist* |
| Computer Science | Paralegal* |
| Criminal Justice | Pharmacy Technology* |
| Culinary Arts* | Philosophy |
| Diesel Technology* | Physical Education |
| Drafting Design and Technology* | Physics |
| Education | Political Science/Pre-Law |
| Electronics Technology* | Pre-Agriculture |
| Engineering | Pre-Medical-Related Fields |
| English | Pre-Physical Therapy |
| Environmental Health | Pre-Veterinary Medicine |
| Environmental Science | Psychology |
| Foreign Language | Social Work |
| Forestry/Wildlife/Range/ Wildland Recreation Mgmt | Sociology |
| General Studies | Theatre |
| Geology | |
| Graphic Design | |

*Professional-Technical Programs

Non-Profit
 U.S. Postage
 PAID
 Permit No. 61
 Coeur d'Alene
 Idaho 83814

