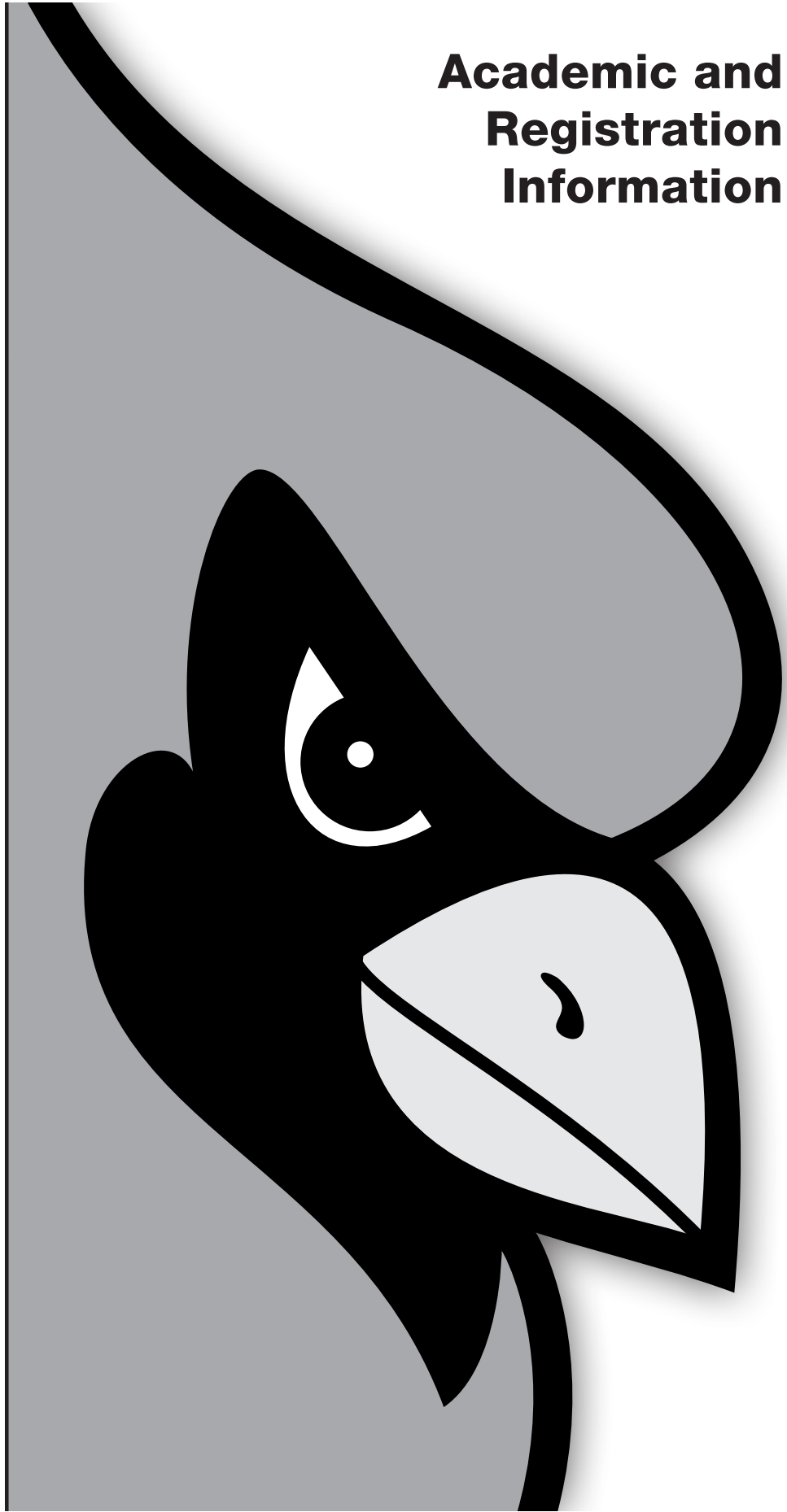


# North Idaho College 2009-2010

## Academic and Registration Information



**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 2-5 of this catalog has information regarding application and registration dates. Registration information is available at [www.nic.edu](http://www.nic.edu).

After applying for admission, students will receive an acceptance letter from the Admissions Office which will include information about registration.

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

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

**NICOonline:  
STUDENT INFORMATION on the WEB**

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

After being admitted, students will receive NICOonline access information.

To log into NICOonline:

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

NICOonline is available from 6:30 a.m. to 1:55 a.m. (Pacific time) seven days a week. Questions about NICOonline should be directed to the NIC HelpDesk at (208) 769-3280.

**PAYMENT of TUITION and FEES**

Tuition and fees are set annually by the Board of Trustees. Students enrolled for 11 credits or less pay on a per-credit hour basis, plus any special class fees. Students registering for 19 credits or more will be assessed a nonrefundable overload fee at the regular per-credit rate.

New and former students from Idaho who reside outside of Kootenai County are required to provide a Certificate

of Residency to the Business Office or will be charged out-of-district rates.

**COURSE SCHEDULE CHANGES (ADD/DROP)**

The add/drop period allows students to add classes on a space-available basis or drop classes without transcript notation. The add/drop period is the first four days 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 the Registrar's Office in Lee-Kildow Hall.

**WITHDRAWAL from INDIVIDUAL COURSES**

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

Withdrawal from short-term classes (classes less than 15 weeks in length) must be completed within the first half of the total class sessions; i.e., the deadline for withdrawal from a course that consists of eight sessions would be at 5 p.m. on the date of the fourth session. Withdrawals from Summer Session are permitted through the first day of the sixth week.

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

**COMPLETE WITHDRAWAL from NIC**

To withdraw from all courses, a student must obtain a College Withdrawal Form from the Registrar's Office, secure the signature of those persons indicated on the form, and return the form to the Registrar's Office. Students may not withdraw from college after the published withdrawal dates for that semester except for compelling and extraordinary reasons. In such circumstances a student must petition the Admissions and Academic Standards Committee for late withdrawal using the form available in the Registrar's Office. Information on refunds of tuition and fees following a complete withdrawal is on page 30.

**INDEPENDENT STUDIES**

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

Independent studies may include a reading or a project and

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

### ADDRESS/NAME CHANGES

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

### GRADING POLICIES

#### GRADING PROCEDURES

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

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

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

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

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

#### ACADEMIC APPEALS/INSTRUCTIONAL PETITIONS

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

or other instructional matters, the student should:

##### STEP 1:

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

##### STEP 2 A:

#### Admissions and Academic Standards Committee

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

##### STEP 2 B:

#### Office of the Vice President for Instruction

- Unresolved concerns about an instructor or change of grade requests are processed by the Office of the Vice President for Instruction. **Requests for grade changes must occur within two years of the original grade issuance.**
- Students may also appeal decisions rendered by the Admission and Academic Standards Committee or any academic sanctions imposed as a result of violation of academic integrity (**appeal process for academic sanctions is detailed in the Student Code of Conduct and NIC Policy 5.06.01 and takes precedent over any process outlined herein**).

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

The Statement of Appeal must contain the following information:

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

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

### AUDIT

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

### INCOMPLETES

An incomplete is assigned only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length). Incompletes are issued only in cases of extenuating circumstances, such as severe illness or injury. Incompletes are not issued in cases in which the student is simply unable to complete his/her work within the specified semester or session. If a final grade of "I" is recorded, the instructor will indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor will indicate in the written statement what permanent grade should be entered if the Incomplete is not removed by the deadline.

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

### REPEATING A COURSE

Students may repeat any course to raise a grade, provided they have not completed a more advanced course for which the first is a prerequisite. While all grades received remain on the record, only the grade received for the most recent enrollment in the course is counted in computing grade point average. **Note:** Repeating a course may affect financial aid funding.

### DEAN'S LIST (HONOR ROLL)

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

### ACADEMIC RENEWAL

In conformity with the principle of encouraging and rewarding determination, self-discipline, and achievement, North Idaho College will allow a student to petition the

Registrar, under certain circumstances, for academic renewal. This means previous poor academic work at NIC would be eliminated from the computation of credits and grade points in the student's academic record as well as for academic standing and eligibility for graduation.

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

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

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

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

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

### ACADEMIC PROBATION, SUSPENSION and DISQUALIFICATION

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

#### Policy for Students Under 26 Credits

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

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

Once on *Academic Suspension*, the student will be required to sit out for one semester or petition the Admissions and

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

### Policy for Students With 26 Credits or More

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

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

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

## CREDIT INFORMATION

### DEFINITION OF CREDIT

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

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

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

### CREDIT ENROLLMENT LIMITS

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

## STUDENT CLASSIFICATION

### FULL-TIME CLASSIFICATION

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

### FRESHMAN/SOPHOMORE CLASSIFICATION

Students with 0-25 semester credits are classified as freshmen, those with 26-64 semester credits are classified as sophomores.

### 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 once appropriate fees have been paid.

## CLEP EXAMINATION

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

## ADVANCED PLACEMENT EXAMINATIONS

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

## GRADUATION

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

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

## FINAL CREDITS EARNED AND EXCEPTIONS

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

## CATALOG ISSUE

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

## CREDIT LIMITATIONS

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

## PHYSICAL EDUCATION REQUIREMENT

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

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

Disabled students may be exempt from physical education activity course requirements upon the recommendation of a physician and the approval of the Division Chairperson, if alternative activity courses cannot be arranged. All students, regardless of age, must meet physical education requirements. Students enrolling in designated physical education activity courses may be charged extra fees payable at registration.

## TRANSCRIPTS

A transcript is a record of all courses for which a student was enrolled at the end of the add/drop period each semester and Summer Session. It includes credit hours for which the student is enrolled, final grades in each subject, record of withdrawal, courses repeated, grade point average for each semester, and a cumulative grade point average.

## REQUESTS FOR TRANSCRIPTS

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

## TRANSCRIPTS FROM OTHER SCHOOLS

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

## STUDENT RIGHTS and RESPONSIBILITIES

### ATTENDANCE

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

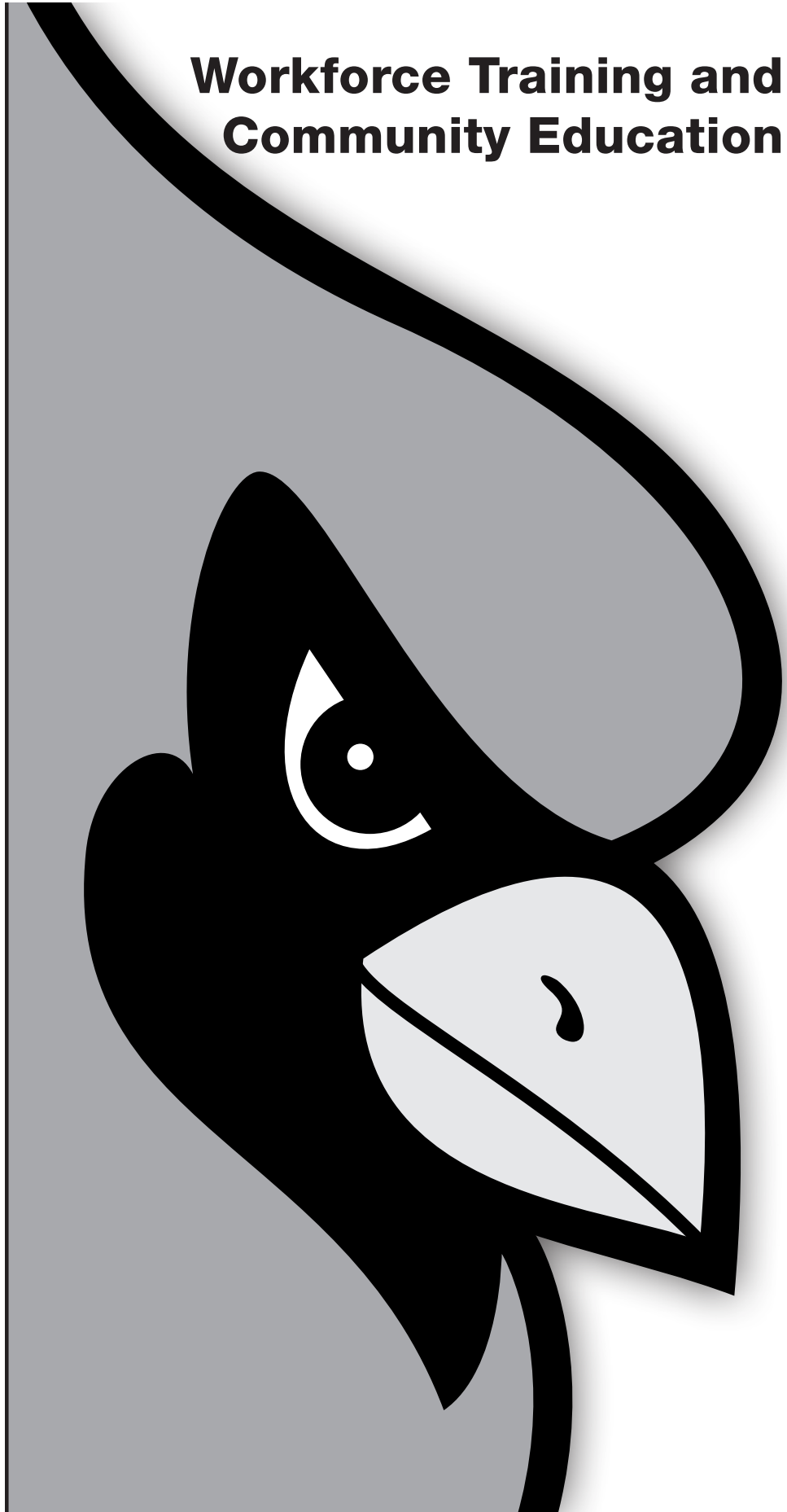
## **CONDUCT**

Students are expected to read and comply with the *NIC Student Conduct and Discipline Code*, which may be found in the Student Handbook or on the Internet at [www.nic.edu/ferpa/studentcode.htm](http://www.nic.edu/ferpa/studentcode.htm). Student handbooks are distributed at student orientations and are also available at Student Services or the Associated Students of North Idaho College offices on the 2nd floor of the Student Union.



# North Idaho College 2009-2010

**Workforce Training and  
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, and Spring/Summer Class Catalog that is mailed to Kootenai County residents and is available online at [workforcetraining.nic.edu](http://workforcetraining.nic.edu). The catalog is also available at libraries and other locations throughout the community. For information, call the Workforce Training Center at (208) 769-3333.

### **Community Education (208) 769-3333**

The Office of Community Education offers special interest, credit-free courses in response to community interests and needs. Students may explore an interest, cultivate a hobby, develop a skill, and enjoy group activities in the pursuit of an interesting subject. The wide range of courses represents the talents and skills of local instructors. Courses are designed to be practical, affordable, enjoyable, and sensitive to the time constraints of today's busy world.

Community Education classes are offered year-round in the categories of Arts, Creative Writing, Creativity, Healthy Living, Cooking, Fitness Training, Home Enhancement, Gardening, Kid's College, Wood Carving, Language Skills, Money Management, Recreation, and Special Interest. A growing number of classes are available online to accommodate students who wish to enjoy the convenience of learning at home, in the office, or at a local library.

### **Customized Training (208) 769-3268**

Customized Training specializes in assessing, developing, and delivering industry and company specific training to employees at the request of an organization. Staff training is driven by numerous factors including, but not limited to, technology, company growth, production requirements, service commitments, or product line.

Customized Training provides practical solutions for positive results, with a return on investment demonstrated by increased knowledge, performance, and productivity.

- The business, with our assistance, defines the learning and performance objectives which drives the training content.
- Staff is engaged in the training effort through inclusion of planning and innovative training delivery.

- Employees receive training that is customized to meet the specific goals and objectives of the organization.
- Delivery of training is scheduled at a time and location the business chooses.

Benefits of Customized Training include:

- Increased business profitability
- Enhanced productivity of your workforce
- Improved performance of managers, supervisors, employees, and teams
- Reduced employee turnover - retained intellectual property
- Demonstrated innovation - competitive edge in a global economy.
- Make change work in your favor.

Customized training is the regional leader is responding to the training needs of business and industry for the incumbent worker. Businesses depend on us to clearly identify training solutions that work. Training content is as specific as the client requires and is delivered on your schedule. Our subject matter experts work with your subject matter experts to ensure content that is current, accurate, and timely. Our wealth of community resources ensures an economical training solution that exceeds your expectations.

For more information contact Customized Training at (208) 769-3268.

### **Idaho Small Business Development Center (ISBDC) (208) 666-8009**

The Idaho Small Business Development Center exists to help businesses in Idaho thrive and grow. The Idaho SBDC serves business owners and leaders to promote growth, expansion, innovation, increased productivity, and management improvement by providing:

- No cost confidential business coaching
- Low cost business training
- Free business resources

Businesses that receive coaching and training assistance from ISBDC grow on the average 700 percent faster than average businesses in Idaho. The ISBDC serves businesses in many industries including manufacturing, wholesale, service, and retail. The Idaho SBDC coaches leverage extensive business experience to provide business/leadership coaching to business owners and to those starting a business. The business coaching service covers many areas including marketing, finance, operations, and management.

The Idaho SBDC also provides workshops designed to meet the needs of the entrepreneur. The goal is to provide the small business person the skills, tools, and resources necessary to become a more effective business leader.

The ISBDC serves as the focal point for linking together the resources of the private business community and federal, state,

and local governments. Coordination with other programs and services, both public and private, has been established to utilize the expertise of these affiliated resources and to provide assistance and solutions to business owners.

For more information call (208) 666-8009 or email [ISBDC@nic.edu](mailto:ISBDC@nic.edu)

### **Qualified Worker Retraining Program (208) 666-8012**

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

The staff works with each person to develop individual employment and training plans aligned with occupations that support key sectors of the economy. Low income adults looking to begin a career or retrain for a new career, including those already enrolled in school, may qualify for services. For more information or to see if this program can assist you in reaching your goals, call (208) 666-8012.

### **Workforce Development (208) 769-3333**

Workforce Development offers credit-free, open enrollment, career, or job-related classes in a variety of subject areas. The objective of these courses is to enhance an individual's skill set for employment, whether new skills or for potential job advancement. Classes are generally short term, credit-free, conveniently scheduled, and do not require lengthy preparation. New classes begin weekly, all year. Easy registration is available, usually without transcript, grade, and academic or residential requirements. Classes are offered in instructor-led classrooms or online. Class expenses are supported by registration fees, not taxpayer dollars.

Workforce Development offers classes in the following subject areas: allied health (including nursing assistant, basic emergency medical technician, First Aid/CPR, Assistance with Medications and more); apprenticeship-related instruction for electrical, HVAC, plumbing and sheet metal; business courses in customer service, leadership, and management; computers courses such as Microsoft software applications, QuickBooks, and more; real estate courses, and technical skills such as electrical continuing education, and flagging.

## **CONTINUING EDUCATION UNIT**

The Continuing Education Unit (CEU) is a nationally recognized measure of participation in an approved non-credit continuing education program. One Continuing Education Unit (1.0) is defined as "10 contact hours of participation in an organized continuing education experi-

ence under responsible sponsorship, capable direction, and qualified instruction."

North Idaho College is among the many colleges and universities throughout the nation that award CEUs to participants of approved programs. Each participant satisfactorily completing approved continuing education courses, seminars, conferences, or workshops offered through the Workforce Training Center is awarded CEUs in recognition of their involvement.

