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2000-2001

Coeur d'Alene, Idaho



NORTH IDAHO COLLEGE

PHONE DIRECTORY

Campus Operator & General Info	769-3300	Emergency	9-911
Academic Divisions:		Financial Aid	769-3368
Business & Professional Programs	769-7784	Food Services	769-3359
College Skills Courses	769-3450	Foundation	769-3316
Communication/Fine Arts	769-3276	GED	769-3450
English & Foreign Languages	769-3394	Grants Coordinator	769-7750
Natural Sciences	769-3495	Grounds/Custodial	769-3310
Nursing & Allied Health	769-3481	Gymnasium	769-3348
PE & Dance	769-3481	Health Services	769-7818
Social/Behavioral Sciences	769-7782	Human Resources	769-3304
Admissions	769-3311	International Student Advisor	769-7713
Adult Basic Education/GED	769-3450	Intramural Sports	769-3299
Advising	769-3370	Instruction, Office of	769-3305
Alumni Office	769-7806	Instructional Technology	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
Auxiliary 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	769-3226
Campus Safety	769-3310	Nursing and Allied Health	769-3481
Career Center	769-3297	Business and Professional Programs	769-7784
Center for New Directions	769-3445	Trades and Industry	769-3433
Children's Center Day Care	769-3471	Support Services	769-3468
College Relations and Development	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	Summer Classes	769-3305
Copy Center (Staff & Faculty)	769-3357	Veteran's Services	769-3281
Counseling	769-3370	Workforce Training	769-3444
Disability Support Services	769-7794		
Distance Education/Dual Enrollment	769-3436		

Welcome to North Idaho College



Dear Students,

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

find a supportive, nurturing environment where you can develop new skills, explore new career opportunities, and gain new perspectives on the world around you.

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

Sincerely,

Michael L. Burke, Ph.D.
President

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.

Educational 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 2000

- 4 Payment due for students already registered for Fall Semester
- 7 Priority Application for Admission deadline
- 7 Physical Therapy Assistant program begins
- 15 Phone registration (5:00 p.m. to 7 p.m.) for Fall Semester (evening courses only)
- 22 Faculty return to campus
- 23 Final registration for Fall Semester
- 25 New Student Orientation - Schuler Auditorium
- 28 Fall Semester begins
- 28-30 Course adds and drops for 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
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SEPTEMBER 2000

- 4 Labor Day Holiday - campus closed
- 7 Financial Aid checks disbursed

S	M	T	W	T	F	S
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29	30	31				

OCTOBER 2000

- 16-20 Midterm week
- 18 Curriculum Day—no day classes scheduled (evening classes in session)
- 26-27 Midterm grades distributed

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
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NOVEMBER 2000

- 6 Last day to withdraw from Fall Semester courses
- 22-24 Thanksgiving Holiday - campus closed

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

DECEMBER 2000

- 5 Advising Day - no day classes scheduled (evening classes in session)
- 6-7 Registration for Spring Semester (continuing students only)-Molstead Library, 2nd floor, payment due at registration
- 11 Ongoing registration by appointment begins for Spring Semester (all students), payment due at registration
- 18-21 Final exam week
- 21 Fall Semester ends
- 25 Christmas Holiday - campus closed
- 29 Priority Application for Admission deadline

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 2001

- 1 New Year's Day Holiday - campus closed
- 2 Final grades for Fall Semester mailed
- 9 Phone registration (5:30 p.m. to 7 p.m.) for Spring Semester (evening courses only)
- 10 Final registration for Spring Semester
- 12 Faculty return to campus
- 12 New Student Orientation - Student Union
- 15 Martin Luther King Holiday - campus closed
- 16 Spring Semester begins
- 16-18 Course adds and drops for Spring Semester
- 25 Financial Aid checks disbursed

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			

FEBRUARY 2001

- 19 Presidents' Day Holiday - campus closed

S	M	T	W	T	F	S
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18	19	20	21	22	23	24
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MARCH 2001

- 5-9 Midterm week
- 8 Curriculum Day—no day classes scheduled, (evening classes in session)
- 15-16 Midterm grades distributed
- 19-23 Spring Break - no classes scheduled

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 2001

- 2 Last day to withdraw from Spring Semester courses
- 11 Advising Day - no day classes scheduled, (evening classes in session)
- 16 Ongoing registration begins for Fall Semester (continuing students only)

S	M	T	W	T	F	S
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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 2001

- 8 Registration begins for Summer Session-Registrar's Office
- 14 Ongoing registration begins for Fall Semester (all students)
- 14-17 Final exam week
- 17 Spring Semester ends
- 18 Commencement 10 a.m.
- 21 4-week and 8-week technical program blocks begin
- 28 Memorial Day Holiday - campus closed

GLOSSARY OF COMMONLY USED TERMS

Academic load - The total 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 any semester they will be placed on academic probation. They must either earn at least a 2.0 during their 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 faculty member or Student Services staff person trained to assist students with educational planning, scheduling classes, and having a successful college experience.

Articulation agreement - An agreement with another college or university which 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 a class - 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 specific career fields through completion of intensive technical training. Credits are often applicable toward the Associate of Applied Science Degree.

COMPASS Test - An assessment to determine the most appropriate entry for student enrollment.

Concurrent enrollment in classes - Enrollment in one course requires enrollment in a second course, i.e.; students who enroll for a biology course must also enroll for an accompanying laboratory course.

Concurrent enrollment in colleges - 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 must provide information to NIC's financial aid office prior to enrollment or they will be expected to make full payment for their NIC courses.

Core courses - General education courses within various disciplines, which will satisfy the distribution requirements of the associate degrees. See page 43 for more information.

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

Counselor - Professionals 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 comprised of courses leading to a degree or certificate.

Distance education - Classes taught at off-campus locations, i.e., 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 which is 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. The linked course concept allows students to gain the content of two distinct classes, but the academic experience is broadened and deepened through the exploration of connections across disciplines. The classes are usually offered "back-to-back" in the schedule and separate credit is given for each course.

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

Matriculated/Non-Matriculated - Terms indicating degree-seeking status. Students who are matriculated are working toward a degree or certificate and have completed the admissions process, which includes application, payment of application fee, and provision of high school and/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 from NIC.

Noncredit courses - Courses offered through the Workforce Training and Community Education Center that carry no academic credit. They may offer continuing education units. Noncredit 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 with other states whereby students from that state are eligible for reduced tuition rates on the out-of-state portion. Students must apply to receive this discount. It is available on a first-come, first-served basis.

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

Semester - Period of instruction into which an academic year is divided. NIC has both a fall semester and a spring semester that are approximately four months in duration.

Service Learning - Service learning combines academic studies with 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). Credit exploration is an added benefit to this type of class.

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

North Idaho College 2000-2001

General Information

NORTH IDAHO COLLEGE

Founded in 1933, North Idaho College is a comprehensive community college serving Idaho's five northern counties. Located on the spectacular shores of Lake Coeur d'Alene and the Spokane River, North Idaho College offers the best of all worlds for learning and living. Quality instruction, small classes, and a caring, talented faculty and staff, are the driving forces behind NIC's success.

NIC offers associate degrees in more than 35 transferable academic majors and associate of applied science/certificates of completion in 25 applied technology programs. Many credit courses are offered evenings and during the summer on the NIC campus and at outreach sites. NIC's enrollment in credit courses is approximately 3,700 students with classes averaging 15-20 students. NIC also includes a contemporary Workforce Training/Community Education Center which is located in the Riverbend Commerce Park in nearby Post Falls. Noncredit classes and workforce training programs serve another 6,000 students each year.

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

The campus lies in the city limits of Coeur d'Alene, a 100-year-old city with a growing population of 30,500 residents. Cultural and social activities abound in this lakeside city, well-supplemented by the resources of nearby Spokane, Washington, a metropolitan area of 406,000.

ACCREDITATION

North Idaho College is fully accredited in all instructional areas by the Northwest Association of Schools and Colleges and the Idaho Division of Professional-Technical Education. The Nursing Program is accredited by the National League for Nursing Accrediting Commission. The Physical Therapist Assistant program is fully 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, in January 1939, passed the Junior College Act which permitted qualified areas to establish junior college districts by a vote of eligible electors. Coeur d'Alene Junior College became North Idaho Junior College in June of 1939. On July 31, 1971, the college changed its name to North Idaho College. NIC's service area is the Idaho Panhandle, which includes Kootenai, Benewah, Bonner, Shoshone, and Boundary counties.

OPEN-DOOR POLICY

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

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

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

WEBSITE

North Idaho College maintains a homepage on the internet. Interested individuals are encouraged to visit NIC via the computer to get current and updated information about events, admissions, news and general information. The address for the North Idaho College website is:

www.nic.edu

Campus e-mail addresses are:

Admissions Office	admit@nic.edu
Financial Aid Office	finaid@nic.edu
Registrar's Office	registration@nic.edu

COMMUNITY SERVICES

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

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

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

NIC FOUNDATION

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

Established in 1977, the Foundation is governed by a volunteer board and works closely with the NIC Trustees and staff to provide scholarships for students, purchase needed equipment, assist in building projects, and sponsor programs for staff development, as well as other College activities.

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

Gifts to the Foundation are accepted through the Office of College Relations and Development. Further information about the Foundation is available by phoning (208) 769-3316 or writing to the NIC Foundation at 1000 West Garden Avenue, Coeur d'Alene, ID, 83814.

USE OF NIC FACILITIES

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

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

NIC PUBLICATIONS

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

EQUAL OPPORTUNITY

North Idaho College subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. The College is committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or eth-

nic origin, handicap, race, religion, or sex.

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

DRUG FREE CAMPUS

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

North Idaho College 2000-2001

Admissions

ADMISSIONS 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.

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. \$10 application fee (nonrefundable, 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 on page 10.

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. Meet 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.

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 \$10 application 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.

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 Registrar's Office of any change of name or address.

FORMER STUDENTS

Students who have been away from North Idaho College for one or more semesters (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 40 or above on each test and an average standard score of at least 45 on all five tests.

If a student has not completed the GED, he or she must complete the Placement Assessment (COMPASS) and receive a minimum score before being accepted for admission. Students using the Placement Assessment (COMPASS) as an option must complete specific sections as determined 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	21
Reading Placement	60
Writing Placement	21

SKILLS ASSESSMENT AND PLACEMENT

The Skills Assessment 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, along with other information in the advising process, to assist students in selecting appropriate courses and 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 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 above for admissions to the following programs.

- Accounting Assistant
- Administrative Assistant
- Graphic Design
- Human Services
- Legal Administrative Assistant
- Medical Administrative Assistant
- Medical Claims Assistant
- Medical Transcriptionist
- Office Information Specialist
- Office Receptionist
- Small Business Management

LIMITED ENROLLMENT PROGRAMS

The following Professional-Technical programs have limited enrollment:

- Automotive Technology
- Carpentry
- Collision Repair Technology

- Computer Information Technology
- Culinary Arts
- Diesel Technology
- Drafting Technology
- Electronics Technology
- Heating, Ventilation, Refrigeration, and Air Conditioning
- Machine Technology
- Maintenance Mechanic/Millwright
- Welding Technology

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. A \$10 application fee.
3. Results from the COMPASS or an equivalent test, or waiver of the test based on previous college level coursework.

For more information call the Admissions Office at 769-3311.

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 33.

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 is applicable towards tuition and fees.

SELECTIVE PROGRAMS

The following programs have a selective admissions process:

Law Enforcement	See page 80
Paralegal	See page 90
Pharmacy Technology	See page 91
Physical Therapist Assistant	See page 92
Practical Nursing	See page 86
Registered Nursing	See page 87

Application packets for all programs, except Law Enforcement, are available from the Admissions Office. Details about the Law Enforcement admissions process are on page 80.

NOTE: Physical examinations are required for students accepted into the Registered Nursing (RN), Practical Nursing (PN), and Physical Therapist Assistant (PTA) programs.

DISTANCE EDUCATION CLASSES

Distance Education classes provide students with opportunities to take classes without travelling to the Coeur d'Alene campus. These courses are delivered by interactive videoconferencing (IVC), over the Internet, or at a variety of 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 instruction delivered through a website.

Distance Education students apply and register using the same application forms as on-campus students. Students may order their textbooks by phone with a credit card and books will be mailed with an additional handling charge. Mail tuition payment checks directly to the NIC Business Office.

For more information about Distance Education offerings, phone (208) 769-3436 or e-mail distance@nic.edu.

A.A. and A.S. Degrees Available Online

Students may choose to complete 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

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

Complete details about the Dual Enrollment Program are available from high school counselors 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. Complete an NIC Application for Admission, including an official copy of 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 postsecondary curriculum. Students enrolled in approved high school programs can receive postsecondary 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) 687-5775.

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 U.S. 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. Application for Admission
2. \$10 application fee in U.S. funds (non-refundable, one-time fee).
3. Official secondary (high school) transcript and confirmation of graduation (an original, certified English translation must accompany those documents which are not in English).
4. Official transcripts from all colleges attended (an original, certified English translation must accompany those documents which are not in English).
5. Official 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 page 13 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 2000-2001 school year are listed below.

Tuition and Fees*	\$4,456
Room and Board*	\$4,500
Mandatory Health Insurance (annual fee)	\$425
Books, Supplies, Incidentals	\$2,369
Total*	\$11,750

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 Second 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 listening and speaking, writing, grammar, reading, 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. \$10 Application Fee in U.S. funds (non-refundable, one-time fee).
3. Official transcripts from secondary school and all colleges.
4. Financial Declaration

For more information, contact the Office of Admissions.

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, 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, and Gem 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 more than six full-time semesters at NIC, you may not be eligible for the tuition benefits from your county. Some counties will award a maximum of \$3,000. 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. 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 provides more than 50% of his or her support. (Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where he or she lives without intending to establish a new domicile elsewhere). To qualify under this section, the parents or guardian must have resided continuously in the college district for 12 months preceding the opening day of the term for which the student matriculates.
2. Any student who receives less than 50% of his 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% or more of support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.
6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.
7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12 month period of continuous residence has been established immediately prior to departure.

TUITION ASSISTANCE PROGRAMS

WASHINGTON STATE RECIPROCITY

Matriculating students who are legal residents of the State of Washington may qualify for a reduction of out-of-state tuition under the terms of the reciprocity agreement between NIC and the State of Washington. While any student may enroll at North Idaho College, only a limited number of students are awarded the reciprocity rate.

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

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

WESTERN UNDERGRADUATE EXCHANGE (WUE)

The Western Undergraduate Exchange Program (WUE) was established to financially assist individuals interested in attending college out of their home state. The WUE tuition status is available only to matriculated (degree seeking) students on a space-available basis. During the 2000-2001 academic year the following western states are participating in this program for two-year institutions:

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

New students are requested to apply for admission to the College and for the WUE tuition reduction by June 1 to be considered for fall semester. Students continuing for their second year must submit their WUE application by April 1 and register for classes during the April pre-registration set aside for continuing students. Any student, new or continuing, applying for WUE will be considered on a space-available basis.

North Idaho College 2000-2001

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 different types of financial aid: grants or scholarships, loans, and student employment.

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

Approximately 45 percent of the students attending North

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

PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS <small>(All students must be degree seeking)</small>	AMOUNT AVAILABLE
GRANTS		
Federal Pell Grant	Undergraduate student who has NOT received a bachelors degree.	Maximum award for the 2000-01 school year is \$3,300.
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. Awards vary by NIC Department.
Scholarships	Determined by donor. Awarded by the NIC Scholarship and Financial Aid Committee.	Determined by donor. Scholarship information is posted outside Financial Aid Office in Lee Hall.
LOANS		
Federal Perkins Loan Program (FPSL)	At least full-time (12 credits) enrollment.	Maximum award for the 2000-01 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 2000-01 school year is \$2,000.
Idaho Workstudy	At least half-time (6 credits) enrollment.	Amounts vary according to need. Maximum award for 2000-01 school year is \$2,000.

ELIGIBILITY FOR FINANCIAL AID

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

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

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

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

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

**SATISFACTORY ACADEMIC
PROGRESS POLICY**

The U.S. Department of Education requires students to maintain satisfactory progress toward their degree or certificate in order to be eligible for financial aid. This applies to students who apply for financial aid for the first

time, as well as to those who are currently receiving aid. All semesters of attendance at North Idaho College, including periods when no financial aid was received are reviewed. To meet the Satisfactory Academic Progress requirements at North Idaho College, students must:

1. Achieve a minimum 1.75 grade point average 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.

<u>Enrollment Status</u>	<u>Completed Credits Required</u>
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.

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

FINANCIAL AID PROBATION

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

**REMOVAL FROM FINANCIAL
AID PROBATION**

Students placed on financial aid probation must achieve a 2.00 GPA and make up any deficit credits to be in good standing for the semester that they are on probation.

FINANCIAL AID ELIGIBILITY SUSPENSION

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

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

MAKING UP DEFICIT CREDITS

The Financial Aid Satisfactory Academic Progress (FASAP) Policy states that students must complete a minimum number of credits per semester based on their enrollment sta-

tus after registration. For financial aid, enrollment status is defined as either full-time (12 or credits), three-quarter time (9-11 credits), or halftime (6-8 credits).

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

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

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

APPEAL

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

APPLYING FOR SCHOLARSHIPS

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

APPLYING FOR FINANCIAL AID

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

The financial aid application process takes approximately two months from the time the student applies to the time he or she receives a check. The earlier the student applies the better the chances are for receiving full financial aid funding. Students who complete the financial aid application process prior to the 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 which outlines in greater detail the types of financial aid, eligibility requirements, and application procedures is available from the Financial Aid office.

BOOKSTORE CHARGES AND FINANCIAL AID

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

Bookstore charges are allowed against a Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), State Student Incentive Grant (SSIG), or a Federal Perkins Loan.

Bookstore charges are not allowed against Estimated Federal Pell Grants, Scholarships, or Federal Stafford Loans.

OTHER FINANCIAL ASSISTANCE PROGRAMS

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

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 2000-2001

Tuition & Fees

TUITION AND FEES FOR 2000-01

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

or Western Undergraduate Exchange are available from the Admissions Office (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	\$648	\$648	\$1,296
Out-of-County, Idaho Residents			
Students qualifying for county support	\$648	\$648	\$1,296
Students not qualifying for county support	\$1,148	\$1,148	\$2,296
Out-of-State/Country	\$2,228	\$2,228	\$4,456
Washington Reciprocity	\$1,722	\$1,722	\$3,444
Western Undergraduate Exchange	\$1,722	\$1,722	\$3,444
(19 or more credits are assessed the following nonrefundable per-credit fee:			
Idaho Residents	\$80	\$80	
Out-of-State/Country	\$277	\$277	
(2 credits or less are assessed the following per-credit fee: Tax Credit - Additional Tax Credit - Additional			
Kootenai County Residents	\$90 - \$80	\$90 - \$80	
Out-of-County, Idaho Residents			
Students qualifying for county support	\$90 - \$80	\$90 - \$80	
Students not qualifying for county support	\$153 - \$143	\$153 - \$143	
Out-of-State/Country	\$287 - \$277	\$287 - \$277	
Washington Reciprocity	\$224 - \$214	\$224 - \$214	
Western Undergraduate Exchange	\$224 - \$214	\$224 - \$214	

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	\$1,296 - \$1,939
Books, Supplies, Tools	\$250 - \$2,500
Total	\$1,546 - \$4,439

Out-of-State

Tuition and Fees	\$4,456 - \$5,099
Books, Supplies, Tools	\$250 - \$2,500
Total	\$4,706 - \$7,599

SPECIAL AND INCIDENTAL FEES

(SUBJECT TO CHANGE WITHOUT NOTICE)

- Application Fee \$10
This one-time fee is required at the time of submitting the Initial Application for Admission to NIC. It is nonrefundable.
- GED Testing Fee \$10 per test
- Parking Fee \$10 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 \$2
An initial official copy is furnished upon request without charge. Additional copies, when requested, are \$2 per copy. Please note that transcripts will not be processed if a student has a financial hold on their records. Financial holds include parking fines, library fines, delinquent loan payments, etc.
- Summer Session See Class Schedule for charges
- Noncredit 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 must submit a \$100 program deposit by May 1. Students accepted after May 1 must submit the deposit no later than 15 days after the date on the acceptance letter. The deposit will be applied to the tuition and fee charges for the initial semester or term of enrollment. See page 11 for those programs that require a deposit.

TUITION AND FEES

PAYMENT PROCEDURES

Tuition, fees, and any special fees must be paid at the time of registration, unless financial aid has been approved. Students failing to pay amounts due NIC will be excluded from classes and their credits withheld. No student will be given a transcript of his/her record until all accounts are settled in full. This includes any funds received through the Financial Aid Office involving overpayments, refunds, or delinquent loans.

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

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

Veterans and other eligible persons receiving Veterans Administration educational benefits must pay all required charges at the time of registration. Those who are depend-

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

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 Office. For more information call (208) 769-3316.

NORTH IDAHO COLLEGE REFUND POLICY

Refund

Students who withdraw officially or unofficially from all classes at North Idaho College may be entitled to a refund of a portion of their tuition and fees. If financial aid paid a portion of 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 is receiving financial aid funds. For more information, see page ____

Repayment

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

REFUNDS FOR WITHDRAWAL FROM SEMESTER-LENGTH COURSES

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

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

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

REFUNDS FOR WITHDRAWAL FROM SHORT-TERM COURSES

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

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

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

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 first class meeting.
2. 75% if withdrawal is made prior to the second class meeting.
3. 50% if withdrawal is made prior to the third class meeting.

Should a class be cancelled, students will receive a full refund for the class provided the student's enrollment drops below eight credits. NOTE: 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 2000-2001

Academic & Registration Info

REGISTRATION

NIC is on a Fall/Spring semester system, with an eight-week Summer Session. There are also some four and eight-week technical program blocks both before and after regular semesters.

Registration is the official process of enrolling in classes by completing a scheduling worksheet, meeting with an advisor, and paying tuition and fees. Check the calendar on pages 2 and 3 for information regarding application and registration dates. A year-long Class Schedule is available in April.

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

"NIC ONLINE"

STUDENT INFORMATION ON THE WEB

A new web-based, online student information network allows students to have instant access to their grades and other information. Students will be able to find out the status of their financial aid application, determine if a class is full or open, and even register for classes by accessing "NIC Online" from the NIC homepage.

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

To enter "NIC Online":

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

"NIC Online" is available from 7:15 a.m. to 11:50 p.m. (Pacific time) seven days a week. If you have questions about your ID, access code, or have other questions about "NIC Online," call 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 April. 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/DROPS)

After registration, enrolled students may add courses, on a space available basis, with a Schedule Change Form. Class schedule changes (add/drops) are permitted throughout registration, during the first three days of each semester, and the first two days of Summer Session. This means that students may add new classes to their schedules and drop others without transcript notation. To make the changes, a Schedule Change Form must be completed. These forms are available in the Registrar's Office and in Student Services. A completed form may be processed in either office.

WITHDRAWAL FROM INDIVIDUAL CLASSES

To withdraw from a course a student must obtain a Course Withdrawal Form from the Registrar's Office and have it signed by his/her advisor and the instructor of the course. The completed form must be returned to the Registrar's Office. A student may withdraw from a course only during the first 10 weeks of the semester. 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 4 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 which 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 do not attend or stop attending a class for which they have registered, and do not officially withdraw from the class, will receive a grade of "F", unless the instructor for the class initiates a withdrawal. Withdrawals will not be processed if the students have a financial hold on their records such as parking fines, library fines, delinquent loan payments, etc.

COMPLETE WITHDRAWAL FROM NIC

To withdraw from all courses, a student must obtain a 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. No student may withdraw from the college after the 10th week of the semester except for compelling and extraordinary reasons and only after successfully petitioning the Admissions and Academic Standards Committee. Information on refunds of tuition and fees following a complete withdrawal is on page 23.

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 if 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 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-	.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 unusual cases, if the problem is not resolved through administrative channels, the Admissions and Academic Standards Committee may, but is not obligated to, review the matter further. Should this Committee review the matter and find cause to recommend a grade change, a recommendation will be forwarded to the appropriate Vice President. The Vice President may, but is not obligated to, review the request from the Committee and instruct the Registrar to modify the grade as recommended.

AUDIT

A student may enroll in any lecture class on an audit basis. The student is expected to attend classes on a regular basis, but will not participate in the class and will not receive credit for the class. Audited courses will not fulfill graduation requirements and do not affect a student's grade point average. The fees for auditing a course are the same as if a student were enrolling for credit. Course enrollment may be changed from credit to audit only during the 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 where the student is simply unable to complete his/her work within the specified semester or session.

If a final grade of "I" is recorded, the instructor will indicate in writing to the Registrar what the student must do to make up the deficiency. The instructor will indicate in the written statement what permanent grade should be entered if the Incomplete is not removed by the deadline.

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

REPEATING A COURSE

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

Note: Repeating a course may affect financial aid funding.

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 the college with a minimum cumulative grade point average of 2.50. These courses must be completed following the disregarded semester(s).

The student may have a maximum of two consecutive semesters (summer 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 per-credit overload fee. Students who wish to carry more than 19 credit hours per semester must have the written permission of the Vice President for Student Services. It is strongly recommended that summer school students take no more than 3-7 credits. Students taking more than seven credits will need an advising clearance through Student Services before being allowed to register.

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 eight 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 within 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 nonaccredited institutions. Students are not permitted to challenge a prerequisite course after having completed an advanced course. Credit by examination will not be granted for a course which a student has previously taken for credit or audited or in which he/she is currently enrolled or has been previously enrolled. Credit will be granted provided the student earns a grade of C or better. Neither grades nor credits earned through the challenge process will be counted in any given semester to determine load or grade point average, nor will they be included in computing cumulative grade point averages. Only enrolled students may qualify to challenge courses. Contact the Registrar's Office for specific regulations.

FOREIGN LANGUAGE ADVANCE 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 specific 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 graduates from the previous fall, the current spring and the following summer session.

All students expecting to graduate must complete an Ap-

plication for Graduation with the Registrar's Office whether or not they plan to participate in Commencement. Suggested application dates for graduation are November 1 for graduation at the end of the spring semester; April 1 for graduation at the end of summer session or May 1 for graduation at the end of fall semester. Applications filed after the suggested dates will be accepted. However, early filing enables the Registrar's Office to evaluate a student's transcript early and to advise of any course deficiencies in the program of study prior to the student's final enrollment. A diploma will not be issued if a student has not fulfilled all financial obligations to the college.

FINAL CREDITS EARNED AND EXCEPTIONS

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

CATALOG ISSUE

Please keep this catalog. North Idaho College students completing either an 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

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

SECOND ASSOCIATES DEGREE

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

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

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

Request for a transcript can be done either by completing a College Transcript Request Form available in the Registrar's Office or by notifying the Registrar's Office in writing or by fax. If a transcript is requested via writing or fax, the request must include the student's full name, maiden name if applicable, approximate last date of attendance, student identification number, student's signature, student's current address and telephone number, and address(es) where the transcript(s) should be sent. Each student is entitled to one free official copy of his or her transcript. Additional copies will be \$2 per official transcript. Please note that the signature of the student is required by Federal law for release of the transcript, and that transcripts will not be released if the student has not fulfilled all financial obligations to the college.

TRANSCRIPTS FROM OTHER SCHOOLS

NIC does not issue or certify copies of transcripts from other institutions. Transcripts reflecting a student's previous college education which 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 registration. If a copy of the handbook is not received during registration, the student should obtain a copy from Student Services.

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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 for them.

**Adult Basic Education
769-3450**

Adult Basic Education (ABE) is a program for any person 16 years of age or older who has withdrawn from public school. It also serves adults who have graduated, but who still have a desire to upgrade their basic skills. Tuition is free and most learning materials are provided.

The Adult Basic Education program is designed on an "open entry" and "open exit" format which emphasizes individual help and allows students to progress at their own pace. The program offers one-to-one and small group instruction to achieve goals set for each individual student. Instruction is available in reading, writing, mathematics, computers, career exploration, and life skills.

Students may also attain a GED Certificate or High School Equivalency Certificate. The GED battery of tests consists of five separate subject exams. There is a \$10 fee for each test. There is also a \$10 fee for the government test.

English as a Second Language (ESL) is also offered for adults in the community who need to learn basic English speaking skills. Citizenship classes are also available at the center.

Services are available at various sites in Kellogg, Sandpoint, Spirit Lake/Rathdrum, Bonners Ferry, and St. Maries.

**Advising
769-3370**

Advising can help students with program planning, course and degree information, transfer review, program sequence, campus resources, college procedures, and services referral. Consultation with an advisor is provided for students at their initial registration where they also receive important information about the advising process. Students are assigned to a specific advisor once the semester begins and are responsible for meeting on a regular basis with their assigned advisor. Supplemental advising support is also available in Student Services. Students are strongly encouraged to actively participate in advising as part of promoting their own college success.

**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, now known as the Mica Peak Exchange, is located in the Student Union Building. It is open weekdays with extended hours during the first few days of each semester. Textbooks and supplies are available, as well as learning and self-study aids, research paper handbooks, dictionaries, books for reference and pleasure reading, computers, software, computer supplies and accessories, snacks, personal health items, music CDs, backpacks, briefcases, imprinted caps, apparel, and gift items. The Mica Peak Exchange also offers a copying service as well as textbooks and logo items for the University of Idaho and Lewis-Clark State College.

**Business Office
769-3344**

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

Campus Emergency Phones

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

**Campus Safety 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 actively patrol the grounds, buildings, and parking lots 24 hours a day and will respond to any emergency or problem. Questions or 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, located on the upper level of the Edminister Student Union Building, 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: what do I really want?, what's out there for me?, and how do I get what I really want? Career counseling, career assessments, and workshops are available to assist students with the career development process and to help make meaningful career choices. The Center also provides the latest information on career planning and job hunting, including information on careers related to every major offered at NIC. Names of community contacts are located in the Informational Interview Notebook, which gives students an opportunity to ask career questions of someone working in a specific occupation. Assistance is also available to help students discover the hidden job market, write a resume that gets an interview, and then interview in a manner that gets the desired job. Students may explore full-time and part-time job listings, Job Service jobs, summer jobs, volunteer opportunities, and internships. Computers with Internet access are available for students to explore career information, conduct scholarship searches, access a complete U.S. college catalog database, and conduct job searches. For more information, feel free to look us up on the Internet through the Student Support Services section of the NIC home page (www.nic.edu).

**Center for New Directions
769-3445**

The Center for New Directions provides services for single parents, displaced homemakers, and other adults in transition to help overcome barriers to education and employment, access training, educational, and employment opportunities, and become economically self-sufficient. The services include personal, career, and educational counseling and a variety of workshops and classes for personal and professional enhancement. CareerWise is a five-week modular program of instruction for adults changing careers or re-entering the workforce or an educational program. It includes building self-confidence, effective communication, job-seeking skills, strategies for goal achievement, and opportunities to meet employers from the community. Students may choose the relevant weeks to attend. The Center for New Directions is located on the first floor of the Siebert Building.

**Children's Center
769-3471**

The NIC Children's Center is located on the Coeur d'Alene campus in the Fort Sherman Park area and is a service available to NIC students to provide children with quality early care and education services while their parent attends college. In addition, the Center provides Early Start services and serves as a lab site for students in the NIC Child De-

velopment program. The Center is staffed with qualified, dedicated child care professionals and operates from 6:45 a.m. to 5 p.m. Monday through Thursday and from 6:45 a.m. to 3:15 p.m. on Fridays. The Center is equipped with five classrooms and enrollment is open for children from 12 weeks to 5 years of age (pre-kindergarten) with fees 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 offerings to enhance learning opportunities for NIC students.

Services are provided through college classes, tutoring, supplemental instruction, workshops, computers, and other instructional modes. Assistance is available for many different learning styles and abilities. College Skills classes provide concentrated skill development for underprepared or re-entry students and allow students to maximize their learning.

A variety of academic credit classes are offered such as Basic Mathematics, Reading, College Study Skills, and Freshman Transition.

Peer Tutoring Center: Assistance provided by qualified peer tutors at no cost. NIC students may schedule two hours per week, per class, at no charge.

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

Writing Center: Staffed by NIC faculty to assist students with various writing assignments. Daily help is available on a drop-in basis.

Supplemental Instruction: Offered for some targeted classes where students may need extra assistance. A trained student leader provides special sessions to students of all ability levels in a structure, small group setting. Assistance is available several times a week.

The Bridge Program: Designed for students enrolling in Professional-Technical programs who need assistance in required classes. An instructor is available to work with students individually and in small groups during scheduled hours.

Computer Labs	
Molstead Library 2nd Floor	769-3380
Boswell Hall, Rm. 204	769-3331

North Idaho College is equipped with five open Computer Lab bays, available to currently enrolled students. The labs are located on the second floor of the Molstead Library.

The lab is open seven days a week except for holidays. Lab facilities are also used for instruction so students are encouraged to check the posted times for availability.

Equipment includes Pentium computers with Windows software and Macintosh PowerMacs. Other equipment includes scanners, a disabilities computer, and speech recognition software. Printing is handled with two high-speed printers.

Student e-mail accounts will be provided via free Internet service such as hotmail or yahoo. These accounts are easily accessible on any browser. These accounts can be continued after leaving NIC.

The computer lab staff includes a supervisor, technicians, and consultants who provide assistance whenever necessary. More information is available on the NIC homepage at www.nic.edu through the Student Support Services link.

Counseling 769-3370

Counselors are available at various campus locations and can be reached through the above number or at Student Services on the second floor of the Edminster Student Union Building. Counseling can provide direction and support for enrolled students who want help managing the demands of college and personal life. This confidential assistance could include easy access to helpful information, casual chats, support groups, career counseling, personal counseling, or referral to appropriate community resources. A friendly staff of counselors are available to help with any concern that might interfere with student success or well-being.

Disability Support Services 769-7794

Disability Support Services (DSS) will provide accommodations to students with documented disabilities which create significant barriers to success in an educational setting. Any information disclosed regarding a student's disability is confidential and will not adversely affect admission to the College. Eligible students may receive accommodations such as interpreters, notetakers, tutors, readers, scribes, materials in alternative formats, testing accommodations, priority registration, assistive technology, and other reasonable provisions.

Students with disabilities who wish to enroll at NIC are encouraged to contact Disability Support Services at 769-5947 or 769-7794. Although requests for accommodations will be accepted at any time during the semester, students are encouraged to request accommodations as soon after registering as possible. Students are required to make requests for Braille and tactile materials a minimum of six months prior to the beginning of their courses to ensure materials are available on time.

Head Start 666-6755

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

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

The USDA nutrition program provides healthy meals. USDA is an equal opportunity provider and employer. Transportation is available within certain geographic areas.

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

Health Insurance 769-7761

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 annual 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 con-

trapection, 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
769-3381**

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

**Job Location and Development
769-3368**

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

**Learning Resources
Molstead Library 769-3355
Instructional Technology 769-3429**

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

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

To meet the increasingly sophisticated information needs of students, Instructional Technology offers the faculty creative materials and services for instructional design, such as video and television programming, and computer-enhanced instruction including Web and digital production. Instructional Technology supports faculty by making satellite and off-air programs available. Instructional Technology 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 58,000 volumes and 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, MolWeb; the Internet, 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 and a transparency machine. 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 Public Services staff.

**Legal Advice
769-3370**

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

**Lost and Found
769-3310**

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

**Professional-Technical Placement Services
and Co-Op Opportunities
769-3451**

The Professional-Technical Placement Specialist coordinates job development and referrals for both graduate job placement and cooperative education (co-op) student employment. Assistance is available with resumes, cover let-

ters, and job interviews for upcoming graduates preparing for a job search. Jobs with local and regional companies are regularly posted on the job board located in the Hedlund Building.

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

**Professional-Technical Student
Support Services
769-3468**

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

**Registrar's Office
769-3320**

The Registrar's Office, located in Lee Hall, serves the students, faculty and staff of the College. The office registers students for credit and non-credit classes; records changes in student schedules; processes withdrawals from classes; maintains student transcripts and files; processes grade reports; issues diplomas; and verifies enrollment for student loan guarantors, and the Veterans Administration.

**Veterans Benefits
769-3281**

Students eligible to receive VA benefits should contact the Veterans Technician 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 Technician for forms and help in the application process approximately 6-8 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 6-8 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 Technician all changes (drop/add, withdrawals, etc.) that may

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

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**

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

Convocations

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 of charge. You must present your ID card to check out library books, use the computer labs, check out gym equipment, or rent equipment in the Student Union Entertainment Center, and 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.

Outdoor Pursuits 769-7809

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

Intramural Sports 769-3354

Intramural sports are provided with leagues for men, women, and co-recreational teams. Team sports such as softball, basketball, and volleyball are very popular. Racquetball, tennis, golf, ping pong, pool, and walleyball are among the many individual and team sports in which students can participate. Intramural Sports 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 769-3318.

Popcorn Forum 769-3325

The North Idaho College Popcorn Forum, sponsored by the Department of Political Science and the Associated Student Body governing board, was created during the

1970-71 academic year and has presented more than 385 lectures by national and international speakers over the past 30 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 769-7842

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 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, and student organizations and clubs.

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 and vice-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, convocations, forums, social events, and campus organizations. In addition, board members serve on various policy-making committees of the NIC College Senate.

ASNIC board meetings, which are open to all students and staff, are held the 2nd and 4th Wednesday of the month in the Edminster Student Union Building. The ASNIC offices are located on the upper level of the Edminster Student Union Building.

**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 1,380 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 spring of 1999 *The Sentinel* won first place in the nation for its website which can be accessed at www.nic.edu/sentinel

Trestle Creek Review

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

CRIME STATISTICS

The personal safety and security of students, staff and visitors, and the protection of property are a high priority at North Idaho College. By law, the college is required to report crimes that occur on its campus. This information is provided as part of NIC's commitment to safety and security on campus.

	'97	'98	'99
Murder/Homicide	0	0	0
Sex Offenses			
a. Forcible	3	0	0
b. Non-Forcible	4	3	0
Robbery	0	0	0
Aggravated Assault	1	1	0
Burglary	10	5	9
Motor Vehicle Theft	2	1	2
Larceny-Theft	26	25	34
Hate Crimes	0	1	0
Total Crimes	46	36	45
Other Offenses:			
Arson/Reckless Burning	0	0	0

Vandalism/Property Damage	42	26	27
Liquor Law Violations	12	10	24
Arrests	0	1	4
Drug Abuse Violation	0	1	0
Weapons Possession	1	0	0

Crimes that are not reported cannot be reflected in this report. The College also maintains facilities in Post Falls, Sandpoint, and Kellogg. There have two arrests at these locations for incidents required to report.

DIRECTORY INFORMATION

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

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

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

North Idaho College 2000-2001

**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." Over 9,000 enrollments occur annually in a wide variety of courses which offer personal and professional development opportunities. Workforce Training and Community Education courses and programs are open to anyone over the age of 16. Courses are credit-free and do not require diploma or residency restrictions. Instructors are experts in their fields with hands-on, practical information.

Workforce Training and Community Education publishes a Fall, Winter/Spring, and Summer Class Catalog which 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; providing students with skills and personal capabilities required for occupational success in technical and skilled occupations; meeting student needs for specific technical training in selected occupations; and providing access to training for all participant groups and individuals.

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

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

Customized Training

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

Past offerings have included computer classes, technical skill development, interpersonal skills, sales training, new employee orientation, continuous quality improvement, customer service management leadership, and frontline employee training. Fees vary with the nature and/or length

of the course. Phone (208) 769-3444 for more information.

Community Education

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

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

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

Idaho Small Business Development Center (ISBDC)

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

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

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

Continuing Education Unit

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

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

tion, 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 2000-2001

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

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

Advisors can assist in planning an efficient transfer program by fine tuning a selected program guideline or by designing a program for majors that may not be listed. Consulting the North Idaho 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**

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Bacteriology	60
Biology, Botany, Zoology	61
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Child Development	64
Communications	65
Computer Science	69
Criminal Justice	69
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Engineering	74
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Environmental Health	76
Environmental Science	76
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Forestry/Wildlife/Range/ Wildland Recreation Management	77
General Studies	77
Geology	78
History	79
Journalism	81
Mathematics	85
Music	87
Nursing (RN)	89
Philosophy	93
Physical Education	94
Physics/Astronomy	95
Political Science/Pre Law	95
Pre-Agriculture	96
Pre-Medical Related Fields	96
Pre-Physical Therapy	97
Pre-Veterinary Medicine	97
Psychology	98
Social Work	99
Sociology	100
Theatre	100

PROFESSIONAL-TECHNICAL AND OCCUPATIONAL PROGRAMS

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

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

CERTIFICATE OF COMPLETION

A student may qualify for a Certificate of Completion by completing a 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 52. 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 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 providing opportunities for students enrolled in Applied Technology programs to earn up to 12 college-level credits for skills learned on the job. Cooperative Education students work in a job that closely parallels their field of study. Through work experience, students determine their interest and suitability for an occupation, and 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

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Machine Technology * _____	84
Maintenance Mechanic/Millwright * _____	85
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Office Information Specialist _____	91
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Paralegal _____	92
Pharmacy Technology _____	93
Physical Therapist Assistant _____	94
Small Business Management _____	98
Welding Technology * _____	101

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

**GENERAL EDUCATION FOR
DEGREE-SEEKING STUDENTS**

General education at North Idaho College is a series of learning experiences designed for all students, but for degree-seeking students in particular, with the knowledge, skills, and attitudes necessary for them to function well in society.

It provides a framework for understanding, interpreting, and evaluating what students encounter in today's world. In pursuing a degree at NIC, students will find that the general education framework is expressed in terms of nine "abilities" that contribute to the development of individuals who are active, productive, and personally fulfilled members of a highly diverse, ever-changing society.

1. Critical/Creative Thinking 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 responsibilities of these relationships, and the consequences that result from changes in these relationships.

7. Information Literacy:

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

8. Valuing/Ethical Reasoning:

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

9. Wellness:

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

North Idaho College 2000-2001

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

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

Group 1				
___	ART	100	Survey of Art	3
___	ART	101	History of Western Art I	3
___	ART	102	History of Western Art II	3
___	CINA	126	Film and International Culture	3
___	HUMS	101	Montage: Intro to Humanities *	3
___	MUS	101	Survey of Music	3
___	MUS	140	Intro to Music Literature	3
___	MUS	251	Introduction to Music History	3
___	THEA	101	Introduction to the Theatre	3
Group 2				
___	ENGL	175	Introduction to Literature	3
___	ENGL	257	Literature of W. Civilization	3
___	ENGL	258	Literature of W. Civilization	3
___	ENGL	267	Survey of English Literature	3
___	ENGL	268	Survey of English Literature	3
___	ENGL	277	Survey of American Literature	3
___	ENGL	278	Survey of American Literature	3
___	HUMS	101	Montage: Intro. to Humanities*	3
___	PHIL	101	Intro. to Philosophy	3
___	PHIL	103	Ethics	3

COMMUNICATION REQUIREMENT

Complete this course: (3 credits)

___	COMM	101	Introduction to Speech	3
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COMPUTER SCIENCE REQUIREMENT

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

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

CRITICAL THINKING REQUIREMENT

Complete this course: (3 credits)

___	PHIL	201	Logic and Critical Thinking	3
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CULTURAL DIVERSITY REQUIREMENT

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

___	AIST	101	Intro to American Indian Studies	3
___	ANTH	225	Native People of N. America	3
___	COMM	220	Intro to Intercultural Commun	3
___	FLAN	207	Contemporary World Cultures	3
___	FREN	201	Intermediate French	4
___	FREN	202	Intermediate French	4
___	GERM	201	Intermediate German	4
___	GERM	202	Intermediate German	4
___	MUS	127	Survey of Popular Music	3
___	PHIL	111	World Religions	3
___	SOC	103	Cultural Diversity *	3
___	SOC	251	Race and Ethnic Relations *	3
___	SPAN	201	Intermediate Spanish	4
___	SPAN	202	Intermediate Spanish	4

ENGLISH COMPOSITION REQUIREMENT

Complete these two courses: (6 credits)

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

LABORATORY SCIENCE REQUIREMENT

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	4
___	BIOL	241	Systematic Botany	4
___	BIOL	250	General Bacteriology	4
___	CHEM	100	Concepts of Chemistry	4
___	CHEM	101	Intro. to Essential Gen. Chemistry	4
___	CHEM	111	Principles of College Chemistry I	4
___	ENSI	119	Intro to Environmental Science	4
___	GEOG	100	Physical Geography	4

___	GEOL	101	Physical Geology	4
___	GEOL	102	Historical Geology	4
___	GEOL	123	Geology of Idaho & Pacific NW	4
___	PHYS	101	Fundamentals of Physical Science	4
___	PHYS	103	Elementary Astronomy	4
___	PHYS	111	General Physics I	4
___	PHYS	211	Engineering Physics I	5

___	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).

MATHEMATICS REQUIREMENT

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

___	BUSA	271	Statistical Inference	4
___	MATH	123	Contemporary Mathematics	3
___	MATH	130	Finite Mathematics	4
___	MATH	143	College Algebra	3
___	MATH	147	Precalculus **	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

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

SOCIAL SCIENCE REQUIREMENT

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	3
___	HIST	102	History of Civilization	3
___	HIST	111	U.S. History	3
___	HIST	112	U.S. History	3
Group 4				
___	ANTH	101	Intro to Physical Anthropology	3
___	ANTH	230	Intro to Arch & World Prehistory	3
___	CHD	134	Infancy through Middle Childhood	3
___	HIST	210	Intro to Latin American History	3
___	PHIL	131	Introduction to Religion	3
___	POLS	102	State & Local Government	3
___	PSYC	205	Developmental Psychology	3

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 REQUIREMENTS

Complete these two courses: (6 credits)

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

LABORATORY SCIENCE REQUIREMENT

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 and Physiology II	4
___ BIOL	231	General Ecology	4
___ BIOL	241	Systematic Botany	4
___ BIOL	250	General Microbiology	4
___ CHEM	100	Concepts of Chemistry	4
___ CHEM	101	Intro. to Essential General Chemistry	4
___ CHEM	111	Principles of College Chemistry I	4
___ CHEM	112	Principles of College Chemistry II	4
___ ENSI	119	Intro to Envir Science	4
___ GEOG	100	Physical Geography	4
___ GEOL	101	Physical Geology	4
___ GEOL	102	Historical Geology	4
___ GEOL	123	Geology of Idaho & Pacific NW	4
___ PHYS	101	Fundamentals of Physical Science	4
___ PHYS	103	Elementary Astronomy	4
___ PHYS	111	General Physics I	4
___ PHYS	112	General Physics II	4
___ PHYS	211	Engineering Physics I	5
___ PHYS	212	Engineering Physics II	5

COMMUNICATION REQUIREMENT

Complete this course: (3 credits)

___ COMM	101	Introduction to Speech	3
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MATHEMATICS REQUIREMENT

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

___ BUSA	271	Statistical Inference	4
___ MATH	123	Contemporary Mathematics	3
___ MATH	130	Finite Mathematics	4
___ MATH	143	College Algebra	3
___ MATH	147	Precalculus **	5
___ MATH	160	Survey of Calculus	4
___ MATH	170	Analytic Geometry & Calculus I	4
___ MATH	187	Discrete Math	4
___ MATH	253	Principles of Applied Statistics	3

** Must be taken concurrently with MATH 148

PHYSICAL EDUCATION REQUIREMENT

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

SOCIAL SCIENCE AND ARTS AND HUMANITIES REQUIREMENTS

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
___ ANTH	101	Intro to Physical Anthropology	3
___ ANTH	102	Social & Cultural Anthropology	3
___ ANTH	225	Native People of North America	3
___ ANTH	230	Intro to Arch & World Prehistory	3
___ CHD	134	Infancy through Middle Childhood	3
___ ECON	201	Principles of Economics (Macro)	3
___ ECON	202	Principles of Economics (Micro)	3
___ HIST	101	History of Civilization	3
___ HIST	102	History of Civilization	3
___ HIST	111	U.S. History	3
___ HIST	112	U.S. History	3
___ HIST	210	Intro to Latin American History	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 and Ethnic Relations	3

Arts and Humanities: Complete at least 6 credits including courses from 2 different disciplines:

___	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
___	COMM	220	Intro to Intercultural Communication	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
___	FLAN	207	Contemporary World Culture	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
___	THEA	101	Introduction to the Theatre	3

All foreign languages are one discipline

___	FREN	201	Intermediate French	4
___	FREN	202	Intermediate French	4
___	GERM	201	Intermediate German	4
___	GERM	202	Intermediate German	4
___	SPAN	201	Intermediate Spanish	4
___	SPAN	202	Intermediate Spanish	4

NON-CORE ELECTIVE REQUIREMENT

Complete 24-27 credits (these should be selected to meet major requirements at an intended transfer institution).

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 AND COMMUNICATION REQUIREMENT

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 Introduction to Speech 3

MATHEMATICS REQUIREMENT

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

___ BUSA 271 Statistical Inference 4

___ MATH 123 Contemporary Mathematics 3

___ MATH 130 Finite Mathematics 4

___ MATH 143 College Algebra 3

___ MATH 147 Pre-Calculus ** 5

___ MATH 160 Survey of Calculus 4

___ MATH 170 Analytic Geometry & Calculus I 4

___ MATH 187 Discrete Math 4

___ MATH 253 Principles of Applied Statistics 3

** Must be taken concurrently with MATH 148

SOCIAL SCIENCE/HUMAN RELATIONS/INTERPERSONAL COMMUNICATIONS REQUIREMENT

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

___ ANTH 101 Intro to Physical Anthropology 3

___ ANTH 102 Intro to Social Cultural Anthropology 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	3
___ ECON 202	Principles of Economics	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
___ HIST 101	History of Civilization	3
___ HIST 102	History of Civilization	3
___ HIST 111	U.S. History	3
___ HIST 112	U.S. History	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
___ 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 220	Marriage and Family	3
___ THEA 101	Introduction to Theatre	3

NATURAL SCIENCE OPTION

In addition to the above requirements, a candidate may complete 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 205	General Soils	4
___ BIOL 221	Forest Ecology	4
___ BIOL 227	Human Anatomy & Physiology I	4

___	BIOL	228	Human Anatomy and Physiology II	4
___	BIOL	231	General Ecology	4
___	BIOL	241	Systematic Botany	4
___	BIOL	250	General Microbiology	4
___	CHEM	100	Concepts of Chemistry	4
___	CHEM	101	Intro. to Essential General Chemistry	4
___	CHEM	111	Principles of College Chemistry I	4
___	CHEM	112	Principles of College Chemistry II	4
___	ENSI	119	Intro to Envir Science	4
___	GEOG	100	Physical Geography	4
___	GEOL	101	Physical Geology	4
___	GEOL	102	Historical Geology	4
___	GEOL	123	Geology of Idaho & Pacific NW	4
___	PHYS	101	Fundamentals of Physical Science	4
___	PHYS	103	Elementary Astronomy	4
___	PHYS	111	General Physics I	4
___	PHYS	112	General Physics II	4
___	PHYS	211	Engineering Physics I	5
___	PHYS	212	Engineering Physics II	5

**PROFESSIONAL-TECHNICAL
PROGRAM 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.



North Idaho College 2000-2001

Program Guidelines

ACCOUNTING ASSISTANT

Associate of Applied Science Degree Program

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

Students will complete general education, general business, and accounting specific courses that will lead to 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

ACCT	110	Small Business Accounting	3
BUSA	100	Introduction to Computers	3
BUSA	118	Introduction to Word Processing	1
BUSA	121	Introduction to Spreadsheets	1
BUSA	185	Business Mathematics	3
BUSO	101A	Basic Keyboarding	1
BUSO	101B	Keyboarding Speed Development	1
ENGL	101	English Composition ¹	3
Semester Total			16

Second Semester

ACCT	111	Small Business Accounting II	3
ACCT	113	Payroll Accounting	3
BUSA	122A	Intermediate Spreadsheets	1
COMM	101	Introduction to Speech ¹	3
PSYC	101	Introduction to Psychology 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
BUSA	101	Introduction to Business	3
PHIL	103	Ethics	3
Semester Total			15

Fourth Semester

ACCT	248	Accounting Seminar	3
BUSA	265	Legal Environment of Business	3

ECON	201	Principles of Economics ¹	3
ENGL	272	Business Writing	3
_____	_____	A.A.S. General Education Requirement ²	3-4
Semester Total			15-16
PROGRAM TOTAL			62-64

¹ Satisfies the A.A.S. degree general education requirements listed on page 52.

² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 giving a student the diversified educational training and background needed to hold a position of responsibility and importance in many areas of the business world. This program helps raise the administrative skills of the student to a professional level, gives the student a technical background through completion of technical skill courses, and includes an academic component that provides the student with a mature understanding of professional responsibilities in our global economy. Administrative assistants have a variety of options working in offices of their interest such as travel, sports, or entertainment; banking, insurance, or real estate; technical, government, or foreign service; or 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.

Pre-Administrative Assistant Sequence

BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
Total			2

First Semester

BUSA	121	Introduction to Spreadsheets	1
BUSA	133	Introduction to Windows	1
BUSO	115	Records Systems Management	3
BUSO	173	Word Processing	3
BUSO	175	Grammar Skill Building	3
BUSO	176	Machine Transcription/Document Format.	1
ENGL	101	English Composition ¹	3
Semester Total			15

Second Semester

ACCT	110	Small Business Accounting	3
or ACCT	201	Principles of Accounting ¹	(3)
BUSO	174	Word Processing Applications	3
ENGL	272	Business Writing	3

PSYC	101	Introduction to Psychology ¹	3
		A.A.S. General Education Requirement ^{2,4}	3
Semester Total			15
Third Semester			
BUSA	101	Introduction to Business	3
BUSA	123	Introduction to Databases	1
BUSA	185	Business Mathematics	3
BUSO	289	Administrative Assistant Internship I	4
BUSO	295	Office Procedures	3
Semester Total			14
Fourth Semester			
BUSA	211	Principles of Management	3
BUSA	265	Legal Environment of Business	3
BUSO	290	Administrative Assistant Internship II	4
COMM	101	Introduction to Speech ³	3
		A.A.S. Math Requirement ^{2,5}	3-4
Semester Total			16-17
PROGRAM TOTAL			62-63

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 52.

⁵ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 con-

tent 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

BUSA	100	Intro to Computers	3
or CS	100	Intro to Computers & Computer Science	(3)
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
MATH	123	Contemporary Math	3
or MATH	130	Finite Math	(4)
		PE. Activity/Dance	2
Lab Science: 8 credits (2 courses of different disciplines):			
BIOL	221	Forest Ecology	4
or BIOL	231	General Ecology	(4)
ENSI	119	Environmental Science	4
GEOL	123	Geology of Idaho & Pacific Northwest	4
PHYS	103	Elementary Astronomy	4
Arts & Humanities: 6 credits (2 courses of different disciplines):			
PHIL	101	Intro to Philosophy	3
or PHIL	103	Ethics	(3)
ART	100	Survey of Art	3
or ART	101	History of Western Art I	(3)
HUMS	101	Montage: Intro to Humanities	(3)

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

Group 1			
PSYC	101	Intro to Psychology	3
or SOC	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 Coeur d'Alene Language	4
COMM	220	Intercultural Communications	3
MUS	127	Survey of American Popular Music	3
PHIL	111	World Religions	3

AIST Major Requirements:

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

Recommended Electives:

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

MINIMUM TOTAL CREDITS 64

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 be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

ANTH	101	Introduction to Physical Anthropology	3
ANTH	102	Intro to Social and Cultural Anthropology	3

ANTH	225	Native People of North America	3
ANTH	230	Intro to Archaeology and World Prehistory	3
ANTH	299	Anthropology Independent Study	3
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
_____	_____	PE. Activity/Dance	2
_____	_____	Mathematics Elective (MATH 123, 253, or BUSA 251 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
_____	_____	General Electives	9
PROGRAM TOTAL			64-65

¹ Select electives from A.A. degree requirements on page 48.

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 78) 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 the art gallery as a visual arts resource in the region.

Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public institutions. The suggested coursework below normally fulfills the first half of baccalaureate degree requirements for 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 upon graduation from NIC will want to consider the Graphic Design occupational degree option. Each area is outlined below:

FINE ARTS EMPHASIS

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

GRAPHIC DESIGN EMPHASIS

Graphic design 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 graphic design artist conceives and executes ideas that inform, motivate, educate, or sell. Students selecting the 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 78.

ASSOCIATE OF ARTS DEGREE

ART	100	Survey of Art	3
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3

Core Electives:

-----	-----	Arts and Humanities Electives (Group 2) 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
-----	-----	PE Activity/Dance	2

¹ Select electives from A.A. degree requirements on page 48.

Fine Art Emphasis Coursework (13-16 credits)

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

ART	100	Survey of Art	3
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3

Core Electives:

-----	-----	Arts and Humanities Electives (non-art) ¹	6
-----	-----	Laboratory Science Electives ¹	8

-----	-----	Social Science Electives ¹	6
-----	-----	Mathematics Elective ¹	3-5
-----	-----	PE Activity/Dance	2

¹ Electives may be selected from options listed in the A.S. degree requirements on page 50.

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

NOTE: The Graphic Design Associate of Applied Science Degree is described on page 78.

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 A.S.E. (Automotive Service Excellence) areas are 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 (page 45.)

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

ADVANCED TECHNICAL CERTIFICATE

First Semester			
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 ¹	3
Semester Total			17

Second Semester

AUTO	116L	Auto Lab	5
AUTO	126	Steering & Suspension	3
AUTO	141	Electrical Systems Fundamentals	6
ENGL	099	Fundamentals of Writing ¹	3
Semester Total			17

Third Semester

AUTO	210	Advanced Electrical	2
AUTO	215L	Advanced Auto Lab	5
AUTO	222	Engine Performance	5
AUTO	250	Computer Controls	2
A TEC	120	Occupational Relations ²	3
Semester Total			17

Fourth Semester

AUTO	216L	Advanced Auto Lab	5
AUTO	260	Computer Controls Systems	4
AUTO	270	Transmission/Transaxle	4
AUTO	280	HVAC	2
Semester Total			15
PROGRAM TOTAL			66

¹ Student may substitute a higher course with instructor permission.
² Student 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 A.A.S. math requirement should be taken during the first semester of the program.

First Semester

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)	3-4
Semester Total			17-18

Second Semester

AUTO	116L	Auto Lab	5
AUTO	126	Steering & Suspension	3
AUTO	141	Electrical Systems Fund	6
ENGL	101	English Composition ²	3
Semester Total			17

Third Semester

AUTO	210	Advanced Electrical	2
AUTO	215L	Advanced Auto Lab	5
AUTO	222	Engine Performance	5
AUTO	250	Computer Controls	2
—	—	A.A.S. General Ed Requirement ³	3
Semester Total			17

Fourth Semester

AUTO	216L	Advanced Auto Lab	5
AUTO	260	Computer Control Systems	4
AUTO	270	Transmission/Transaxle	4
AUTO	280	HVAC	2
—	—	A.A.S. General Ed Requirement ²	3
—	—	A.A.S. General Ed Requirement ³	3
Semester Total			21
PROGRAM TOTAL			73

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 requirements listed on page 52.

³ Select from A.A.S. degree general education requirements listed on page 52.

BACTERIOLOGY-MEDICAL TECHNOLOGY

Transfer Program

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

Recommended electives are BIOL 231 (General Ecology) and BIOL 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 GPA of 2.00 or better for most baccalaureate degrees is required. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Bacteriology-Medical Technology. Course selection should be tailored to match requirements defined by intended transfer institutions.

ASSOCIATE OF SCIENCE DEGREE

BIOL	250	General Microbiology	4
BIOL	204	Introduction to Life Sciences	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
CHEM	277	Organic Chemistry I	3
CHEM	277L	Organic Chemistry I Lab	1
CHEM	287	Organic Chemistry II	3
CHEM	287L	Organic Chemistry II Lab	1
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3

ENGL	102	English Composition	3
MATH	147	Precalculus	5
MATH	148	Graphing Calculator	1
MATH	170	Analytic Geometry and Calculus I	4
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4
_____	_____	PE Activity/Dance	2
_____	_____	Arts and Humanities Electives ¹	6
_____	_____	Social Science Electives ¹	6-9
PROGRAM TOTAL			70-73

¹ Select electives from A.S. degree requirements on page 50.

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

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

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

ASSOCIATE OF SCIENCE DEGREE

BIOL	203	General Botany	4
BIOL	204	Introduction to Life Sciences	4
BIOL	231	General Ecology	4
BIOL	241	Systematic Botany	4
BIOL	250	General Microbiology	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	147	Precalculus	5
MATH	148	Graphing Calculator	1
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4
BIOL	202	General Zoology	4
_____	_____	PE Activity/Dance	2

_____	_____	Arts and Humanities Electives ¹	6
_____	_____	Social Science Electives ¹	6-9
PROGRAM TOTAL			72-75

¹ Select electives from A.S. degree requirements on page 50.

BUSINESS ADMINISTRATION

Transfer Program

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

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

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

Students who intend to transfer to Lewis Clark State College should take BUSA 271 (Statistical Inference and Decision Analysis); ENGL 272 (Business Writing); and LCSC's DP 221 (Introduction to Computers and Information Systems), which is offered in Coeur d'Alene, but should not take BUSA 265 (Legal Environment of Business).

Completion of the following courses results in an associate degree. The associate degrees meet the general core requirements at the identified colleges and universities with the exception of Gonzaga University. The suggested 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			
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 Mathematics (or higher) ¹	4
Semester Total			16

Second Semester

ECON	202	Principles of Economics (Micro)	3
ENGL	102	English Composition	3
—	—	Arts and Humanities Requirement ²	3
—	—	PE Activity/Dance Requirement ²	1
—	—	Social Science Requirement ²	3
—	—	Elective	3
Semester Total			16

Third Semester

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

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
—	—	PE Activity/Dance Requirement ²	1
—	—	Elective	2-3
Semester Total			16-17
PROGRAM TOTAL			65-66

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 50. Students intending to enroll at LCSC should take PSYC 101 as the Social Science requirement and should not take BUSA 265. 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

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 Mathematics ¹	4
Semester Total			16

Second Semester

ECON	202	Principles of Economics (Micro)	3
ENGL	102	English Composition	3
PHIL	201	Logic & Critical Thinking	3
—	—	Arts and Humanities Requirement ²	3
—	—	PE Activity/Dance Requirement ²	1
—	—	Social Science Requirement ²	3
			(Group 1, 3 or 4)
Semester Total			16

Third Semester

ACCT	201	Principles of Accounting	3
BUSA	271	Statistical Inference and Decision Analysis	4
ENGL	202	Technical Writing	3
or ENGL	205	Interdisciplinary Writing	(3)
or ENGL	272	Business Writing	(3)
—	—	Laboratory Science Requirement ¹	4
—	—	Literature Elective (ENGL 175, 257, 258, 268, 277, or 278)	3
—	—	PE Activity/Dance Requirement ¹	1
Semester Total			18

Fourth Semester

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

PROGRAM TOTAL **66**

¹ Mathematics requirement includes any math course that is MATH 130 or higher and meets the A.A. degree requirements listed on page 48.

² Select from A.A. degree requirements on page 48.

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.

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

ASSOCIATE OF SCIENCE DEGREE

First Semester

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) ¹	3
ENGL	101	English Composition ²	3
—	—	Math Requirement ^{2,3}	4
—	—	PE Activity/Dance ^{2,3}	1
Semester Total			16

Second Semester

BUSA	185	Business Math	3
BUSO	173	Word Processing	3
ECON	202	Principles of Economics (Micro) ²	3

ENGL	102	English Composition ¹	3
POLS	101	American National Government ²	3
—	—	PE Activity/Dance Requirement ^{2,3}	1
Semester Total			16
Third Semester			
ACCT	201	Principles of Accounting	3
COMM	101	Intro to Speech Communication ²	3
EDUC	201	Introduction to Teaching	3
—	—	Arts and Humanities Requirement ^{2,3}	3
—	—	Lab Science Requirement ^{2,3}	4
Semester Total			16
Fourth Semester			
ACCT	202	Managerial Accounting	3
BUSA	265	Legal Environment of Business	3
PSYC	101	Introduction to Psychology ²	3
—	—	Arts and Humanities Requirement ^{2,3}	3
—	—	Lab Science Requirement ^{2,3}	4
Semester Total			16
PROGRAM TOTAL			64

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 50.

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 (page 45).

CERTIFICATE OF COMPLETION

Summer Session			
CARP	151	Carpentry Theory I	4.0

CARP	151L	Carpentry Lab I	2.5
Session Total			6.5
Fall Semester			
CARP	152	Carpentry Theory II	10.0
CARP	152L	Carpentry Lab II	12.0
MATH	015	Basic Mathematics ¹	3.0
Semester Total			25.0
Spring Semester			
ATEC	117	Occupational Relations ²	2.0
CARP	153	Carpentry Theory III	10.0
CARP	153L	Carpentry Lab III	12.0
ENGL	099	Fundamentals of Writing ¹	3.0
Semester Total			27.0
PROGRAM TOTAL			58.5

¹ Student may substitute a higher course with instructor permission.

² Student may substitute another course with instructor permission.

CHEMISTRY

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
CHEM	277	Organic Chemistry I	3
CHEM	277L	Organic Chemistry I Lab	1
CHEM	287	Organic Chemistry II	3
CHEM	287L	Organic Chemistry II Lab	1
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	170	Analytic Geometry and Calculus I	4
MATH	175	Analytic Geometry and Calculus II	4
MATH	275	Analytic Geometry and Calculus III	4
MATH	370	Intro to Ordinary Differential Equations	3
PHYS	211	Engineering Physics I	5
PHYS	212	Engineering Physics II	5
—	—	PE Activity/Dance	2
—	—	Arts and Humanities Electives ¹	9
—	—	Social Science Electives ¹	6
PROGRAM TOTAL			68

¹ Select electives from A.S. degree requirements on page 50.

CHILD DEVELOPMENT

Transfer Program

The Child Development transfer program is designed to meet the requirements of students planning to transfer to a four-year institution and/or seeking entry-level career opportunities in early care and education, preschool, 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
—	—	PE. Activity/Dance	2
—	—	Social Science Electives ¹	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
PROGRAM TOTAL			65-69

¹ Select electives from A.A. degree requirements on page 48.

ASSOCIATE OF SCIENCE DEGREE

CHD	134	Infancy through Middle Childhood	3
CHD	243	Early Childhood Education	2
CHD	254	Child Guidance Theory	3
CHD	298A	Child Development Practicum	3
CHD	298B	Child Development Practicum	3
CHD	298C	Child Development Practicum	3
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PE	288	First Aid	3
PSYC	101	Introduction to Psychology	3
—	—	PE. Activity/Dance	2
—	—	Arts and Humanities Electives ¹	6
—	—	Laboratory Science Electives ¹	8
—	—	Social Science Electives ¹	3

—	—	Mathematics Elective ¹	3-4
—	—	General Electives ¹	13
PROGRAM TOTAL			64-65

¹ Select electives from A.S. degree requirements on page 50.

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 the signing of a statement of ethical conduct. Other requirements are outlined in the CDA Assessment and Competency Standards manual.

The Child Development Associate is recognized as the first step in the early childhood professional career lattice. Courses are designed to articulate directly 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
PROGRAM TOTAL			15

COLLISION REPAIR TECHNOLOGY

Professional-Technical Program

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

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

CERTIFICATE OF COMPLETION

First Semester			
ACRR	151	Auto Collision Repair Tech Theory I	5
ACRR	151L	Auto Collision Repair Tech Lab I	5
ATEC	117	Occupational Relations ¹	2
MATH	015	Basic Mathematics ²	3
WELD	140	Auto Collision Repair Welding	2
Semester Total			17
Second Semester			
ACRR	152	Auto Collision Repair Tech Theory II	5
ACRR	152L	Auto Collision Repair Tech Lab II	5
ENGL	099	Fundamentals of Writing ²	3
Semester Total			13
Summer Session			
ACRR	153	Auto Collision Repair Tech Theory III	1
ACRR	153L	Auto Collision Repair Tech Lab III	2
Session Total			3
PROGRAM TOTAL			33

¹ Student may substitute another course with instructor permission.

² Student may substitute a higher class with instructor permission.

COMMUNICATIONS

Transfer Program

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

The department of communication offers program options or emphasis areas in speech/general communication, public relations, visual communication, and journalism. Each program option includes a common core of courses required of all communication majors.

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 an A.A. degree which are listed on page 48, students should select a minimum of 13-16 elective credits from the following.

A minimum total of 64 credits is required for an A.A. degree. Course selection should be tailored to match requirements defined by your intended transfer institution.

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	Introduction to Theatre ³	3

Choose one class from the following:

COMM	103	Oral Interpretation	3
COMM	209	Argumentation and Debate	3

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 and Humanities requirement.

ASSOCIATE OF SCIENCE DEGREE

In addition to the core courses required for an A.S. degree which are listed on page 50, students should select a minimum of 24-27 elective credits from the following.

A minimum total of 64 credits is required for an A.S. degree. Course selection should be tailored to match requirements defined by your intended transfer institution.

ANTH	102	Social/Cultural Anthropology ¹	3
COMM	111	Interview Techniques	2
COMM	103	Oral Interpretation	3
COMM	133	Improved Listening Skills	1
COMM	134	Nonverbal Communication	2
COMM	209	Argumentation and Debate	3
COMM	220	Intro to Intercultural Communication ¹	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 the Theatre ¹	3

¹ Also meets A.S. Social Science core requirement.

² Also meets A.S. Arts and Humanities core requirement.

PUBLIC RELATIONS

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

ASSOCIATE OF ARTS DEGREE

In addition to the core courses required for an A.A. degree which are listed on page 48, students should select a minimum of 13-16 elective credits from the following.

A minimum total of 64 credits is required for an A.A. degree. Course selection should be tailored to match requirements defined by your intended transfer institution.

BUSA	221	Principles of Marketing	3
COMJ	140	Mass Media in a Free Society	3
COMM	220	Intro to Intercultural Communication ¹	3
COMM	233	Interpersonal Communication	3
COMM	236	Small Group Communication	3
PHIL	103	Ethics ²	3
PSYC	101	Introduction to Psychology ³	3
THEA	101	Introduction to Theatre ⁴	3

¹ Also meets A.A. Cultural Diversity core requirement.

² Also meets A.A. Group 2 Arts and Humanities requirement.

³ Also meets A.A. Group 1 Social Science requirement.

⁴ Also meets A.A. Group 1 Arts and Humanities requirement.

ASSOCIATE OF SCIENCE DEGREE

In addition to the core courses required for an A.S. degree which are listed on page 50, students should select a minimum of 24-27 elective credits from the following.

A minimum total of 64 credits is required for an A.S. degree. Course selection should be tailored to match requirements defined by your intended transfer institution.

BUSA	120	Intro to Desktop Publishing	3
BUSA	221	Principles of Marketing	3
BMKT	241	Fundamentals of Promotion/Advertising	3
COMJ	121	News Writing	3
COMJ	140	Mass Media in a Free Society	3
COMJ	204	Editing	2
COMM	220	Intro to Intercultural Communication ¹	3
COMM	233	Interpersonal Communication	3
COMM	236	Small Group Communication	3
PHIL	103	Ethics ¹	3
PSYC	101	Introduction to Psychology ²	3
THEA	101	Introduction to the Theatre ¹	3

Optional coursework, not required for degree:

COMM	111	Interview Techniques	2
COMP	281	Introduction to Photography	3
COMP	289	Photojournalism	3

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

² Also meets A.S. Social Science requirement.

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 as a form of communication. The course of study offered at NIC gives students the opportunity to explore the role of the photography in modern mass communication.

ASSOCIATE OF ARTS DEGREE

In addition to the core courses required for an A.A. degree which are listed on page 48, students should select a minimum of 13-16 elective credits from the following.

A minimum total of 64 credits is required for an A.A. degree. Course selection should be tailored to match requirements defined by your intended transfer institution.

ART	121	2D/Design Foundation	3
ART	122	3D/Design Foundation	3
COMP	281	Introduction to Photography	3
COMJ	140	Mass Media in a Free Society	3
PSYC	101	Introduction to Psychology ¹	3
THEA	101	Introduction to Theatre ²	3

Choose one class from the following:

COMM	283	Intermediate Photography	3
COMP	289	Photojournalism	3

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

² Also meets A.A. Group 2 Arts and Humanities requirement.

ASSOCIATE OF SCIENCE DEGREE

In addition to the core courses required for an A.S. degree which are listed on page 50, students should select a minimum of 24-27 elective credits from the following.

A minimum total of 64 credits is required for an A.S. degree. Course selection should be tailored to match requirements defined by your intended transfer institution.

ART	111	Drawing I	2
ART	112	Drawing II	2
ART	121	2D/Design Foundation	3
ART	122	3D/Design Foundation	3
CINA	126	Film and International Culture ¹	3
COMP	281	Introduction to Photography	3
COMM	283	Intermediate Photography	3
COMP	289	Photojournalism	3
COMJ	140	Mass Media in a Free Society	3
PHIL	103	Ethics ¹	3
PSYC	101	Introduction to Psychology ²	3
THEA	101	Introduction to the Theatre ¹	3

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

² Also meets A.S. Social Science 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 81 for program requirements.

COMPUTER INFORMATION TECHNOLOGY

Professional-Technical Program

The Computer Information Technology program (CITE) offers two tracks – a certificate program and an Associate of Applied Science degree. The certificate program prepares students for entry-level employment in the computer field. Graduates will install, modify, troubleshoot and make repairs to both hardware and software systems. The program will cover the overall concepts of computer systems: hardware, software, networking, and the Internet.

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

North Idaho College operates both a Cisco Regional Academy which provides training and support for area Local Academics, 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 Certified Training Center (PCTC). Official curriculum materials are used in all classes.

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

The CITE program could change into a selective admissions program for the *Fall 2001 Semester*. Should this occur, those who apply for entry will be notified of the process.

ADMISSIONS REQUIREMENTS

Beginning Students:

Students wishing admission into the Computer Information Technology program (CITE) should follow the process indicated below. Please note that program space is limited.

The applicant must:

1. Complete the admissions process (see page 9 of the catalog.) Be sure to list CITE as your major on the application packet. Acceptance into the program is based on the date you complete the application process and your eligibility for program entrance. The earlier your application process is completed, the higher you are placed on the list of applicants.

2. Be prepared to enter MATH 108 or above and ENGL 101 in the first fall semester of the CITE program. Evidence of preparation includes previously completed coursework or scores on Compass, ACT, or SAT tests. Students are encouraged to complete as many academic requirements as possible prior to program entry.
3. Demonstrate a basic understanding of and competency with computers by passing a CITE Entrance Examination. The CITE Entrance Examination will be offered at intervals throughout the spring and summer. Contact the Coordinator for Professional-Technical Student Services at 769-3468.

Topics assessed are:

 - a. Basic keyboarding skills;
 - b. Fundamental experience with Microsoft Office applications;
 - c. Foundations of operating systems (DOS, WIN 95/98);
 - d. Foundations of PC hardware;
 - e. Internet usability; and
 - f. Foundations of networking.
4. If you do not pass the CITE Entrance Examination, you may retake the examination upon proof of further preparation or take BUSA 135. Contact the Coordinator for Professional-Technical Student Services at 769-3468 for information.
5. Once you have completed the application process and the prerequisites for the program, you will be eligible for entrance into the program, on a first-come, first-served basis. The Admissions Office will notify you of your admissions status beginning in March or April. If accepted, you will be asked to submit a \$100 deposit to reserve a space in the program. This is a non-refundable deposit which will be applied to your tuition and fees. Space is limited, and program enrollment will be determined by the date that the above requirements are completed.
6. Specify your choice for either day or evening program.
7. Be aware that most evening students must complete academic courses during the summer session preceding their first fall enrollment. You must complete both BUSA 135 and ENGL 101 or MATH 108. Evening program students must complete any remaining first year academic coursework during the summer following their first year, usually COMM 101 or a Social Science/Human Relations/Interpersonal Communications requirement. Completion of the certificate program is required to enter the second year options.
8. Successfully complete (C- or above) all first year CITE program courses, including the general education requirements, in order to be eligible for admission into any of the second year options.
9. Remain in the day or evening option throughout the first year, unless granted permission to change by the division chairperson.

Students who are eligible and not initially admitted into the program due to limited enrollment will be placed on a waiting list and notified of this status and space availability.

Students who do not meet the above prerequisites will be admitted to North Idaho College in a "pre-technical" status. Pre-technical students are required to complete appropriate coursework before being admitted into the CITE program. Such status does not entitle these students admission into the program ahead of students who have completed the above

admissions requirements, nor does it guarantee admission.

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

Second Year CITE Students:

Students who have completed the first year certificate program and wish to obtain an Associate of Applied Science degree must follow the process listed below.

Evening students: Remember that completion of the first year certificate program is required before you are eligible to enter the second year of the program. Depending on courses you have previously completed, this may mean that you need to take BUSA 135 and ENGL 101 prior to your first fall semester, MATH 108 during the fall semester, either COMM 101 or a Social Science Requirement in the spring semester, and the remaining course during the summer following the first year.

All applicants must:

1. Complete the admissions process by identifying a career option inclusive of day or evening courses;
2. Pay a \$100 deposit to insure a place within the program option. Space is limited.

Enrollment is on a first-come, first-served basis that is determined by the date of application and payment of the deposit.

Priority acceptance will be granted according to the following:

1. First, to students who have completed the certificate program during the preceding year;
2. Second, to students who have completed the certificate program or an A.A.S. degree option in prior years; and
3. Third, to individuals returning from industry who have the skills and abilities to succeed, as determined by CITE faculty, in the specified option.

For more information contact the Coordinator for Professional-Technical Student Services at 769-3468.

CERTIFICATE OF COMPLETION

First Semester			
BUSA	135	Computer Applications for Technical Students	3
CITE	110	Introduction to PC Operating Systems	3
CITE	112	Introduction to PC Hardware	4
ENGL	101	English Composition ¹	3
MATH	108	Intermediate Algebra	4
Semester Total			17

Second Semester			
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
_____	_____	Social Science/Human Relations Require. ²	3
Semester Total			15
PROGRAM TOTAL			32

¹ Satisfies A.A.S. degree general education requirement

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Computer Information Technology courses, students must take a minimum of 16 credits of A.A.S. General Education courses as specified in the certificate program above and associate programs 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 implement pages for the World Wide Web. Techniques, methods and materials presented will prepare students for the industry-recognized, vendor-neutral Certified Internet Webmaster (CIW) Foundations and Site Designer 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. The curriculum is taught by a Prosoft Certified Internet Webmaster.

Third Semester			
ARTG	221	Graphic Design I	3
CITE	232	Introduction to Web Page Design	3
CITE	234	HTML/JAVA	4
CITE	236	Web Based Applications	3
_____	_____	A.A.S. Math Requirement ¹	3-4
Semester Total			16-17
Fourth Semester			
ARTG	255	Designing for the Web Market	2
CITE	242	Advanced Web Page Design	3
CITE	244	Visual Basic	3
CITE	295	CITE Internship	4
_____	_____	A.A.S. General Ed Requirement ²	3-4
Semester Total			15-16
PROGRAM TOTAL			65

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 52.

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

Third Semester

CITE	250	Windows 2000 Essentials	4
CITE	252	Supporting Windows 2000	4
CITE	254	Supporting Network Infrastructures	4
_____	_____	A.A.S. Math Requirement ¹	3-4
Semester Total			15-16

Fourth Semester

CITE	256	Administering Directory Services	4
CITE	260	Designing Directory Services	3
CITE	262	Windows 2000 Migration	2
CITE	264	Secure Web Access	3
CITE	295	CITE Internship	4
_____	_____	A.A.S. General Ed Requirement ²	3-4
Semester Total			19-20
PROGRAM TOTAL			65

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 52.

**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 on-line 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

CITE	270	Internetworking I	4
CITE	272	Internetworking II	4
CITE	274	UNIX for Administrators	2
_____	_____	A.A.S. Math Requirement ¹	3-4
_____	_____	A.A.S. General Ed Requirement ²	3
Semester Total			16-17

Fourth Semester

CITE	281	Internetworking III	4
CITE	282	Internetworking IV	4
CITE	284	Network System Administration	4
CITE	295	CITE Internship	4
Semester Total			16
PROGRAM TOTAL			64

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 52.

COMPUTER SCIENCE

Transfer Program

This program leads to career opportunities in a wide variety of computer science areas such as operating systems, expert systems, graphics, databases, software engineering, compilers, numerical analysis, etc. This program requires a good math background. Students should complete MATH 025, 108, and 147, or their equivalents.

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

ASSOCIATE OF SCIENCE DEGREE

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	187	Discrete Math	4
MATH	170	Analytic Geometry & Calculus I ¹	4
MATH	175	Analytic Geometry & Calculus II	4
MATH	335	Linear Algebra	3
PHYS	211	Engineering Physics I ¹	5
PHYS	212	Engineering Physics II ¹	5
_____	_____	PE Activity/Dance ²	2
_____	_____	Social Science Electives ²	6
_____	_____	Arts and Humanities Electives ²	6
_____	_____	Social Science &/or Arts & Humanities Elective ²	3
_____	_____	Computer Science Electives (choose from list below)	4

Computer Science Electives

CS	204	Special Topics	arr.
CS	211	Languages of CS: C++	3
CS	212	Languages of CS: HTML	3
CS	213	Languages of CS: JAVA	3
CS	270	Computer Organization/Assembly Language	3
PROGRAM TOTAL			70

¹ Satisfies the A.S. degree general education requirements listed on page 50.

² Select from A.S. degree general education requirements listed on page 50.

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

ANTH	225	Native People of North America	3
BUSA	100	Introduction to Computers	3
COMM	101	Introduction to Speech Communication	3
COMM	111	Interviewing Techniques	2
COMP	281	Introduction to Photography	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
ENGL	272	Business Writing	3
LAWE	103	Introduction to Criminal Justice	3
MATH	130	Finite Math	4
MATH	253	Principles of Applied Statistics	3
PHIL	103	Ethics	3
PHYS	101	Fundamentals of Physical Science	4
PHYS	111	General Physics I	4
POLS	101	American National Government	3
POLS	102	State and Local Government	3
PSYC	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
SOC	102	Social Problems	3
SOC	220	Marriage and Family	3
_____	_____	Arts and Humanities Elective ¹	3
_____	_____	P.E. Activity/Dance	2
PROGRAM TOTAL			67

¹ Select electives from A.S. degree requirements on page 50.

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 will spend one hour in theory and six hours in kitchen lab per day. Successful completion of each semester is required for admission into the next semester. This is a limited enrollment program.

CERTIFICATE OF COMPLETION

First Semester			
CULA	150	Sanitation and Safety	1
CULA	151	Introduction to Food Service	1
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			16
Second Semester			
ATEC	117	Occupational Relations/Job Search	2
CULA	156	Preparation of Meats, Poultry, Fish and Shellfish	1
CULA	157	Preparation of Vegetables, Starches, Sandwiches and 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 and Specialty Food Design	3
Session Total			3
PROGRAM TOTAL			36

¹ Student 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 and 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 for admission 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 45.)

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

ONE-YEAR CERTIFICATE

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

Second Semester			
ATEC	120	Occupational Relations ²	3
DSLT	129L	Brake Systems Lab	1
DSLT	128L	Powertrain Lab	2
DSLT	130	Powertrain	5
DSLT	132	Brake Systems	4
ENGL	099	Fundamentals for Writing ¹	3
WELD	109L	Diesel Welding Lab	1
Semester Total			19

Summer Session (required for One-Year Certificate, optional for Two-Year Certificate and A.A.S. Degree)			
DSLT	117L	Diesel Lab	2
DSLT	195	Specialization Study	1
Session Total			3
PROGRAM TOTAL			40

¹ Student may substitute a higher course with instructor permission.

² Student may substitute another course with instructor permission.

TWO-YEAR ADVANCED CERTIFICATE

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

Second Semester			
DSLT	128L	Powertrain Lab	2
DSLT	129L	Brake Systems Lab	1
DSLT	130	Powertrain	5
DSLT	132	Brake Systems	4
ENGL	099	Fundamentals for Writing ¹	3
WELD	109L	Diesel Welding Lab	1
Semester Total			16

Summer Session (optional)			
DSLT	117L	Diesel Lab	2
DSLT	195	Specialization Study	1
Session Total			3

Third Semester			
ATEC	120	Occupational Relations ¹	3
DSLT	218L	Advanced Tune-Up Lab	2
DSLT	219L	Computerized Engine Lab	2
DSLT	220	Advanced Tune-Up	4
DSLT	222	Computerized Engines	4
Semester Total			15

Fourth Semester			
DSLT	228L	Undercarriage/Suspension Lab	2
DSLT	229L	Hydraulics Lab	2
DSLT	230	Undercarriage/Suspension	4
DSLT	232	Hydraulic Systems	4
Semester Total			12
PROGRAM TOTAL			64

¹ Student may substitute a higher course with instructor permission.

² Student 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			
DSLT	105	Orientation/Safety/Shop Practices	2
DSLT	118L	Diesel Engine Lab	2
DSLT	119L	Electrical Systems Lab	1
DSLT	120	Diesel Engines	5
DSLT	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	1
Session Total			3

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 Ed Requirement ²	3

		A.A.S. General Ed 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 Ed Requirement ³	3-4
Semester Total			15
PROGRAM TOTAL			71

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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.

³ Select from A.A.S. degree general education requirements listed on page 52.

DRAFTING TECHNOLOGY AND DESIGN

Professional-Technical Program

The Drafting Technology and Design 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 Technology and Design degrees. Manual drafting using both pencil and ink, as well as computer-aided drafting programs are covered extensively during the first year. Students in the second year of the A.A.S. degree programs will focus on design principles using specialized software in 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 for acceptance into the next semester.

Students wishing to enter the program must be prepared to enter Math 143 and English 101 by the second semester of the program before they may continue in the program. Placement in the specific English and math is determined by the college assessment test. Students who desire to upgrade skills in those areas prior to beginning the drafting and design program may do so through the Bridge Program (page 45).

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

Disclaimer: The program as described above is contingent upon enrollment numbers. The program offerings will revert to the 1999-2000 catalog offerings in the event of insufficient enrollment.

CERTIFICATE OF COMPLETION

First Semester			
DRFT	102	Intro to Theory of Drafting	4
DRFT	104	Intro to Technical Sketching	2
DRFT	106	Fund of 3-D Descriptive Geometry	2
DRFT	107	Technical Graphics I	3
DRFT	108	Technical Graphics II	3
MATH	108	Intermediate Algebra ¹	4
Semester Total			18

Second Semester			
ATEC	120	Occupational Relations ²	3
BUSA	135	Computer Applications/Technical ²	3
DRFT	112	Industrial CAD Graphics	6
DRFT	130	Intro to Blueprint Reading	2
ENGL	101	English Composition	3
Semester Total			17
PROGRAM TOTAL			35

¹ Student may substitute a higher course with instructor permission.

² Student may substitute another course with instructor permission.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

First Semester			
DRFT	102	Introduction to Drafting Theory	4
DRFT	104	Intro to Technical Sketching	2
DRFT	106	Fund of 3-D Descriptive Geometry	2
DRFT	107	Technical Graphics I	3
DRFT	108	Technical Graphics II	3
Semester Total			14

Second Semester			
BUSA	135	Computer Applications/Technical	3
DRFT	112	Industrial CAD Graphics	6
DRFT	130	Plan & Blueprint Reading	2
ENGL	101	English Composition ¹	3
MATH	143	College Algebra ¹	3
MATH	143D	Trigonometry Lab	1
Semester Total			18

ARCHITECTURAL DESIGN OPTION

Third Semester			
DRFT	231	Arch Design - Chief Architect	4
DRFT	235	Building Codes	2
DRFT	237	Adv Blueprint Reading-Architectural	2
DRFT	238	Architectural Design and Modeling	3
PHYS	111	General Physics ¹	4
PHYS	111L	General Physics Lab	0
		Drafting Electives (see elective list below)	4
Semester Total			19

Fourth Semester			
DRFT	233	Arch Design - Architect Desktop	4
DRFT	239	Structural Design & Modeling	3

-----	Drafting Electives (see list below)	5
-----	A.A.S. English/Comm Requirement ²	3
-----	A.A.S. General Ed Requirement ²	3
Semester Total		18

CIVIL DESIGN OPTION

Third Semester

DRFT	241	Intro to Civil Design	3
DRFT	247	Adv Blueprint Reading-Civil	2
DRFT	249	Land Planning	2
ENGR	214	Surveying	4
ENGR	214L	Surveying Lab	0
PHYS	111	General Physics ¹	4
PHYS	111L	General Physics Lab	0
-----	-----	Drafting Electives (see elective list below)	4
Semester Total			19

Fourth Semester

DRFT	243	Advanced Civil Design	4
DRFT	245	GIS/Cartography	3
-----	-----	A.A.S. English/Comm Requirement ²	3
-----	-----	A.A.S. General Ed Requirement ²	3
-----	-----	Drafting Electives (see elective list below)	5
Semester Total			18

MECHANICAL DESIGN OPTION

Third Semester

DRFT	251	Mechanical Design-Solid Works	4
DRFT	257	Adv Blueprint Reading-Mechanical	2
DRFT	258	Strengths of Materials	3
PHYS	111	General Physics ¹	4
PHYS	111L	General Physics Lab	0
-----	-----	A.A.S. General Ed Reqmt ²	3
-----	-----	Drafting Electives (see elective list below)	4
Semester Total			19

Fourth Semester

DRFT	253	Mechanical Design-Mech Desktop	4
DRFT	254	Power Transmission	2
DRFT	255	Machine Control Processes	3
-----	-----	A.A.S. English/Comm Requirement ²	3
-----	-----	Drafting Electives (see elective list below)	5
Semester Total			18

PROGRAM TOTAL **69**

¹ Satisfies A.A.S. degree general education requirement

² Select from A.A.S. degree general education requirements listed on page 52.

DRAFTING ELECTIVES

Nine (9) credits of electives are required and are to be determined by the student and instructor. Students may select from the electives listed below or 200-level courses from Mechanical, Civil, and/or Architectural, as approved by the instructor.

DRFT	212	Multimedia Presentations	3
DRFT	213	Customizing AutoCAD for Productivity	3

DRFT	295	Co-op	1-3
DRFT	299	Special Issues	3-6

OR courses from the second year of any emphasis may be used that are NOT required for the student's selected area of study.

EDUCATION

Transfer Program

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

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

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

Students pursuing an A.A. or A.S. degree through NIC should follow the general core requirements listed on pages 48-50 and tailor their elective courses identified by your intended transfer institution's catalog.

ELECTRONICS TECHNOLOGY

Professional-Technical Program

This two-year A.A.S. Degree or Advanced Technical Certificate Electronics Technology program is designed to prepare students for employment as entry-level technicians. Students will be ready to work as computer, field service, engineering, and bench technicians.

Students will learn theory, application and troubleshooting of DC and AC electrical components and circuits, semiconductors analog and digital integrated circuits, microprocessors systems, and other related topics. Interested students must have completed MATH 025 or equivalent and should possess good reading and study skills. 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 45).

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.

ADVANCED TECHNICAL CERTIFICATE

First Semester			
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	108	Intermediate 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			
ATEC	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

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 of the program.)

First Semester			
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 ²	3
_____	_____	A.A.S. General Ed Requirement ^{1,3}	3
Semester Total			20
PROGRAM TOTAL			72

¹ Mathematics requirement includes any math course that is MATH 143 or higher and meets the A.A.S. degree requirements listed on page 52. 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.

³ Select from A.A.S. degree general education requirements listed on page 52.

ENGINEERING

Associate of Science Transfer Program

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

These curricula are designed to allow students transferring to the University of Idaho to enter their junior year with 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 from NIC need to complete degree core requirements as listed on page 50 for the A.S. degree.

CHEM	111	Principles of Gen College Chemistry I ¹	4
CS	150	Computer Science I	4

ENGR	105	Engineering Graphics	2
ENGR	210	Statics	4
ENGR	220	Engineering Dynamics	3
ENGR	240	Circuits I	4
ENGR	241	Circuits II	4
MATH	170	Analytic Geometry/Calculus I ²	4
MATH	175	Analytic Geometry/Calculus II	4
MATH	275	Analytic Geometry/Calculus III	4
MATH	370	Ordinary Differential Equations	3
MATH	330	Linear Algebra	3
PHYS	211	Engineering Physics I ¹	5
PHYS	212	Engineering Physics II ¹	5

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 50 for the A.S. degree.

CHEM	111	Prin of Gen College Chemistry I ¹	4
ENGR	105	Engineering Graphics	2
ENGR	210	Statics	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/Calculus I ²	4
MATH	175	Analytic Geometry/Calculus II	4
MATH	275	Analytic Geometry/Calculus III	4
MATH	370	Ordinary Differential Equations	3
PHYS	211	Engineering Physics I ¹	5
PHYS	212	Engineering Physics II ¹	5

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 from NIC need to complete degree core requirements as listed on page 50 for the A.S. degree.

CHEM	111	Prin of Gen College Chemistry I ¹	4
CHEM	112	Prin of Gen College Chemistry II ¹	4
ENGR	105	Engineering Graphics	2
ENGR	210	Statics	4
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 Geom/Calculus I ²	4
MATH	175	Analytic Geom/Calculus II	4
MATH	275	Analytic Geom/Calculus III	4
MATH	370	Ordinary Differential 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 Micro/Bacteriology ¹	4
GEOL	101	Physical Geology ¹	4

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 50 for the A.S. degree.

CHEM	111	Prin of Gen College Chemistry I ¹	4
CHEM	112	Prin of Gen College Chemistry II ¹	4
CHEM	277	Organic Chemistry I	4
CHEM	287	Organic Chemistry II	4
CS	150	Computer Science I	4
ECON	201	Principles of Economics (Macro) ³	3
or ECON	202	Principles of Economics (Micro) ³	(3)
ENGR	210	Statics	4
ENGR	223	Engineering Analysis	3
MATH	170	Analytic Geometry/Calculus I ²	4
MATH	175	Analytic Geometry/Calculus II	4
MATH	275	Analytic Geometry/Calculus III	4
MATH	370	Ordinary Differential Equations	3
PHYS	211	Engineering Physics I ¹	5
PHYS	212	Engineering Physics II ¹	5

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 ful-

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

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

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
HUMS	101	Montage: Introduction to the Humanities	3
PHIL	201	Logic and Critical Thinking	3
_____	_____	One Foreign Language	16
_____	_____	PE. 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
TOTAL			64-69

¹ Select electives from A.A. degree requirements on page 48.

ENVIRONMENTAL HEALTH

Transfer Program

This program is designed for students planning to transfer to an environmental health program at Boise State University. Refer to the BSU catalog, Dept. of Community and Environmental Health Programs, for guidance during the first two years. Students must spend 20 hours with environmental health agencies prior to beginning upper division (junior) courses. An internship with public health agencies is also required as part of upper division level students.

ASSOCIATE OF SCIENCE DEGREE

BIOL	202	General Zoology	4
BIOL	203	General Botany	4
BIOL	204	Introduction to Life Sciences	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	147	Precalculus	5
MATH	148	Graphing Calculator	1
PHIL	101	Introduction to Philosophy	3
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4
PSYC	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
_____	_____	PE. Activity/Dance	2

_____	_____	Arts and Humanities Electives ¹	6-9
_____	_____	Social Science Electives ¹	6-9
TOTAL			64-72

¹ Select electives from A.S. degree requirements on page 50.

ENVIRONMENTAL SCIENCE

Transfer Program

An Associate of Science Degree in Environmental Sciences program is designed for students who desire professional careers in the environmental sciences. This degree will fulfill requirements for the following B.S. degree programs at the University of Idaho: Environmental Science, Forestry Resources, Plant Science, Range Resources, Fisheries Resources, and Wildlife Resources.

ASSOCIATE OF SCIENCE DEGREE

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 Mgmt	2
BIOL	290	Principles of Wildlife Biology	2
CHEM	111	Principles of General College Chemistry I	4
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	130	Finite Math	4
or MATH	147	Precalculus	(5)
or MATH	148	Graphing Calculator	(1)
_____	_____	PE. Activity/Dance ¹	2
_____	_____	Arts and Humanities Electives ¹	6
_____	_____	Science or Math Electives ¹	8
_____	_____	Social Science Electives ¹	9
Total			64-66

¹ Select electives from A.S. degree requirements on page 50.

FOREIGN LANGUAGE

Transfer Program

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

The knowledge of foreign languages is much needed and in demand in 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	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
_____	_____	PE Activity/Dance	2
_____	_____	Foreign Language (select one) ¹	16
_____	_____	Math Elective (253 recommended) ¹	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
TOTAL			64-66

¹ Select electives from A.A. degree requirements on page 48.

FORESTRY / WILDLIFE / RANGE / WILDLAND RECREATION MANAGEMENT

Transfer Program

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

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

ASSOCIATE OF SCIENCE DEGREE

BIOL	101	Forestry Orientation	1
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BIOL	202	General Zoology	4
BIOL	203	General Botany	4
BIOL	204	Introduction to Life Sciences	4
BIOL	221	Forest Ecology	4
BIOL	241	Systematic Botany	4
CHEM	101	Essentials of General Chemistry I	4
COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
ECON	201	Principles of Economics (Macro)	3
ECON	202	Principles of Economics (Micro)	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
GEOL	101	Physical Geology	4
MATH	160	Survey of Calculus	4
_____	_____	or MATH 170 Analytic Geometry and Calculus I	(4)
MATH	253	Principles of Applied Statistics	3
PHYS	101	Fundamentals of Physical Science	4
_____	_____	PE Activity/Dance	2
_____	_____	Arts and Humanities Electives ¹	6-9
_____	_____	Social Science Electives ¹	6-9
TOTAL			69

¹ Select electives from A.S. degree requirements on page 50.

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

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
_____	_____	PE 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
_____	_____	Cultural Diversity Elective ¹	3
_____	_____	General Electives	14-16
TOTAL			64

¹ Select electives from A.A. degree requirements on page 48.

ASSOCIATE OF SCIENCE DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3

—	—	PE. 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	26-27
TOTAL			64

¹ Select electives from A.S. degree requirements on page 50.

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

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	Introduction to Speech Communication	3
CS	185	Intro to Num. Computing with FORTRAN	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
GEOL	101	Physical Geology	4
GEOL	102	Historical Geology	4
GEOL	255	Systematic Mineralogy	4
MATH	170	Analytic Geometry and Calculus I	4
MATH	253	Principle of Applied Statistics	3
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4
—	—	PE. Activity/Dance	2
—	—	Arts and Humanities Electives ¹	9
—	—	Social Science Electives ¹	6
—	—	Geology Elective	4
TOTAL			73

¹ Select electives from A.S. degree requirements on page 50.

GRAPHIC DESIGN

Associate of Applied Science Degree

This occupational program prepares its graduates to meet the challenges of graphic design and related professions. The curriculum aims to equip students with the skills, knowledge, and abilities necessary to enter the job market. The broad range of media used to implement creative and aesthetic solutions include work in print advertising, packaging, and a variety of electronic media including computer graphics and the Internet. This program fulfills the requirements for an Associate of Applied Science degree. Students must be accepted into the program prior to enrolling in graphic design coursework.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

ART	100	Survey of Art ¹	3
ART	111	Drawing I	2
ART	112	Drawing II	2
ART	121	2D Design Foundations	3
ART	122	3D Design Foundations	3
ART	217	Life Drawing	3
ART	231	Beginning Painting	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	Designing for Web Market	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
PROGRAM TOTAL			64-67

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 52. 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. degree general education requirements listed on page 52.

HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION (HVAC)

Professional-Technical Program

Completion of the 9-month certificate program in Heating, Ventilation, Air Conditioning & Refrigeration program at North Idaho College prepares the student for an entry-level position 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 co-operative 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 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 45).

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

CERTIFICATE OF COMPLETION

First Semester			
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 ²	3
BUSA	135	Computer App for Tech Program	2
Semester Total			21

Second Semester			
HVAC	171L	HVAC/R Lab	5
HVAC	175	HVAC Systems	4
HVAC	177	Refrigeration	4
HVAC	180	HVAC/R Codes & Licenses	3
ATEC	117	Occupational Relations ²	2
ENGL	099	Fundamentals of Writing ¹	3
Semester Total			21
PROGRAM TOTAL			42

¹ Student may substitute a higher course with instructor permission.

² Students may substitute another 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, 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 a 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. It is also 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

COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
HIST	101	History of Civilization	3
HIST	102	History of Civilization	3
HIST	111	United States History	3
HIST	112	United States History	3
MATH	123	Contemporary Math	3
PHIL	201	Logic and Critical Thinking	3
_____	_____	P.E. Activity/Dance	2
_____	_____	Social Science Electives (other than history) ¹	9
_____	_____	Arts and Humanities Electives ¹	6
_____	_____	Laboratory Science Electives ¹	8
_____	_____	History Electives ¹	3
_____	_____	Cultural Diversity Elective ¹	3
_____	_____	General Elective	3
TOTAL			64

¹ Select electives from A.A. degree requirements on page 48.

ASSOCIATE OF SCIENCE DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
HIST	101	History of Civilization	3
HIST	102	History of Civilization	3
HIST	111	United States History	3
HIST	112	United States History	3
MATH	123	Contemporary Math	3
_____	_____	P.E. Activity/Dance	2
_____	_____	Foreign Language ¹	8
_____	_____	Social Science Elective (other than history) ²	6

_____	_____	Arts and Humanities Electives ²	6
_____	_____	Laboratory Science Electives ²	8
_____	_____	History Elective ²	3
_____	_____	General Electives	7
TOTAL			64

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

² Select electives from A.A. and A.S. degree requirements on pages 48-50.

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, child health, aging, social work, or residential care. Class and field experience combine to develop student skill in assistance with individual and group rehabilitation or treatment, problem solving, life-skill training, assessment and behavioral intervention.

This program offers an 11-month Certificate of Completion (two semesters and a summer session) or a two-year Associate of Applied Science degree.

Classes begin each fall, and students must obtain approval from the program coordinator, successful completion of Fall Semester coursework, and completion of the following prerequisite coursework prior to field experience in the spring and summer session: Certified Nursing Assistant (CNA) training, a criminal background check, PSB Health Aptitude Test (offered in September and October - \$10), and medical history (immunizations may be necessary) are required prior to acceptance to Spring Semester.

CERTIFICATE OF COMPLETION

First Semester			
HSS	101	Intro to Human Services	2
HSS	102	Intro to Human Services Lab	1
PSYC	101	Intro to Psychology	3
or SOC	101	Intro to Sociology	(3)
or SOC	102	Social Problems	(3)
COMM	101	Intro to Speech Communication	3
or ALTH	107	Communication for Allied Health Professions	(1)
ENGL	099	Fundamentals of English (or higher)	3
MATH	015	Basic Math or higher	3
_____	_____	HSS Elective (select from elective list below)	3
Semester Total			18

Second Semester			
HSS	107	Helping Process	1
HSS	108	Helping Skills Lab	1
HSS	110	Direct Care Assess & Intervention	4

HSS	111	Hum Svs Field Exp. & Seminar I	3
_____	_____	HSS Electives (select from elective list below)	6
Semester Total			15
Summer Session			
HSS	121	Human Services Field Exp. & Seminar II	6
ATEC	110	Successful Job Search	1
Session Total			7
PROGRAM TOTAL			40

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			
COMM	101	Intro to Speech Communication ¹	3
HSS	101	Intro to Human Services	2
HSS	102	Intro to Human Services Lab	1
PSYC	101	Intro to Psychology ¹	3
or SOC	101	Intro to Sociology ¹	(3)
or SOC	102	Social Problems ¹	(3)
_____	_____	HSS Electives (select from elective list below)	3
Semester Total			12

Second Semester			
HSS	107	Helping Process	1
HSS	108	Helping Process Lab	1
HSS	110	Direct Care & Intervention	4
HSS	111	Human Svs Field Exp. & Seminar I	3
_____	_____	HSS Electives (select from elective list below)	6
Semester Total			15

Summer Session			
ATEC	110	Successful Job Search	1
HSS	121	Human Svs Field Exp. & Seminar II	6
Session Total			7

Third Semester			
ENGL	101	English Composition ¹	3
HSS	220	Crisis Theory & Intervention	3
HSS	221	Field Exp. & Seminar III	4
PSYC	101	Intro to Psychology ¹	3
or SOC	101	Intro to Sociology ¹	(3)
or SOC	102	Social Problems ¹	(3)
Semester Total			13

Fourth Semester			
HSS	230	Case Management	3
HSS	231	Field Exp. & Seminar IV	4
MATH	123	Contemporary Math ^{1,2}	3-4
PHIL	103	Ethics	3
Semester Total			13-14
PROGRAM TOTAL			60-61

¹ Satisfies A.A.S. degree general education requirements listed on page 52.

² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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

A total of nine elective credits is required and must be approved by the program coordinator.

ALTH	105	Infection Prevention	2
ANTH	102	Cultural Anthropology ¹	3
ANTH	225	Native People of North America	3
BUSA	101	Intro to Business	3
BUSO	109	Medical Terminology	3
CHD	134	Infancy/Middle Childhood	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	233	Interpersonal Communication ¹	3
COMM	236	Small Group Communication	3
COMM	220	Intro to Intercultural Communication	3
EDUC	190	Special Education Lab	3
EDUC	275	Education of the Exceptional Individual	3
LAWE	101	Intro 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	Intro to Social Work	3
SOWK	241	SW Generalist Practice	3

¹ Satisfies A.A.S. general education degree requirements listed on page 52.

JOURNALISM

Transfer Program

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

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

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
POLS	101	American National Government	3
PSYC	101	Introduction to Psychology	3

Core Electives:

_____	_____	Arts and Humanities Electives ¹	6
_____	_____	Cultural Diversity Elective ¹	3-4
_____	_____	Social Science Electives (Group 3 & 4) ¹	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	Sentinel Staff	1-2
COMJ	121	News Writing	3
COMJ	140	Mass Media in a Free Society	3
COMJ	204	Editing	2
COMJ	222	Reporting	3
COMM	111	Interview Techniques	2
COMP	281	Introduction to Photography	3
TOTAL			65-67

Optional coursework, not required for degree:

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

¹ Select electives from A.A. degree requirements on page 48.

ASSOCIATE OF SCIENCE DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
PSYC	101	Introduction to Psychology	3

Core Electives:

_____	_____	Arts and Humanities Electives 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	Sentinel Staff	1-2
COMJ	121	News Writing	3
COMJ	140	Mass Media in a Free Society	3
COMJ	204	Editing	2
COMJ	222	Reporting	3
COMM	111	Interview Techniques	2
COMP	281	Introduction to Photography	3
COMP	289	Photojournalism	3
PHIL	103	Ethics	3
POLS	101	American National Government	3
TOTAL			65-66

Optional coursework, not required for degree:

COMJ	100	Sentinel Staff (Continuing)	1-2
COMJ	298	Journalism Practicum	2

¹ Select electives from the A.S. degree requirements on page 50.

LAW ENFORCEMENT

Professional-Technical Program

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

Applications for the Sophomore Law Enforcement block may be picked up from T. Leach, Room 239, Hedlund Building, three weeks before midterm week each semester. Application and acceptance into the Sophomore Law Enforcement block is required before enrolling in courses numbered 200 and above. Applicants for the Sophomore Law Enforcement block must undergo a polygraph examination, fingerprinting, and a background check. A Hepatitis B vaccination is available at the Sophomore Law Enforcement level for a fee.

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

CERTIFIED LAW ENFORCEMENT PROFESSIONALS

Students who successfully complete or challenge the POST Academy will be given credit for LAWE 219-228. Credit may also be granted for LAWE 290 and 293, the internship sequence, for individuals who have successfully completed the POST Academy and have been continuously employed as full-time law enforcement officers for more than six consecutive months. Contact the Law Enforcement Program instructor or coordinator for more information.

ADMISSIONS PROCEDURES

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 Law Enforcement 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

ENGL	101	English Composition ¹	3
LAWE	103	Intro to Criminal Justice	3
POLS	101	American National Government ¹	3
PSYC	101	Intro to Psych ¹	3
		A.A.S. Math Requirement ²	3-4
Semester Total			15-16

Second Semester

BUSA	100	Intro to Computers	3
or CS	100	Intro to Computer Science	(3)
or BUSA	135	Comp App for AT Students	(3)
PE	288	First Aid	3
POLS	102	State & Local Government ¹	3
COMM	101	Intro to Speech Communication ¹	3
ENGL	202	Technical Writing	3
PSYC	205	Developmental Psych ¹	3
Semester Total			18

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
Semester Total			15

Fourth Semester

LAWE	290	Law Enforcement Theory	3
LAWE	293	Law Enforcement Intern	10-12
Semester Total			13-15
PROGRAM Total			61-64

¹ Satisfies the A.A.S. degree general education requirements listed on page 52.

² Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52.

ADMINISTRATION OF JUSTICE

The Administration of Justice program is an option designed for working law enforcement professionals who aspire to have, or are entering, managing positions. Credit will be awarded for POST coursework. This program has a selective admissions process. Contact Tad Leach, Room 239 in the Hedlund Building, for more information.

ASSOCIATE OF APPLIED SCIENCE DEGREE

First Semester

BUSA	100	Introduction to Computers	3
ENGL	101	English Composition	3
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	1
POLS	101	American National Government	3
PSYC	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3

Second Semester

COMM	101	Introduction to Speech Communication	3
ENGL	102	English Composition	3
or ENGL	202	Technical Writing	(3)
LAWE	293	Law Enforcement Internship ²	10
POLS	102	State and Local Government	3
SOC	220	Marriage and Family	3
or SOC	283	Death and Dying	(3)
PSYC	205	Developmental Psychology	3

Third Semester

COMM	233	Interpersonal Communication	3
or COMM	236	Small Group Communication	(3)
LAWE	240	Administration of Justice I	3
MATH	130	Finite Mathematics	4
PSYC	211	Abnormal Psychology	3
or PSYC	223	Stress Management	(3)
or FLAN	—	Foreign Language ³	(3)

Fourth Semester

PHIL	201	Logic and Critical Thinking	3
LAWE	241	Administration of Justice II	3
TOTAL			68

¹ POST Basic Academy courses may satisfy the requirement for LAWE 219-228.

² Credit may be given for LAWE 293 to individuals who have successfully completed the POST Basic Academy exam and have been continuously employed as full-time law enforcement officers for more than six consecutive months.

³ Any foreign language course (French, German, Japanese, or Spanish) may satisfy this requirement. FLAN 104 or 207 does not satisfy this requirement.

LEGAL ADMINISTRATIVE ASSISTANT

Professional-Technical Program

The Legal Administrative Assistant Program is a rich mix of specific course work 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 a public defender's office, prosecuting attorney's office, private law firm, 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.

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

BUSA	121	Introduction to Spreadsheets	1
BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
BUSO	175	Grammar Skill Building	3
COMM	101	Intro to Speech Communication ²	3
PLEG	101	Introduction to Legal/Law	2
PSYC	101	Introduction to Psychology ²	3
—	—	A.A.S. General Ed Requirement ^{2,3}	3
Semester Total			17

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 Transcription/Doc. Format	1
ENGL	101	English Composition ²	3
Semester Total			16

Third Semester

BUSO	174	Word Processing/Applications	3
BUSO	205	Legal Terminology/Transcription I	3
BUSO	291	Legal Administrative Assistant Internship I	4
BUSO	295	Office Procedures	3
ENGL	272	Business Writing	3
Semester Total			16

Fourth Semester

BUSA	265	Legal Environment of Business	3
BUSO	206	Legal Terminology/Transcription II	3
BUSO	292	Legal Administrative Assistant Internship II	4

PLEG 103	Criminal Procedures	2
or PLEG 104	Civil Litigation	(2)
_____	A.A.S. Math Requirement ^{2,5}	3-4
Semester Total		15-16
PROGRAM TOTAL		64-65

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 52.

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

Prospective students should have basic algebra and geometry skills with mechanical aptitude. Computer and keyboarding skills are highly recommended. Placement in specific English and Math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 45).

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

ADVANCED TECHNICAL CERTIFICATE OF COMPLETION

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	3
Semester Total		15
Second Semester		
A TEC 120	Occupational Relations ²	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
Semester Total		15
Third Semester		
MACH 231	Computers in Machining	3
MACH 253L	Advanced Machining Lab I	5
MACH 273	Intermediate Blueprint Reading	3
MACH 283	Computer Numerical Control Theory I	5
Semester Total		16
Fourth Semester		
ENGL 099	Fundamentals for Writing ¹	3
MACH 254L	Advanced Machining Lab II	5
MACH 274	Geometric Dimensioning & Tolerancing	3
MACH 284	Advanced Machining Processes	5
Semester Total		16
PROGRAM TOTAL		62

¹ Student may substitute a higher course with instructor permission.

² Student 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		
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 (MATH 143 recommended) ¹	3-4
Semester Total		18-19
Second Semester		
MACH 152L	Machine Technology Lab II	5
MACH 160	Manufacturing Processes	4
MACH 172	Blueprint Reading II	2
MACH 185	SPC & Mechanical Measurement	1
ENGL 101	English Composition ²	3
Semester Total		15
Third Semester		
MACH 231	Computers in Machining	3
MACH 253L	Advanced Machining Lab I	5
MACH 273	Intermediate Blueprint Reading	3
MACH 283	Computer Numerical Control Theory I	5
_____	A.A.S. General Ed Requirement ¹	3
Semester Total		19
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 ^{1,3}	3
Semester Total		16
PROGRAM TOTAL		69

¹ Select from A.A.S. degree general education requirements listed on page 52.

¹ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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.

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, and 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. NIC's 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 for acceptance 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 45).

CERTIFICATE OF COMPLETION

First Semester			
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
Semester Total			20
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
Semester Total			20
Summer Session			
MM	153	Maintenance Mechanic Theory III	2

MM	153L	Maintenance Mechanic Lab III	4
Session Total			6
PROGRAM TOTAL			46

¹ Student may substitute a higher course with instructor permission.

² Student 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

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	170	Analytic Geometry and Calculus I	4
MATH	175	Analytic Geometry and Calculus II	4
MATH	187	Discrete Math	4
MATH	275	Analytic Geometry and Calculus III	4
MATH	335	Linear Algebra	3
MATH	370	Intro to Ordinary Differential Equations	3
PHYS	211	Engineering Physics I	5
PHYS	212	Engineering Physics II	5
—	—	PE Activity/Dance	2
—	—	Laboratory Science Electives (CHEM 111 and 114 recommended) ¹	8
—	—	Computer Science Elective ¹	2-3
—	—	Arts and Humanities Electives ¹	9
—	—	Social Science Electives ¹	6
TOTAL			66-67

¹ Select electives from A.S. degree requirements on page 50.

MEDICAL ADMINISTRATIVE ASSISTANT

Professional-Technical Program

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

terminology, anatomy, medical transcription, and medical coding.

Physicians rely on well-trained medical administrative assistants to help them in the documentation of patient care. The medical administrative assistant's job, using the latest technology, may include transcribing reports, composing and processing correspondence, coding of diagnoses and procedures, completing insurance forms, maintaining financial records, greeting and scheduling patients, and other related duties. Strong human relation skills are a must in this field.

The student will be provided the opportunity to develop skills to gain employment in clinics, private medical practices, hospitals, nursing homes, medical insurance and billing companies and 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.

PRE-MEDICAL ADMINISTRATIVE ASSISTANT SEQUENCE

BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
Total			2
First Semester			
BUSA	121	Introduction to Spreadsheets	1
BUSO	109	Medical Terminology	3
BUSO	156	Medical Software Applications	1
BUSO	173	Word Processing	3
BUSO	175	Grammar Skill Building	3
BUSO	176	Machine Transcription/Doc. Format	1
ENGL	101	English Composition ²	3
Semester Total			15
Second Semester			
ACCT	110	Small Business Accounting	3
or ACCT	201	Principles of Accounting ³	(3)
BUSO	110	Medical Transcription	2
BUSO	115	Records System Management	3
BUSO	174	Word Processing Applications	3
COMM	101	Introduction to Speech ²	3
PSYC	101	Introduction to Psychology ²	3
Semester Total			17
Third Semester			
BIOL	100	Fundamentals of Biology ²	4
or BIOL	175	Human Biology ²	(4)
BUSA	185	Business Math	3
BUSO	194	Legal Issues in Health Care	1
BUSO	210	Advanced Medical Transcription	2
BUSO	287	Medical Admin. Assistant Intern I	4
BUSO	295	Office Procedures	3
Semester Total			17

Fourth Semester			
BUSO	257	Medical Coding	3
BUSO	288	Medical Admin. Assistant Intern II	4
ENGL	272	Business Writing	3
PE	288	First Aid	3
A.A.S. Math Requirement ⁴			3-4
Semester Total			16-17
PROGRAM TOTAL			67-68

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

⁴ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52.

MEDICAL CLAIMS ASSISTANT

Professional-Technical Program

The medical claims assistant 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 Associate in Applied Science Degree in Medical Claims Assisting includes both theoretical and practical laboratory instruction. Trained, qualified medical claims assistants are in demand, particularly if they possess ICD and CPT coding skills.

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 claims assistant 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).

ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Medical Claims 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			
ACCT	110	Small Business Accounting	3
BUSA	121	Introduction to Spreadsheets	1
BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
BUSO	109	Medical Terminology	3
COMM	101	Introduction to Speech ²	3
ENGL	101	English Composition ²	3
Semester Total			15

Second Semester			
ACCT	111	Small Business Accounting II	3
BUSA	122A	Intermediate Spreadsheets	1
BUSA	185	Business Math	3
BUSO	115	Records Systems Management	3
BUSO	173	Word Processing	3
BUSO	257	Medical Coding	3
Semester Total			16

Third Semester			
ACCT	244	Credit and Collections	3
BIOL	100	Fundamentals of Biology ¹	4
or BIOL	175	Human Biology ¹	(4)
BUSO	156	Medical Software Applications	1
BUSO	194	Legal Issues in Health Care	1
BUSO	281	Medical Claims Assistant Intern I	4
PSYC	101	Introduction to Psychology ²	3
Semester Total			16

Fourth Semester			
BUSA	101	Introduction to Business	3
BUSA	265	Legal Environment of Business	3
BUSA	282	Medical Claims Assistant Intern II	4
ENGL	272	Business Writing	3
		A.A.S. Math Requirement ³	3-4
Semester Total			16-17
PROGRAM TOTAL			63-64

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 52.

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 for medical transcriptionists. 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 Transcriptionists (AAMT).

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

BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
Total			2

First Semester			
BIOL	227	Human Anatomy & Physiology I ²	4
BUSO	109	Medical Terminology	3
BUSO	173	Word Processing	3
BUSO	175	Grammar Skill Building	3
BUSO	176	Machine Transcription/Doc. Format	1
Semester Total			14

Second Semester			
BIOL	228	Human Anatomy & Physiology II ²	4
BUSO	110	Medical Transcription	2
BUSO	115	Records Systems Management	3
BUSO	174	Word Processing Applications	3
ENGL	101	English Composition ²	3
Semester Total			15

Third Semester			
BUSO	194	Legal Issues in Health Care	1
BUSO	210	Advanced Medical Transcription	2
BUSO	283	Medical Transcription Intern I	3
BUSO	295	Office Procedures	3
ENGL	272	Business Writing	3
PHAR	151	Introduction to Pharmacology	2
Semester Total			14

Fourth Semester			
BUSO	284	Medical Transcription Intern II	3
COMM	101	Intro to Speech Communication ²	3
PHAR	152	Advanced Pharmacology	3
PSYC	101	Introduction to Psychology ²	3
		A.A.S. Math Requirement ³	3
Semester Total			15
PROGRAM TOTAL			60

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 52.

MUSIC

Transfer Program

This program is designed for students who wish to pursue a professional career in music by providing the necessary background in music theory, history, and performance. Students also may pursue their musical interests as an avocation through

the program. Music courses promote skills which prepare students for fields outside of music, emphasizing communication, literary, physical, technical, and business skills.

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

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MUS	117	Music Convocations (each semester)	0
MUS	124	Individual Instruction	8
MUS	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
—	—	P.E. 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 Elective ¹	3
—	—	Cultural Diversity Elective ¹	3
—	—	Music Performance Electives ¹	2
PROGRAM TOTAL			69-71

¹ Select electives from the A.A. degree requirements on page 48.

ASSOCIATE OF SCIENCE DEGREE

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MUS	117	Music Convocations	0
MUS	124	Individual Instruction	8
MUS	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	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	251	Introduction to Music History	3
—	—	P.E. Activity/Dance	2
—	—	Arts and Humanities Electives ¹	
—	—	Mathematics Elective ¹	3
—	—	Social Science Electives ¹	6
—	—	Laboratory Science Electives ¹	8
—	—	Music Performance Electives	2
TOTAL			71

¹ Select electives from the A.S. degree requirements on page 50.

**NURSING: PRACTICAL
NURSING (PN)**

Professional-Technical Program

This 11-month Certificate of Completion program prepares students for entry-level employment as practical nurses in hospitals, home health care, convalescent homes, and related health service professions. 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 March 5, 2001. 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, Bonner General Hospital, local extended care facilities and the Idaho Division of Professional-Technical Education.

ADMISSIONS PROCEDURES

Application Deadline: March 5, 2001 for acceptance into Fall 2001. The Application Packet for the Practical Nursing program may be picked up at the Admissions Office after November 1.

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 (including current students). 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. Three (3) completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted. Anyone who has attended any other nursing program must submit a fourth recommendation from an instructor or administrator of that program.
4. A completed Personal Statement Form in the student's own handwriting.

5. Results from the PSB Aptitude Exam (see application packet for information on scheduling the exam).
6. High school and college transcripts.

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

Students accepted into the Practical Nursing program must submit a \$100 deposit by the date indicated in their acceptance letter.

ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
2. A minimum cumulative grade point average of 2.50, or a minimum cumulative grade point average of 2.00 of which the grade point average of the last 10-12 credits is a 2.50 or above. These last 10-12 credits must include four credits of laboratory science required by the Practical Nursing Program.
3. **PREREQUISITE COURSES:** The following courses must be successfully completed by June of the year application for admission is made:
 - a. CHEM 101 or one year of high school chemistry with lab, with a grade of C or higher each grading period, taken within the seven years prior to applying to the program
 - b. MATH 102
 - c. PSYC 101
 - d. ENGL 099 or NIC assessment scores, taken within the past two years prior to application for admission to the program, indicating placement above ENGL 099.
4. Minimum grades of C or 2.00 must be earned in all courses required for the program.
5. No course may be repeated more than once to achieve a 2.00 grade point.
6. Laboratory Science courses completed more than seven years previous to application to the program must be repeated.
7. The NIC Admissions Office will determine if previous college prerequisites will be acceptable for transfer.

CERTIFICATE OF COMPLETION

Fall Semester			
ALTH	107	Communication Skills	1
ALTH	115	Human Body Structure/Function	3
PN	106	Practical Nursing Theory	6
PN	106L	Practical Nursing Lab	6
Semester Total			16
Spring Semester			
PN 107		Practical Nursing Theory	8
PN 107L		practical Nursing Lab	6
Semester Total			14
Summer Session			
ATEC	110	Successful Job Search	1
PN	108	Practical Nursing Theory	3
PN	108L	Practical Nursing Lab	5
Session Total			9
PROGRAM TOTAL			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 as well as nursing courses which include 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. LPNs must meet the same admission criteria as other program applicants. Those applicants desiring advanced placement should meet with the nursing chair of the Nursing Advanced Placement Committee for advisement.

ADMISSIONS PROCEDURES

Application Deadline: March 5, 2001 for acceptance into Fall 2001. The Application Packet for the Nursing program may be obtained from the Admissions Office after November 1.

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

1. Application for Admission (including current students). New and former students must complete formal admissions process as listed for Degree Seeking Students (Matriculating).
2. Three (3) completed NIC Nursing Recommendation Forms, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted. Applicants who have attended any other nursing program must submit a fourth recommendation from an instructor or administrator of that program.
3. A completed Personal Statement Form in the student's own handwriting.
4. High school and college transcripts.
5. NIC Admission application fee (if not previously paid).

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

Applicants accepted into the Nursing program must submit a \$100 deposit by the date indicated in their acceptance letter.

ADMISSIONS REQUIREMENTS

1. High school diploma or GED.
2. **PREREQUISITE COURSES:** The following courses must be successfully completed by June of the year application for admission is made:
 - a. Algebra: Minimum accepted: Two years of high school algebra with a grade of C or better each grading period; or NIC placement test results indicating placement above MATH 025; or completion of MATH 025 with a grade of C or better.
 - b. Chemistry: One full year of high school chemistry with lab, with a grade of C or higher each grading period; or CHEM 101 with a grade of C or higher. Either option chosen must have been taken within the seven years prior to applying to the program.
 - c. BIOL 227 and BIOL 228
 - d. PSYC 101
 - e. ENGL 101
 - f. COMM 101
3. A cumulative grade point average of 2.50 is required, but a cumulative of 2.75 is preferred.
4. Minimum grades of C or 2.00 GPA must be earned in all courses required for the program.
5. No course may be repeated more than once to achieve a 2.00 grade point.
6. Laboratory Science courses completed more than seven years previous to application to the program must be repeated.

ADDITIONAL INFORMATION

1. Applications for admission to the Associate Degree nursing Program are reviewed by the program's Nursing Selection Committee. The Committee selects candidates for admission to the Fall 2001 class from the pool of qualified applicants. Selection is based upon evaluation of the total application file. Completion of all laboratory sciences, and/or completion of A.S. Degree requirements beyond the nursing prerequisites, and/or a cumulative GPA of 2.75 and above may strengthen the application.
2. Letters informing applicants of the decision on their application will be mailed on April 15.
3. The additional coursework required to meet the A.S. degree requirements that is not completed at the time of admission to the Nursing Program must be completed by the end of the program.
4. The Office of Admissions will determine if previous prerequisite college credits will be acceptable for transfer. The Nursing Division will determine if previous nursing credits will be acceptable for transfer.
5. Arrangements will be made on an individual basis for students entering with previous nursing credits.
6. Advanced placement is available for Licensed Practical Nurses.

Applicants must meet the same criteria and deadlines as other program applicants, plus submit an additional recommendation from their Practical Nurse Program instructor. Contact the Nursing Division for specific guidelines and further information.

ASSOCIATE OF SCIENCE DEGREE

Prerequisites (See list above)

First Year (Fall Semester)

BIOL	250	General Microbiology/Bacteriology	4
NURS	190	Nursing Practice I	8
SOC	101	Intro to Sociology ¹	3
—	—	Physical Education Requirement ^{1,2}	1
Semester Total			16

First Year (Spring Semester)

ENGL	102	English Composition ¹	3
NURS	195	Nursing Practice II	8
—	—	Mathematics Requirement ^{1,2}	3
Semester Total			14

First Year (Summer Session)

NURS	198	Nursing Practice Clinical Practicum ¹	1
Session Total			1

Second Year (Fall Semester)

NURS	290	Nursing Practice III	8
—	—	Social Science/Humanities Requirement ^{1,2}	3
—	—	Humanities Requirement ^{1,2}	3
Semester Total			14

Second Year (Spring Semester)

NURS	295	Nursing Practice IV	9
—	—	Humanities Requirement ^{1,2}	3
—	—	Physical Education Requirement ^{1,2}	1
Semester Total			13

PROGRAM TOTAL (including prerequisites)			74
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¹ Satisfies A.S. general education core requirement
² Select from courses which meet the A.S. degree requirements on page 50.
³ Elective course - Not part of the required curriculum

NOTE:

- To progress in the nursing curriculum a grade of C or better is required in each nursing course and each general education course listed as a prerequisite for the next nursing course. A grade of C- is acceptable for the math elective, humanities and social science electives only.
- To achieve a grade of C or better in a nursing course requires a 75% minimum theory testing average and a satisfactory clinical performance evaluation.
- For students who wish to continue their education in nursing, BSN completion programs are available through several colleges in Idaho and Eastern Washington.

OFFICE INFORMATION SPECIALIST

Professional-Technical Program

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

Students develop computer application skills as well as interpersonal, decision-making, and analytical skills in order to manage office and business problems and situations. Classes cover word processing and spreadsheets software, as well as workplace issues such as telephone techniques, interpersonal relationships, and technical issues such as manual and electronic records management, organizing bulk mailings, preparing spreadsheets, and producing newsletters and brochures. These classes are designed to train students to become software applications experts, skilled office workers, and an integral part of an office team.

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

ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Office Information 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

BUSA	101	Introduction to Business	3
BUSA	121	Introduction to Spreadsheets	1
BUSA	122A	Intermediate Spreadsheets	1
BUSA	133	Introduction to Windows	1
BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
BUSO	175	Grammar Skill Building	3
-----	-----	AAS General Education Reqmt ^{2,3}	3
Semester Total			14

Second Semester

ACCT	110	Small Business Accounting	3
or ACCT	201	Principles of Accounting ¹	(3)
BUSO	115	Record Systems Mgmt.	3
BUSO	173	Word Processing	3
BUSO	176	Math Transcript & Doc Format	1
ENGL	101	English Composition ¹	3
PSYC	101	Intro to Psychology ¹	3
Semester Total			16

Third Semester

BUSA	185	Business Math	3
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BUSO	174	Word Process Applications	3
BUSO	285	Office Info Spec Internship I	4
BUSO	295	Office Procedures	3
ENGL	272	Business Writing	3
Semester Total			16

Fourth Semester

BUSA	265	Legal Environment of Business	3
BUSO	286	Office Info Spec Internship II	4
COMM	101	Intro to Speech Communication ²	3
-----	-----	A.A.S. MATH requirement ^{3,4}	3-4
Semester Total			13-14
PROGRAM TOTAL			60-62

¹ Students with prior skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSA101B.

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

³ Satisfies the A.A.S. degree general education requirements listed on page 52.

⁴ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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.

⁵ Select from A.A.S. general education requirements on page 52.

OFFICE RECEPTIONIST

Professional-Technical Program

The Office Receptionist Program provides coursework required for a Certificate of Completion that leads to entry-level career opportunities in an office environment. Students may also transfer to an Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, or Office Information Specialist program.

CERTIFICATE OF COMPLETION

First Semester

MATH	015	Basic Mathematics (or higher)	3
BUSO	101A	Basic Keyboarding ¹	1
BUSO	101B	Keyboarding Speed Development ¹	1
BUSA	118	Intro to Word Proc. (WordPerfect)	1
BUSA	121	Introduction to Spreadsheets	1
BUSA	133	Introduction to Windows	1
COMM	233	Interpersonal Communication	3
or COMM	101	Introduction to Speech ²	(3)
ENGL	099	Fundamentals for Writing	3
or ENGL	101	English Composition ³	(3)
Semester Total			14

Second Semester

BUSO	115	Records Systems Management	3
BUSO	173	Word Processing	3
BUSO	175	Grammar Skill Building	3
BUSO	176	Machine Transcription/Doc. Format	1

BUSO 177	Office Receptionist Skills	3
BUSO 186	Office Receptionist Internship	3
Semester Total		16
PROGRAM TOTAL		30

- ¹ Individuals with skills/knowledge of keyboarding may opt to challenge BUSO 101A and/or BUSO 101B.
- ² Students intending to obtain an A.A.S. degree or a four-year degree should take COMM 101.
- ³ Students intending to obtain an A.A.S. degree or a four-year degree should take ENGL 101.

PARALEGAL

Professional-Technical Program

This program provides coursework required for an Associate of Applied Science Degree and 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 investigations 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.

ADMISSIONS PROCEDURES

Application Deadline: October 25, 2000 for acceptance into Spring 2001. An application packet is available from the Admissions Office after September 1.

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

ADMISSIONS REQUIREMENTS

1. Cumulative GPA of 2.00 or higher
2. **PREREQUISITES:** Completion of, or current enrollment in the following, is required:
 - a. BUSO 173
 - b. BUSO 205
 - c. COMM 101
 - d. ENGL 101
 - e. PLEG 101
 - f. PLEG 103
3. One year of legal office experience or completion of a Legal Administrative Assistant (A.A.S. degree) program that contains

at least 135 hours of identified legal office internship, practicum, or field experience. Students currently enrolled in the Legal Administrative Assistant Program may apply when they have met the above-outlined requirements and are currently enrolled in BUSO 292 Legal Administrative Assistant Internship I.

NOTE: Previous legal office experience or internship, practicum, or field experience must have occurred within the past five years.

ASSOCIATE OF APPLIED SCIENCE DEGREE

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.

BUSO	115	Records System Management	3
BUSO	175	Word Processing	3
BUSO	205	Legal Terminology/Transcription I	3
BUSO	206	Legal Terminology/Transcription II	3
COMM	101	Intro to Speech Communication ¹	3
ENGL	101	English Composition ¹	3
PLEG	101	Intro to Law and Legal Practice	2
PLEG	103	Criminal Procedure	2
PLEG	104	Civil Litigation	2
PLEG	125	Contracts	3
PLEG	135	Torts	3
PLEG	201	Legal Ethics	1
PLEG	205	Law Office Management	1
PLEG	210	Legal Research I	3
PLEG	211	Legal Research II	3
PLEG	220	Legal Writing I	3
PLEG	221	Legal Writing II	3
PLEG	230	Evidence	3
PLEG	290	Paralegal Internship I	3
PSYC	101	Intro to Psychology ¹	3
—	—	Paralegal Electives ²	6
—	—	A.A.S. General Ed Requirement ^{1,3}	3
—	—	A.A.S. Math Requirement ^{1,4}	3-4
PROGRAM TOTAL			63-64

¹ Satisfies A.A.S. general education requirement

² Choose from PLEG 240, 245, 250, 255, 260, 265, 270 or 291.

³ Select from A.A.S. general education requirements on page 52.

⁴ Mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 its graduates for positions working under the supervision of a licensed and registered pharmacist in ambulatory 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 skill in pharmaceutical preparation, maintaining patient profiles or records, performing stock procedures, communication and presentation, and computer use to enter, store, and recall patient information.

The Pharmacy Technology program 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 Certificate of Completion can be obtained in an 11-month course of study.

NOTE: Contact the Allied Health Division at (208) 769-3279 for further information.

ADMISSIONS PROCEDURES

Application Deadline: October 27, 2000 for acceptance into Spring 2001. An application packet is available from the Admissions Office after September 1.

In addition to the regular college admissions requirements, students applying to the Pharmacy Technology program need to complete an application form. Current students should already have paid their application fee and have transcripts on file, but still need to submit a new admission application when applying to the Pharmacy Technology program. The Application Packet for the Pharmacy Technology program may be picked up at the Admissions Office after September 1.

1. Application for Admission (including current students). New and former students must complete formal admissions as listed for Degree Seeking Students (matriculating).
2. Completed Personal Statement Form in the student's handwriting.
3. Three letters of recommendation, preferably from an employer, teacher, counselor, or volunteer supervisor. Recommendations from family members will not be accepted.

ADMISSIONS REQUIREMENTS

1. High school diploma with one year of algebra (grade of C or better) and a GPA of 2.5 or better or GED with an average score of 45 with a math score of 58.
2. Completion of NIC Compass test (or equivalent) with an algebra score of 34 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, 2000. See application packet for information on scheduling the exam. There is a \$10 testing fee.

5. PREREQUISITES: A minimum grade of "C" (2.00) must be achieved in the following prerequisite courses:

- a. ALTH 101, 102
- b. BUSO 101A, 101B
- c. ENGL 101

6. No course may be repeated more than once to achieve a 2.00 grade point average.

7. Completion of a criminal record background check.

CERTIFICATE OF COMPLETION

Pre-Pharmacy Technology Students:

Fall Semester

BIOL	175	Human Biology	4
BUSO	109	Medical Terminology/Anatomy	3
BUSO	156	Medical Software Applications	1
MATH	102	Comp. Skills for Allied Health	3
PHAR	151	Introduction to Pharmacology	2
PHAR	171	Applied Pharmacy Technology I	2
Semester Total			15

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
Semester Total			16

Summer Session (10 weeks)

ALTH	110	Over the Counter/Herbal Medication	2
PHAR	185	Pharm Tech Practicum & Seminar II ¹	4
ATEC	110	Successful Job Search	1
Session Total			7
PROGRAM TOTAL			38

¹ One-half of students will be scheduled in ambulatory 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 requirements by intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
ENGL	101	English Composition	3

ENGL	102	English Composition	3
PHIL	101	Introduction to Philosophy	3
PHIL	103	Ethics	3
PHIL	111	World Religions	3
PHIL	131	Introduction to Religion	3
PHIL	201	Logic and Critical Thinking	3
—	—	PE Activity/Dance	2
—	—	Foreign Language (200 level or higher)	4
—	—	Social Science Electives ¹	9
—	—	Laboratory Science Electives ¹	8
—	—	Mathematics Electives ¹	3-4
—	—	Arts and Humanities Electives ¹	3
—	—	General Electives	7-8
PROGRAM TOTAL			64

¹ Select electives from the list of A.A. degree requirements on page 48.

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 coaching and outdoors, or a minor in health education. Completion of the following courses results in an associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of the baccalaureate degree requirements for physical education at the University of Idaho-Coeur d'Alene campus.

ASSOCIATE OF SCIENCE DEGREE

BIOL	227	Anatomy and Physiology	4
BIOL	228	Anatomy and Physiology	4
COMM	101	Introduction to Speech	3
EDUC	201	Introduction to Teaching	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
ENGL	205	Interdisciplinary Writing	3
ENGL	227	Survey of American Literature	3
or ENGL	228	Survey of American Literature	(3)
PE	160	Foundations of Physical Education	3
PE	220	Sports and Society	2
PE	221	Fitness Activities and Concepts	2
PE	222	Wellness Lifestyles	3
PE	235	Individual/Team Sports ¹	
or PE	236	Individual/Team Sports (select a total of 7)	7
PE	235E	Weight Training	1
PE	243	Play and Game Theory	2
PE	288	First Aid	3
PSYC	101	Introduction to Psychology	3
SOC	101	Intro to Sociology	3
—	—	Mathematics Elective ²	3
—	—	Arts & Humanities Elective ²	3
—	—	Social Science Electives (HIST 111, 112 or POLS 101) ²	3

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

² Select electives from the list of A.S. degree requirements on page 50.

COACHING OPTION

(13 additional credits; no minor needed)

BIOL	207	Concepts in Human Nutrition	3
SOC	155	Drug Abuse: Fact, Fiction & the 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
PE	248	Athletic Injuries	3

OUTDOOR OPTION

(15 additional credits; no minor needed)

A student may qualify for a Certificate of Completion by completing all courses within the Outdoor Option along with prior completion of PEE 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
SOC	155	Drug Abuse: Fact, Fiction & the Future	3
SOC	220	Marriage and Family	3
PSYC	223	Stress Management	3
PE	222	Wellness Lifestyle	3
PE	288	First Aid	3

PHYSICAL THERAPIST ASSISTANT

Professional-Technical Program

This Allied Health program prepares graduates to work as physical therapist assistants in such settings as hospitals, nursing homes, private practice, rehabilitation centers, and sports medicine clinics. 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 PROCEDURES

Application Deadline: March 16, 2001 for acceptance into Fall 2001.

1. Application for Admission (including current students). New and former students must complete formal admissions as listed for Degree Seeking Students (Matriculating).
2. Transfer applicants must submit official transcripts of work-in-progress from current college. Final transcripts are required when available.

3. Completion of PSB Health Occupation Aptitude Examination. (Testing dates will be determined during Fall Semester. See the application packet for information on scheduling the exam. There is a \$10 testing fee).

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 and ALTH 102
 - b. ALTH 105
 - c. COMM 101
 - d. ENGL 101
 - e. BIOL 227 and BIOL 228
 - f. MATH 123 or higher
 - g. BUSO 109
 - h. PSYC 101
5. A total of 80 hours of volunteer or paid experience in a physical therapy setting. These hours must be completed before fall semester begins.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Enrollment requires prior acceptance into the Physical Therapist Assistant Program.

Fall Semester			
PTA	105	Professional Orientation	3
PTA	106	Kinesiology	4
PTA	108	Fundamentals of Physical Therapy	4
PTA	109	Gross Anatomy	2
Semester Total			13
Spring Semester			
PTA	107	Observation and Measurement	2
PTA	200	Clinical Pathology	3
PTA	202	Physical Modalities	4
PTA	206	Therapeutic Exercise I	4
PTA	210	Clinical Affiliation I	4
Semester Total			17
Summer Session			
PTA	211	Clinical Affiliation II	4
Session Total			4
Fall Semester			
PTA	207	Therapeutic Exercise II	4
PTA	208	PTA Seminar	2
PTA	212	Clinical Affiliation III	4
Semester Total			10
PROGRAM TOTAL (including prerequisites)			71

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

CS	185	Intro to Num. Computing with FORTRAN	3
or CS	150	Computer Science I	(4)
CS	240	Digital Computer Fundamentals	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
COMM	101	Introduction to Speech Communications	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
ENGR	240	Electric Circuits I	4
ENGR	210	Statics	3
ENGR	220	Dynamics of Rigid Bodies	3
MATH	170	Analytic Geometry and Calculus I	4
MATH	175	Analytic Geometry and Calculus II	4
MATH	275	Analytic Geometry and Calculus III	4
MATH	370	Intro to Ordinary Differential Equations	3
PHYS	211	Engineering Physics I	5
PHYS	212	Engineering Physics II	5
—	—	P.E. Activity/Dance	2
—	—	Social Science Electives ¹	6
—	—	Arts and Humanities Electives ¹	9
TOTAL			77

¹ Select electives from the list of A.S. degree requirements on page 50.

POLITICAL SCIENCE AND PRE-LAW

Transfer Program

The Associate of Arts degree program leads to career opportunities in government, teaching, and law (law school). The Associate of Science degree program should be pursued by those students who wish to seek a secondary teaching degree to become a social studies teacher. Completion of the following courses results in an Associate degree and meets the general core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccala-

laureate degree requirements in Political Science and Pre-Law. Course selection should be tailored to match requirements of intended transfer institutions.

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
ECON	201	Principles of Economics	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
HIST	101	History of Civilization	3
or HIST	102	History of Civilization	(3)
MATH	130	Finite Mathematics	4
PHIL	201	Logic and Critical Thinking	3
POLS	101	American National Government	3
POLS	102	State and Local Government	3
POLS	105	Introduction to Political Science	3
PSYC	101	Introduction to Psychology	3
_____	_____	PE. Activity/Dance	2
_____	_____	Foreign Language	16
_____	_____	Computer Science Elective ¹	2-3
_____	_____	Arts and Humanities Electives ¹	9
_____	_____	Laboratory Science Electives ¹	8
TOTAL			71-72

ASSOCIATE OF SCIENCE DEGREE

COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
EDUC	201	Introduction to Teaching	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
ENGL	292	Creative Writing	3
MATH	123	Contemporary Math	3
PHIL	201	Logic and Critical Thinking	3
POLS	101	American National Government	3
POLS	102	State and Local Government	3
POLS	105	Introduction to Political Science	3
_____	_____	PE. Activity/Dance	2
_____	_____	Laboratory Science Electives ¹	8
_____	_____	Arts and Humanities Electives ¹	9
_____	_____	Social Science Electives ¹	6
_____	_____	General Electives	7
TOTAL			65-67

¹ Select electives from the list of A.S. degree requirements on page 50.

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

BIOL	202	General Zoology	4
BIOL	203	General Botany	4
BIOL	204	Introduction to Life Sciences	4
BIOL	231	General Ecology	3
BIOL	241	Systematic Botany	4
BIOL	250	General Microbiology	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
COMM	101	Introduction to Speech Communication	3
ECON	201	Principles of Economics	3
ECON	202	Principles of Economics	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	130	Finite Mathematics	4
_____	_____	PE. Activity/Dance	2
_____	_____	Social Science Elective ¹	3
_____	_____	Arts and Humanities Electives ¹	6
_____	_____	Business Elective (100-level or higher)	3
TOTAL			64

* Select electives from the list of A.S. degree requirements on page 50.

PRE-MEDICAL RELATED FIELDS

Transfer Program

Several options within the pre-medical field are available for students completing this general program option some of which are: Pre-Dental Hygiene, Pre-Medical/Pre-Dental Studies, Pre-Optometry, Pre-Pharmacy, Radiologic Technology, Respiratory Therapy, Radiographic Science, Speech Pathology and Audiology, and Sports Medicine.

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

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

ASSOCIATE OF SCIENCE DEGREE

BIOL	204	Introduction to Life Sciences	4
BIOL	207	Concepts in Human Nutrition	3

BIOL	227	Human Anatomy and Physiology	4
BIOL	228	Human Anatomy and Physiology	4
BIOL	250	General Microbiology	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
CHEM	277	Organic Chemistry I ¹	(3)
CHEM	277L	Organic Chemistry I Lab ¹	(1)
CHEM	287	Organic Chemistry II ¹	(3)
CHEM	287L	Organic Chemistry II Lab ¹	(1)
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	147	Precalculus	5
MATH	148	Graphing Calculator	1
MATH	170	Analytic Geometry and Calculus I	4
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4
PSYC	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
_____	_____	PE. Activity/Dance	2
_____	_____	Arts and Humanities Electives ²	6-9
TOTAL			68-71

¹ See requirements for specific transfer institutions.

² Select electives from the list of A.S. degree requirements on page 50.

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

BIOL	204	Introduction to Life Sciences	4
BIOL	227	Human Anatomy and Physiology	4
BIOL	228	Human Anatomy and Physiology	4
BIOL	250	General Microbiology	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	147	Precalculus	5
MATH	148	Graphing Calculator	1

MATH	170	Analytic Geometry and Calculus I	4
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4
PSYC	101	Introduction to Psychology	3
_____	_____	PE. Activity/Dance	2
_____	_____	Arts and Humanities Electives ¹	6-9
_____	_____	Social Science Electives ¹	3-6
TOTAL			65-71

¹ Select electives from A.S. degree requirements on page 50.

PRE-VETERINARY MEDICINE

Transfer Program

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

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

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

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

ASSOCIATE OF SCIENCE DEGREE

BIOL	202	General Zoology	4
BIOL	204	Introduction to Life Sciences	4
CHEM	111	Principles of General College Chemistry I	4
CHEM	112	Principles of General College Chemistry II	4
CHEM	277	Organic Chemistry I	3
CHEM	277L	Organic Chemistry I Lab	1
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	130	Finite Math	4
or MATH	147	Pre-Calculus	(5)
or MATH	170	Analytic Geometry and Calculus I	(4)
PHYS	111	General Physics I	4
PHYS	112	General Physics II	4

_____	_____	PE. Activity/Dance	2
_____	_____	Arts and Humanities Electives ¹	6-9
_____	_____	Social Science Electives ¹	6-9
_____	_____	General Electives	6
TOTAL			64-65

¹ Select electives from the list of A.A. degree requirements on page 48.

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

COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
PSYC	101	Introduction to Psychology	3
PSYC	205	Developmental Psychology	3
PSYC	218	Intro to Research in the Behavioral Sciences	4
_____	_____	PE. 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	12
TOTAL			64-67

¹ Select electives from the list of A.A. degree requirements on page 48.

SMALL BUSINESS MANAGEMENT

Associate of Applied Science degree

The Small Business Management Program leads to entry-level and mid-management positions in sales, management, marketing, and retailing. It includes required course work for an

Associate of Applied Science Degree in Small Business Management. This course work also provides an opportunity for small business owners to upgrade their management skills. Students must complete a common core of courses to receive an A.A.S. degree.

MANAGEMENT OPTION

Students choosing this option will develop skills in planning, organizing, directing and controlling basic business functions. This option prepares students to work in small or large businesses as well as preparing them for the entrepreneurial role of owning their own business.

MARKETING OPTION

Students choosing this option will focus on marketing, advertising, retailing, and sales. Students learn what motivates customers in making buying decisions and how to identify and anticipate consumer needs.

GENERAL BUSINESS OPTION

Students will complete the core requirements and also have the flexibility to design their own program of study in business with assistance from a faculty advisor. Many small businesses need generalists - people who have broad business knowledge adaptable to various needs.

ASSOCIATE OF APPLIED SCIENCE DEGREE

In addition to the specific Small Business Management courses, students must take a minimum of 16 credits of A.A.S. General Education courses as specified in the program below.

PROGRAM CORE

ACCT	201	Principles of Accounting	3
ACCT	202	Managerial Accounting	3
BUSA	100	Introduction to Computers	3
BUSA	101	Introduction to Business	3
BUSA	121	Introduction to Spreadsheets	1
BUSA	211	Principles of Management	3
BUSA	221	Principles of Marketing	3
BUSA	265	Legal Environment of Business	3
COMM	101	Intro to Speech Communication ¹	3
ECON	201	Principles of Economics (Macro) ¹	3
ECON	202	Principles of Economics (Micro) ¹	3
ENGL	101	English Composition ¹	3
ENGL	272	Business Writing	3
PSYC	101	Introduction to Psychology ¹	3
_____	_____	A.A.S. Math Requirement ¹	3-4
Core Total			43-44

MANAGEMENT OPTION

BMGT	120	Occupational Relations	3
BMGT	236	Human Resource Management	3
BMGT	256	Problem Solving/Team Dynamics	3
BMGT	266	Small Business Management	3
_____	_____	Electives (choose from list below)	5-6
Management Option Total			17-18

MARKETING OPTION

BMGT	120	Occupational Relations	3
BMKT	231	Principles of Retailing	3
BMKT	241	Fund. of Promotion and Advertising	3
BMKT	261	Prn. Professional Selling/Sales Mgt	3
_____	_____	Electives (choose from list below)	5-6
Marketing Option Total			17-18

GENERAL BUSINESS OPTION

Choose 20 credits from elective list below 20

General Business Option Total			20
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ELECTIVES

BUSA	122A	Intermediate Spreadsheets	1
BUSA	122B	Advanced Spreadsheets	1
BUSA	125	Intro to Presentation Software	1
BUSA	185	Business Math	3
BMGT	120	Occupational Relations	3
BMGT	236	Human Resource Management	3
BMGT	256	Problem Solving/Team Dynamics	3
BMGT	266	Small Business Management	3
BMGT	290	Marketing/Management Internship	3
BMKT	231	Principles of Retailing	3
BMKT	241	Fund. of Promotion and Advertising	3
BMKT	261	Prn. Professional Selling/Sales Mgt	3
PHIL	103	Ethics	3
PHIL	201	Logic & Critical Thinking	3
_____	_____	Lab Science Elective	4
PROGRAM TOTAL			60-62

¹ Satisfies A.A.S. General Education Requirement as listed 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 education core requirements at all Idaho public universities. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Social Work. Course selection should be tailored to match requirements defined by the intended transfer institution. Students planning to attend Eastern Washington University should consider the Associate of Arts degree program, while students planning to attend Lewis-Clark State College should pursue the Associate of Science degree program.

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	130	Finite Mathematics (or higher)	4
PHIL	201	Logic & Critical Thinking	3
PSYC	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
SOC	102	Social Problems	3
SOWK	240	Introduction to Social Work	3
SOWK	241	Social Work Generalist Practice	3
_____	_____	PE Activity/Dance	2
_____	_____	Cultural Diversity Elective ¹	3-4
_____	_____	Laboratory Science Electives ²	8
_____	_____	Arts & Humanities Electives (Group 1 & 2) ²	6
_____	_____	Social Science Electives (Group 2 & 3) ²	6
_____	_____	General Electives	9-10
TOTAL			68-70

¹ Intermediate Foreign Language strongly recommended, preferably Spanish.

² Select electives from the A.A. degree requirements on page 48.

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

BIOL	175	Human Biology	4
COMM	101	Introduction to Speech Communication	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	130	Finite Mathematics (or higher)	4
PHIL	103	Ethics	3
POLS	102	State and Local Government	3
PSYC	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3
SOWK	240	Introduction to Social Work	3
SOWK	241	Social Work Generalist Practice	3
_____	_____	PE Activity/Dance	2
_____	_____	Foreign Language-Intermediate ¹	4
_____	_____	Laboratory Science Electives ²	4
_____	_____	General Electives	19
TOTAL			64

¹ Intermediate Foreign Language strongly recommended - preferably Spanish

² Select electives from A.S. degree requirements on page 50.

RECOMMENDED GENERAL ELECTIVES

ANTH	225	Native People in North America	3
PSYC	205	Developmental Psychology	3
PSYC	211	Abnormal Psychology	3
PSYC	223	Stress Management	3

SOC	155	Drug Abuse	3
SOC	102	Social Problems	3
SOC	283	Death and Dying	3

SOCIOLOGY

Transfer Program

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

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

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
CS	100	Introduction to Computers	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
MATH	123	Contemporary Math	3
PHIL	201	Logic and Critical Thinking	3
PSYC	101	Introduction to Psychology	3
PSYC	205	Developmental Psychology	3
PSYC	218	Intro to Research in the Behavioral Sciences	4
SOC	101	Introduction to Sociology	3
SOC	102	Social Problems	3
SOC	220	Marriage and Family	3
—	—	PE. 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
TOTAL			65-66

¹ Select electives from the A.A. degree requirements on pag 48.

THEATRE

Transfer Program

This program is designed for students who want to emphasize the theatre arts in the planning of their undergraduate degree. Because class size often dictates whether a particular course can be offered, there is no guarantee a student can achieve an Associate Degree in Theatre. Rather, the program is designed for those who would take an Associate in General Studies with an emphasis in Theatre to transfer and complete a Bachelor's degree.

Emphasis is placed on the theatre arts as a valuable study for a wide range of career choices. Theatre arts at NIC is not restricted to those who would like to make theatre a profession. Rather, through the study of communication, literary, physical, technical and psychological/emotional skills, a the-

atre major prepares students for success in many different professions.

There are no program prerequisites. Previous experience is, of course, helpful. Scholarships are available. Participation in theatre requires some evenings and weekend work.

ASSOCIATE OF ARTS DEGREE

COMM	101	Introduction to Speech Communication	3
COMM	103	Oral Interpretation	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
PHIL	201	Logic and Critical Thinking	3
THEA	101	Introduction to Theatre	3
THEA	102	Stage Makeup	3
THEA	103	Introduction to Stagecraft	3
THEA	104	Stage Craft II	3
THEA	105	Basics of Performance	2
THEA	106	Basics of Performance	2
THEA	163	Basics of Scene Design	2
THEA	190	Theatre Practice	4
THEA	263	Technical Production	2
THEA	271	Play Analysis	3
THEA	272	Intermediate Acting	3
THEA	273	Stage Lighting	3
—	—	PE. Activity/Dance	2
—	—	Arts and Humanities Elective 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
TOTAL			78-81

¹ Select electives from the A.A. degree requirements on page 48.

ASSOCIATE OF SCIENCE DEGREE

COMM	101	Introduction to Speech Communication	3
COMM	103	Oral Interpretation	3
ENGL	101	English Composition	3
ENGL	102	English Composition	3
THEA	101	Introduction to Theatre	3
THEA	102	Stage Makeup	3
THEA	103	Introduction to Stagecraft	3
THEA	104	Stage Craft II	3
THEA	105	Basics of Performance	2
THEA	106	Basics of Performance	2
THEA	163	Basics of Scene Design	2
THEA	190	Theatre Practice	4
THEA	263	Technical Production	2
THEA	271	Play Analysis	3
THEA	272	Intermediate Acting	3
THEA	273	Stage Lighting	3
—	—	PE. Activity/Dance	2
—	—	Arts and Humanities Elective ¹	6
—	—	Mathematics Elective ¹	3-4
—	—	Laboratory Science Electives ¹	8
—	—	Social Science Electives ¹	6
TOTAL			67-81

¹ Select electives from the A.S. degree requirements on page 50.

WELDING TECHNOLOGY

Professional - Technical 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 certificate, a two-year advanced certificate, or an Associate of Applied Science Degree.

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

Placement in specific English and math classes is determined by the college assessment test. Students who desire to upgrade skills in those areas may do so through the Bridge Program (see page 45).

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

CERTIFICATE OF COMPLETION

First Semester			
MATH	024	Technical Math 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

Second Semester			
ATEC	120	Occupational Relations ²	3
ENGL	099	Fundamentals for Writing ¹	3
WELD	100B	Welding Theory	2
WELD	170L	FCAW	3
WELD	175L	GMAW	3
WELD	180L	SMAW II	3
WELD	195L	Carbon/Plasma Cutting	1
WELD	130	Advance Blueprint Reading	2
Semester Total			20
PROGRAM TOTAL			39

¹ Student may substitute a higher course with instructor permission.

² Student may substitute another course with instructor permission.

ADVANCED TECHNICAL CERTIFICATE

First Semester			
MATH	024	Technical Math 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

Second Semester			
ATEC	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

Third Semester			
WELD	200	Welding Theory Metallurgy	3
WELD	214	Mechanical Drawing	2
WELD	290	GTAW	3
WELD	290L	GTAW Pipe Lab	5
Semester Total			13

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
Semester Total			14
PROGRAM TOTAL			66

¹ Student may substitute a higher course with instructor permission.

² Student 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.)

First Semester			
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

Second Semester			
ENGL	101	English Composition ¹	3
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 Education Requirement ²	3
Semester Total			20

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 Education Requirement ¹	3
Semester Total			16

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 Education Requirement ¹	3
Semester Total			17
PROGRAM TOTAL			74

¹ The mathematics requirement includes any math course that is MATH 123 or higher and meets the A.A.S. degree requirements listed on page 52. 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 52.

³ Select from A.A.S. degree general education requirements listed on page 52.

North Idaho College 2000-2001

Course Descriptions

DEFINITIONS

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.

Corequisite

A co-requisite in the course description means there is a requirement to enroll concurrently in another course or courses unless the co-requisite has been previously completed with at least a "C-" grade.

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 provides an introduction to accounting procedures for individual proprietorship businesses. Emphasis is on the accounting cycle, double-entry accounting system, special journals, payroll, and systems and procedures for handling accounting problems associated with small businesses. Accounting for both service and merchandising businesses will be included in this course. Students will practice proper accounting procedures manually, on spreadsheet software, and 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 others who want to upgrade business skills for improved employability. Students may not receive duplicate credit for ACCT 110 and ACCT 201.

Lecture/Lab: 4 hours per week

Prerequisite: BUSA 121 or equivalent

Corequisite: BUSA 121, 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 and is required in the Small Business Management program. 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 ACCT 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 and is required in the Small Business Management program.

Lecture/Lab: 4 hours per week

Prerequisite: ACCT 201

ACCT 209 **Computer Accounting**
1 Credit *Offered Each Semester*

ACCT 209 applies accounting theory and principles in practical situations involving hands-on computer use.

Independent study: 2 hours per week

Prerequisite: ACCT 201 or permission of instructor

ACCT 244 **Credit and Collections**
3 Credits *Offered Fall Semester*

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

Lecture: 3 hours per week

Prerequisite: ACCT 111

ACCT 246 **Current Business Taxes**
3 Credits *Offered Fall Semester*

ACCT 246 provides necessary information to bookkeepers

and business owners about local, state, and federal taxes that are currently paid by area businesses. The course will examine business licenses, property tax, sales and use tax, income tax on corporations and payroll related taxes. Other federal compliance reports will also be discussed. Current tax rates and current tax forms will be used. Guest speakers will explain the history, current taxing environment, and benefits related to particular taxes.

Lecture: 3 hours per week

Prerequisite: ACCT 111

ACCT 248 **Accounting Seminar**
3 Credits *Offered Spring Semester*

ACCT 248 is the capstone course for the Accounting Assistant Program 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.

Lecture/Lab: 5 hours per week

Prerequisite: Instructor permission

ALLIED HEALTH

ALTH 101 **Introduction to Allied Health**
1 Credit *Offered Each Semester*

This course provides an overview of traditional health care delivery systems and current social, economic, and political influences. It introduces students to health occupation roles and addresses consumer health needs, trends, and issues. This course is required for students planning to enroll in the Pharmacy Technology and Human Services programs.

Lecture: 1 hour per week

Corequisite: ALTH 102

ALTH 102 **Introduction to Allied Health Lab**
1 Credit *Offered Each Semester*

This weekly three-hour lab course provides the student an opportunity to explore health careers. It assists the student to develop beginning observation, recording, and reporting skills based on their selected field exploration areas. Students will conduct health care provider interviews and participate in on-the-job shadowing experiences. This is a required course for students interested in applying for the Pharmacy Technician program. All students who have a sincere interest in exploring health career options are welcome.

Lab: Approximately 2 hours per week

Corequisite: ALTH 101

ALTH 105 **Infection Prevention**
2 Credits *Offered Each Semester*

This course is an introduction to concepts regarding infection/prevention and control with major emphasis on the blood-borne pathogens HIV and Hepatitis B. Modes of transmission, prevention and OSHA standards for blood-borne pathogens, basic pathophysiology of HIV and Hepatitis B, and current treatments will be defined. Psychosocial, legal, and ethical issues about these diseases will also be discussed.

Lecture: 2 hours per week

ALTH 107
1 Credit

Communication Skills
Offered Fall Semester

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

Seminar: 2 hours per week

ALTH 110 Over the Counter and 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 and 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 develop-

ment 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

Prerequisites: ANTH 101, ANTH 102, ANTH 230, and ENGL 102

APPLIED TECHNOLOGY

ATEC 109 Occupational Relations
1 Credit Offered Each Semester

This course includes instruction on the practical application of on-the-job interpersonal relations as it applies to you as an employee, supervisor, or consumer.

Lecture: 1 hour per week

ATEC 110 Successful Job Search
1 Credit Offered Each Semester

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

Lecture: 1 hour per week

ATEC 117 Occupational Relations and Job Search
2 Credits Offered Each Semester

ATEC 117 is designed to expose students to a variety of skills that are necessary for success in the workplace. 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
(Same as BMGT 120)
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-Technical program.

ATEC 195 Cooperative Workbased Learning II
1-3 Credits Offered Spring Semester

This course is designed to provide students with career-related experience and an opportunity to reflect on those experiences. The experiences in the field (the job) give students the chance to apply the skills and knowledge gained in theory/lab, while the classroom component gives students a chance to complete the necessary paperwork as well as discuss their experiences with other students and receive guidance from the instructor.

Prerequisite: Enrollment as a freshman in a Professional-Technical 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.

ART

ART 100 Survey of Art
3 Credits Offered Each Semester

ART 100 is designed to create a greater aesthetic understanding and appreciation of the various visual arts. Emphasis will

be on painting, sculpture, architecture, and related art forms. When appropriate, gallery tours, films, and visiting artists will be included. A basic understanding of visual art coordinates with the principles emphasized in studio art classes. This course is appropriate for both non-art students and art majors who wish to view art with greater awareness and respond to and evaluate art, with approaches that are both objective and critically subjective. It satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

ART 101 **History of Western Art I**
3 Credits *Offered Fall Semester*

This course offers an historical overview of the development of Western visual art in its principal phases from prehistoric societies to the 12th century AD. The arts of these cultures will be examined through the analysis of major monuments of architecture, sculpture, and painting with specific attention to the communicative function of the work of art in relation to its society. ART 101 expands an understanding in the visual arts and the societies that produced them, and enables the student to make connections to contemporary society and culture and increases individual aesthetic concepts. It satisfies an arts and humanities course requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

ART 102 **History of Western Art II**
3 Credits *Offered Spring Semester*

Survey of Art II offers an historical overview of the development of Western painting, sculpture, and architecture from the Renaissance to the present with emphasis on the struggle to find a universal and unified visual language for a world of changing values, new institutions, and unprecedented diversity. The course creates a higher understanding of the parallels and interconnections of visual art and the societies that made it. It enables students to thoughtfully view creative expression in its communicative function as seen in relation to contemporary society and culture. This course satisfies an arts and humanities course requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

ART 111 **Drawing I**
2 Credits *Offered Each Semester*

Drawing I offers beginning experiences in the concepts of composition, line, value, form, perspective and texture, introduced through the use of still life, nature, and the model. The media used include charcoal, conte, pencil, and dry pastels. This course is also fundamental for the Graphic Design program and for transfer programs in fine arts and architecture. The concepts covered in this course will help students develop a visual vocabulary as well as a heightened ability to "see" and respond creatively.

Lecture/Lab: 5 hours per week

ART 112 **Drawing II**
2 Credits *Offered Spring Semester*

ART 112 is a continuation of ART 111, with an emphasis on personal artistic expression and imagery. In this course students will be exposed to a variety of drawing mediums and approaches to the picture plane. Traditional, as well as contemporary trends in drawing, will be explored. The course is

fundamental for the Graphic Design program, for transfer programs in fine arts and architecture, and for personal enjoyment.

Lecture/Lab: 5 hours per week

Prerequisite: ART 111

ART 121 **2D/Design Foundation**
3 Credits *Offered Fall Semester*

This course offers instruction in the design process with consideration of abstract/concrete and intangible/tangible elements. These design elements are explored through various media in two-dimensional problems.

ART 121 helps students channel conceptual thinking and to organize and master skills of the basic elements of art. The course is necessary for the artist/designer in all fields. It is a required course in the Graphic Design program and for some transfer programs.

Lecture/Lab: 5 hours per week

ART 122 **3D/Design Foundation**
3 Credits *Offered Spring Semester*

ART 122 offers instruction in the use of basic art fundamentals as applied to three-dimensional art work and the creative concepts evolving from these properties.

This course helps students to channel conceptual thinking and organize and master skills of the basic elements of art as they relate to three-dimensional expression. Design II is important for artists and designers in all fields and is a required course in the Graphic Design program and for some transfer programs.

Lecture/Lab: 5 hours per week

ART 217 **Life Drawing I**
3 Credits *Offered Fall Semester*

Life Drawing I offers an exploration of various media to develop an artistic understanding of the human form. Emphasis will include both 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, 112 or permission of instructor

ART 218 **Life Drawing II**
3 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 217 or permission of instructor

ART 231 **Beginning Painting I**
3 Credits *Offered Fall Semester*

Beginning Painting I develops competence with oil paint medium through specific assignments designed to emphasize

composition and the fundamentals of painting and color. Particular attention is given to visual thinking, exploration, exposure to materials, and technical procedures. The course is structured around individual instruction and group critiques.

ART 231 helps develop ideas and competence with a creative medium. It promotes the articulation of feelings and objectives through a descriptive visual vocabulary. This course is a required course in the Graphic Design program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

ART 232 **Beginning Painting II**
3 Credits *Offered Spring Semester*

ART 232 offers additional instruction in the knowledge and understanding of the paint medium with special emphasis on personal development. The course is structured around personal instruction and group critiques. Beginning Painting II encourages divergent thinking and different approaches with the medium through the presentation of abstract concepts. 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 **Sculpture I**
3 Credits *Offered Fall Semester*

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

Lecture/Lab: 5 hours per week

ART 242 **Sculpture II**
3 Credits *Offered Spring Semester*

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

Lecture/Lab: 5 hours per week

Prerequisite: ART 241

ART 245 **Intermediate Painting I**
3 Credits *Offered Fall Semester*

This course is structured to meet students' needs and interests with an emphasis on creative expression and exploration beyond the visual image. The course includes individual instruction and group critiques. Intermediate Painting I promotes an appreciation for the complexity of the medium and the range of possibilities associated with it. It is intended for the intermediate student who has a firm understanding of the properties and fundamentals of this studio discipline and is a recommended elective for the Graphic Design program. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

Prerequisite: ART 231, 232

ART 246 **Intermediate Painting II**
3 Credits *Offered Spring Semester*

Intermediate Painting II is a continuation of ART 245. The course focuses on developing students' greater understanding of personal intent, continuing creative expression, and exploration beyond the visual image. The course offers individual instruction and group critiques. Class supplies are to be purchased by the student. It is a recommended elective for the Graphic Design program.

Lecture/Lab: 5 hours per week

Prerequisite: ART 245

ART 251 **Printmaking I**
3 Credits *Offered Fall Semester*

Printmaking explores the relief printing processes of wood and lino blocks, silkscreen methods, and handmade paper processes. Emphasis is on methods, techniques, exploration of materials, and individual development. An additional focus will be on the historic influence and importance of each media and its relationship to other artistic expressions. ART 251 is a recommended elective for the Graphic Design program.

Lecture/Lab: 5 hours per week

ART 252 **Printmaking II**
3 Credits *Offered Spring Semester*

Printmaking II provides an introduction to engraving, collagraphic, and mixed media processes. Emphasis is on exploration of materials, methods, and creative expression. Additional focus will be on the historical influence and importance of each 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 **Letterform Design**
2 Credits *Offered Fall Semester*

ART 253 offers instruction in basic type styles and design. The course includes characteristics of letters in relationship to technical, free style, and creative letter rendering as they apply within the 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 **Ceramics I**
3 Credits *Offered Both Semesters*

Ceramics I introduces the student to wheel-thrown and handbuilt clay forming techniques, ceramic design concepts, and glaze experimentation. Emphasis is on the development of fundamental skills and understanding the creative potential of clay. This course helps develop sensitivity of design and aesthetics for the clay objects we use daily. The course enhances an appreciation for the creative process and establishes the student as a designer/craftsperson. It is a recommended elective for the Graphic Design program and a fundamental course for transfer art majors or minors.

Lecture/Lab: 5 hours per week

ART 262
3 Credits

Ceramics II
Offered Both Semesters

ART 262 is a continuation of Ceramics I and is structured to develop the creative potential of the student using the medium of clay as a vehicle of communication. The course focuses on continued development of fundamental skills and expressive use of materials. Additional emphasis is placed on establishing individual design criteria and expanding awareness of aesthetic qualities of ceramics as art forms or as utilitarian vessels. This is a recommended elective for the Graphic Design program. The course may be repeated for a total of 12 credits.

Lecture/Lab: 5 hours per week

Prerequisite: ART 261

ART 281
3 Credits

Watercolor I
Offered Fall Semester

Watercolor I introduces the student to a water-based medium that includes the application of visual and tactile elements and the functions of design. Emphasis will be on visual thinking, exploration, exposure to materials, and technical approaches. Individual instruction and group critiques are utilized. ART 281 helps to develop an appreciation for complexities and the potential for creative expression. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

ART 282
3 Credits

Watercolor II
Offered Spring Semester

ART 282 offers additional instruction in watercolor designed to increase student awareness, knowledge, and understanding of the medium's potential. This course introduces mixed media for the purpose of combining with the watercolor medium. Individual approaches are encouraged, and personal development is emphasized. This course helps to develop different approaches and divergent thinking through the presentation of abstract concepts. Class supplies are to be purchased by the student.

Lecture/Lab: 5 hours per week

ART - GRAPHIC DESIGN

NOTE: Course enrollment requires prior acceptance into the Graphic Design program.

ARTG 131
3 Credits

Computer Graphics I
Offered Fall Semester

ARTG 131 offers an introduction to Macintosh computer system basics for graphic design students. This course will explore industry standard input devices, hardware, software, and output devices. Students will gain extensive experience with Illustrator as an example of a vector-based art program. This is a required course in the Graphic Design program.

Lecture/Lab: 5 hours per week

Prerequisite: Graphic Design major or permission of instructor

ARTG 132
3 Credits

Computer Graphics II
Offered Spring Semester

ARTG 132 continues the graphic art student's introduction to Macintosh computer systems. Students will explore indus-

try 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 or permission of instructor

ARTG 210
2 Credits

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 or permission of instructor

ARTG 211
2 Credits

Illustration II
Offered Spring Semester

This course is a continuation of ARTG 210, emphasizing the skills necessary to creatively solve visual problems and meet deadlines. Included will be newspaper illustration, technical illustration, literary illustration, and statistical illustration. This is a required course in the Graphic Design program.

Lecture/Lab: 4 hours per week

Prerequisite: ARTG 210

ARTG 212
2 Credits

Illustration III
Offered Fall Semester

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

Lecture/Lab: 4 hours per week

Prerequisites: ARTG 210, ARTG 211, or permission of instructor

ARTG 221
3 Credits

Graphic Design I
Offered Spring Semester

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

Lecture/Lab: 5 hours per week

ARTG 222
3 Credits

Graphic Design II
Offered Fall Semester

This course is a continuation of ARTG 221. It is designed to give the student more hands-on experiences in developing skills with tools, materials, and professional methods for creating the total graphic concept. The student will learn to incorporate research, illustrations, and graphics necessary to

complete the "mechanical," a prerequisite for reproduction. Continued emphasis is placed on computer graphics and on assigned projects. This course is helpful in building visual literacy, expanding conceptual and technical skills, and improving creative problem solving. It is a required course in the Graphic Design program.

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

ARTG 223 **Graphic Design III**
3 Credits *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 **Designing for the Web Market**
2 Credits *Offered Fall Semester*

One of the primary demands of the graphic designer is that of web page development and marketing. ARTG 255 investigates ways to gain priority placement in search engines, write effective metatags, determine and target market development strategies for attracting buyers to their 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 **Capstone I**
3 Credits *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 TECHNICIAN

NOTE: Course enrollment requires prior acceptance into the Automotive Technician 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 opportuni-

ties, 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 **Auto Lab**
4 Credits *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, or using tools and equipment, or handling asbestos-containing materials.

AUTO 116L **Auto Lab**
5 Credits *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 **Brakes/Powertrain**
5 Credits *Offered Fall Semester*

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

AUTO 126 **Steering/Suspension**
3 Credits *Offered Spring Semester*

This course will teach the various steering and suspension systems used on today's cars and light trucks. The construction, service and repair of components will be taught along with their relation to the steering geometry of the vehicle. In-depth instruction will be given to four-wheel alignment principles using the Hunter D-111 Computerized Alignment machine.

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

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

AUTO 141 **Electrical System Fundamentals**
6 Credits *Offered Spring Semester*

This course will cover basic electrical theory, including types of circuits and components, as well as batteries, starter, and

charging systems. Students will also learn about wiring schematics and diagrams, along with the 25 most common car wiring systems.

AUTO 210 **Advanced Electrical**
2 Credits *Offered Fall Semester*

Students will explore a variety of accessory electrical circuits. Some of these include windshield wipers, power windows, door locks, seats, and cruise control systems, as well as in-depth instruction on troubleshooting procedures and theories.

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

Students will perform troubleshooting on computerized engine controls on live vehicles that have been "bugged" by the instructor. Students will use various scanners and electronic test equipment typically used in the industry to diagnose the "bugs."

AUTO 216L **Advanced Auto Lab**
5 Credits *Offered Spring Semester*

This course will give students hands-on exposure in a shop setting to those subjects covered in AUTO 260, 270, and 280 theory classes. Instruction will utilize a variety of mock-ups, training aids, components, and live work.

AUTO 222 **Engine Performance**
5 Credits *Offered Fall Semester*

This course will teach basic combustion theory, general tune-up procedures, as well as the various ignition systems used on today's cars. The use of electronic engine analyzers and the reading of scope patterns will also be taught. 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 systems. The course will cover both R-12 and R-134A refrigerant handling.

BIOLOGY

BIOL 100 **Fundamentals of Biology**
4 Credits *Offered Each Semester*

This introductory course provides a general overview of evolution, the five kingdoms, ecology, DNA, cell structure, genetics, and human systems. BIOL 100 is designed to give non-biology majors a better understanding and appreciation of the living world. It is not intended as a preparation for BIOL 204 or BIOL 175. Upon completion of BIOL 100, BIOL 175 and BIOL 204 cannot be taken for credit. This course may not be accepted as fulfilling biology course requirements by some medical programs. The course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

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

BIOL 101 **Forestry Orientation**
1 Credit *Offered Fall Semester*

BIOL 101 is an introduction to forestry and related wildlife management professions. Students will explore career opportunities in natural resource management. 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 175, BIOL 100 and BIOL 204 cannot be taken for credit. This course may not be accepted as fulfilling the course requirements for some medical programs. Students should get clearance from their prospective transfer institution prior to taking the class. This course satisfies laboratory science course requirements for the A.S., A.A., and A.A.S. degrees.

Lecture: 3 hours per week

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

BIOL 202 **General Zoology**
4 Credits *Offered Spring Semester*

This course presents a survey of the animal kingdom from invertebrates through the vertebrates. It includes classifica-

tion, structure, physiology, histology, reproduction, embryology, and life histories of representative forms of the major animal groups and their relationship, application, and economic importance to man. This course is required for students in medicine, dentistry, optometry, pharmacy, veterinary medicine, certain forestry options, medical technicians, all biology majors, and interested general studies students. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 204

BIOL 203 **General Botany**
4 Credits *Offered Spring Semester*

BIOL 203 is an introduction to the plant kingdom starting with the bluegreen algae or cyanobacteria and progressing in an evolutionary fashion up through the gymnosperms and angiosperms. Where possible, each group is related to the higher plants. The course is designed for individuals pursuing a degree in biology, botany, agriculture, or forestry, and for others who are interested in the plant kingdom. It satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

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

Recommended: BIOL 100 or 204

BIOL 204 **Introduction to Life Sciences**
4 Credits *Offered Each Semester*

BIOL 204 is an introduction to the fundamental principles which govern living organisms, including molecular biology, cell biology, homeostasis, reproduction, genetics, and evolution. The course provides an important foundation for more advanced coursework in the life sciences and medical related programs. The course cannot be taken for credit after completion of BIOL 100. It satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 4 hours per week

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

Recommended: One year high school biology or chemistry

BIOL 205 **General Soils**
4 Credits *Offered Spring Semester Alternate Years*

This course is an introduction to the basic physical, chemical, and biological properties of soils and land resources. The emphasis is on the fundamental principles of soil processes and soil formation with examples drawn from numerous disciplines. This course is designed for a variety of majors such as crop sciences, forestry, landscape architecture, wildlife and fisheries, agribusiness, biosystems engineering, or agricultural education. This course satisfies the laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

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

Prerequisite: CHEM 101 or 111.

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

BIOL 207 offers instruction in basic nutrition concepts, current nutritional controversies, and 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. Concepts in Human Nutrition provides important basic knowledge in making personal dietary decisions. This course does not fulfill a lab science requirement for an associate degree.

Lecture: 3 hours per week

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

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

Lecture: 3 hours per week

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

Prerequisite: BIOL 204 or permission of instructor

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

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

This course offers a homeostatic approach to the study of the human body from the level of the cell to organ systems with special emphasis on acid-base balance and important physiological problems. Systems covered include skeletal, muscular, nervous, and respiratory. It is designed primarily for students enrolled in health-related fields.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner that should interest students wishing to take a science elective as well as those in the health-related areas. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

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

Recommended: CHEM 101

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

Note: Students having completed BIOL 175 must petition the Division of Natural Sciences for permission to take BIOL 227 and 228 and credits may be restricted. This course is a continuation of BIOL 227 and covers the cardiovascular, digestive, urinary, and reproductive systems; the sense organs; and metabolism. It is designed primarily for students enrolled in health-related fields.

Human Anatomy and Physiology will give students a strong background in the fundamentals of the structure and function of the body. All aspects of life processes will be covered in a manner which should interest students wishing to take a science elective as well as those in the health-related areas. It

fulfills a laboratory science requirement for the A.S. degree.
 Lecture: 3 hours per week
 Corequisite Lab: 3 hours per week (BIOL 228L)
 Prerequisite: BIOL 227 or CHEM 101 and permission of instructor

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

This introductory course shows the relationships between the living and non-living components of the environment. 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. and A.A. degrees.

Lecture: 3 hours per week
 Corequisite Lab: 3 hours per week (BIOL 231L)
 Prerequisite: BIOL 100 or 204 or permission of instructor

BIOL 241 Systemic Botany
 4 Credits *Offered Spring Semester*

BIOL 241 offers instruction in plant identification focusing on local gymnosperms and spring angiosperms using a recognized botanical key. The course includes field trips and plant collection. It is designed for individuals pursuing a degree in biology, botany, or forestry, and for those with an interest in the identification of local plants. This course fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 2 hours per week
 Corequisite Lab: Two 2-hour labs per week (BIOL 241L)
 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. and A.A. degree.

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 laboratory science requirements for the A.S. or A.A. degrees.

Lecture: 2 hours per week
 Prerequisite: BIOL 100 or 204

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

This course introduces the principles of wildlife ecology including such topics as basic ecological laws, wildlife biology, and management of wildlife populations. This course does not satisfy a laboratory science requirement for the A.S. or A.A. degrees.

Lecture: 2 hours per week
 Prerequisite: BIOL 100 or 204
 Recommended: BIOL 202 or 203

BIOL 299 Independent Study
 Credits arranged *Offered Each Semester*

BIOL 299 is individual study culminating in a project or product that will become property of the Division of Life Sciences. Individual study will be based on a mutual agreement between the student and instructor and must be outlined on a form available from the Registrar. Individual study allows for an in-depth study of areas of biology that are of personal interest. A maximum of three credits is allowed per semester and only six credits can apply toward graduation requirements. Independent study cannot be used to fulfill associate degree core requirements.

Instructor Contact: 1 hour per week per credit hour
 Prerequisite: 26 college-level credits; 3.0 gpa or above; approval of instructor, division chair, and vice president

BUSINESS ADMINISTRATION

BUSA 100 Introduction to Computers
 3 Credits *Offered Each Semester*

BUSA 100 is the study of computer systems and applications. It introduces students to computer hardware and a hands-on exploration of application and system software for microcomputers, including word processing, spreadsheets, and several applications within the Windows environment. This course is appropriate for students from any discipline wishing to gain basic computer literacy with computers and several popular software packages. This course is required for Business Administration, Business Education, Accounting Assistant, and Small Business Management degree programs. It meets the computer science requirement for the A.A. degree. This course cannot be taken for credit after completion of CS 100.

Lecture: 3 hours per week

BUSA 101 Introduction to Business
 3 Credits *Offered Spring Semester*

BUSA 101 is an introductory overview of the organization, functions, and activities of business in contemporary society. Emphasis is placed on the terminology necessary to understanding business principles and practices. The course also includes an exploration of business environments, human resources, management, marketing management, finance, management information tools, and international marketing. Focus is on critical factors essential to understanding the interdependence between different facets of business operations. This course is useful for those who are considering a career in business or who want an overview of what the study of business encompasses. This is a required course in the Administrative Assistant, Office Information Specialist, Accounting

Assistant, and Small Business Management programs. Students enrolled in the Small Business Management program should complete this course before enrolling in other marketing and management courses.

Lecture: 3 hours per week

Recommended: MATH 025

BUSA 117 Introduction to DOS
1 Credit *Offered Each Semester*

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

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

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

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

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

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

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

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

Prerequisite: BUSA 118

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

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

creating art work and graphic images. This is an elective course in the Business and Office Technology programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSA 118 or BUSO 173

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

BUSA 121 is an introduction to spreadsheet fundamentals using MS Excel for Windows on IBM compatible microcomputers. It includes basic spreadsheet construction and layout, commands, files, graphics, and printing, and involves hands-on computer use. This course is required for Business and Office Technology, Accounting Assistant, and Small Business Management programs. Some computer knowledge and basic math skills are recommended.

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

BUSA 122A Intermediate Spreadsheets
1 Credit *Offered Each Semester*

BUSA 122A provides a continuation of spreadsheet software skills at an intermediate level using MS Excel for Windows on IBM compatible computers. A hands-on class with business oriented examples, it includes spreadsheet design, planning, documenting, and testing of spreadsheets, macros, database features, templates, and lookup. This is a valuable course for those who want to enhance their spreadsheet software knowledge. The course is required for the Office Information Specialist and Accounting Assistant programs and is an elective for other Business and Office Technology programs.

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

Prerequisite: BUSA 121

BUSA 122B Advanced Spreadsheets
1 Credit *Offered Each Semester*

BUSA 122B continues development of spreadsheet software skills at an advanced level using MS Excel for Windows on IBM compatible computers. A hands-on class with business-oriented examples, the course includes spreadsheet programming, creating and testing macros, using advanced functions, and creating graphic applications. This is a valuable course for those who want to enhance their spreadsheet software knowledge.

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

Prerequisite: BUSA 122A

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

BUSA 123 provides an introduction to database fundamentals. It involves hands-on computer experience using either dBASE or MS Access on IBM compatible microcomputers. Database design and theory, file structure, sorting, editing, report generating at the query-level of dBASE, and printing records are included. The software package utilized will be identified in the Class Schedule. This course provides skills in the computer management of data for any application. It is a required course for the Administrative Assistant program and serves as an elective for the other Business and Office

Technology programs. Some computer knowledge is recommended.

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

BUSA 125 Introduction to Presentation Software
1 Credit *Offered Each Semester*

BUSA 125 provides an introduction to presentation software fundamentals on IBM compatible computers. MS Powerpoint is used to create, store, retrieve, edit, and print presentation software files. Class members will create a presentation. This is a valuable course for those who want to learn how to use presentation software.

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

BUSA 133 Introduction to Microsoft Windows
1 Credit *Offered Each Semester*

BUSA 133 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: 3 hours per week for 8 weeks or 5 hours per week for 5 weeks

BUSA 135 Computer Applications for Technical Programs
2-3 Credits *Offered Each Semester*

This course provides an introduction to DOS/Windows based computers and computer software. It involves exposure to commonly used packages including windows, word processing, spreadsheets, database, and/or Internet search engines. Emphasis will be placed on one or two applications. Students will also learn computer technology and become familiar with basic computer operations. Examples of applications software directly related to the student program area is used or demonstrated where possible. Credits will depend on the specific technical program involved. For three credits the length of the class will be extended and more material will be included. This is a required course for the HVAC Certificate program, the Drafting Technology A.A.S. degree program, and the Computer Information Technology Certificate program.

Lecture/Lab: 3-4 hours per week

BUSA 185 Business Mathematics
3 Credits *Offered Each Semester*

BUSA 185 provides instruction in the basic operations necessary to solve business problems including the areas of decimals, fractions, percentages, interest, discount, markup, installment buying, stocks and bonds, insurance, and taxes. The rough 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, Administrative Legal As-

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

Lecture: 5 hours per week

Recommended: MATH 025 or Placement score for entry into MATH 108

BUSA 211 Principles of Management
3 Credits *Offered Each Semester*

BUSA 211 provides an overview of theories and practices of management. Major topic areas include the evolution and scope of management and the universal functions of management including planning, organizing, directing, staffing, controlling, coordinating, and delegating. Emphasis is also placed on the art of negotiating, leadership skills, team performance and productivity, and creative problem solving. This course fosters an awareness of the operational skills and administrative activities of managers; it also helps in upgrading management skills. BUSA 211 is a required course in the Administrative Assistant and Small Business Management programs.

Lecture: 3 hours per week

BUSA 221 Principles of Marketing
3 Credits *Offered Each Semester*

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

Lecture/Lab: 3 hours per week

BUSA 265 Legal Environment of Business
3 Credits *Offered Each Semester*

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

Lecture/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 MANAGEMENT

**BMGT 120 Occupational Relations
(See ATEC 120)**

3 Credits Offered Each Semester

This course provides instruction in practical application of on-the-job interpersonal relations, including work habits, attitudes and fundamental job search and preparation techniques. A variety of topics will be covered including learning strategies for work, adapting to change, taking responsibility, work habits, sexual harassment, teamwork, communications, and problem solving. Emphasis will be placed on identifying skills, resumes, cover letters, and interviewing.

Note: BMGT 120 is 2 credits if ATEC 110 has been completed; 1 credit if ATEC 119 has been completed.

Lecture: 3 hours per week

BMGT 236 Human Resource Management

3 Credits Offered Fall 1999 and Fall 2001

This is an intensive course in the management of people. Management styles and theories, along with management processes, are an important component of this course. Additional topics include HRM roles and duties, job analysis, job design, job description, skills inventory, employee recruitment and selection, performance appraisal, motivation, team building, compensation, HRM performance, and employee development. BMGT 236 helps to develop important personnel management skills. This is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management Program.

Lecture: 3 hours per week

**BMGT 256 Problem Solving Through
Team Dynamics**

3 Credits Offered Spring 2001 and Spring 2003

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

Lecture: 3 hours per week

BMGT 266 Small Business Management

3 Credits Offered Fall Semester

BMGT 266 is an intensive course that applies management and marketing concepts to planning, owning, and operating a small business. Topics covered include entrepreneurial opportunities, developing a business plan, marketing and management, financial management, and the social and legal environment of business. A major emphasis is placed on developing a business plan. This course is a required course in the Management Option in the Small Business Management program and is an elective in the Marketing and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

Prerequisites: ACCT 201 and BUSA 211

BMGT 290 Marketing/Management Internship
3 Credits Offered Each Semester

This course is an on-the-job application of principles and procedures learned in the Small Business Management program. Students are placed in businesses and are expected to perform a variety of tasks and/or observe those which cannot be performed. It includes approximately 8-9 hours per week on the job. This course is an elective course in the Small Business Management program.

Note: Students must return a completed application form to the Division of Business and Professional Programs secretary by the end of mid-term week in the semester prior to enrolling in BMGT 290.

On-the-job activities: 8-9 hours per week

Prerequisite: Completion of 42 credits and a 2.8 grade point average in the Small Business Management program, and approval by a division committee.

BUSINESS MARKETING

BMKT 231 Principles of Retailing
3 Credits Offered Spring 2000 and Spring 2002

BMKT 231 is an introductory course that provides an opportunity to explore the strategies and practices within retail and service industries. Students begin to develop skills to make efficient and productive decisions. Topics include retailing, marketing analysis and segmentation, buying and selling, inventory planning and control, and price setting and adjustment. The focus is on evaluation of the role of retail and service enterprises within a given economy through self-directed/team building activities. This course creates an awareness of the operational and administrative activities of a marketing manager and helps in upgrading marketing skills. This is a required course for the Marketing Option in the Small Business Management program and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

**BMKT 241 Fundamentals of Promotion
and Advertising**

3 Credits Offered Fall 1999 and Fall 2001

This introductory course presents an overview of the basic principles and procedures in promoting a product, service, or idea. Principles covered include target marketing, positioning, buyer behavior, creative development (copy writing, art direction, and production), media planning and selection, and measurement of promotional effectiveness and related cost. Emphasis is placed on small business budgets. Fundamentals of Promotion and Advertising is a required course in the Marketing Option of the Small Business Management program and is an elective in the Management and General Business Options in the Small Business Management program.

Lecture: 3 hours per week

**BMKT 261 Principles of Professional
Selling and Sales Management**

3 Credits Offered Fall 2000 and Fall 2002

This is an introductory course in the fundamentals of selling and sales management exploring current selling techniques,

learning selling skills, communication messages, and the buying decision process. Students will learn how to apply a wide range of selling skills and how to prepare a sales demonstration. Discussion on managing a sales force is included. This is a required course for the Marketing Option in the Small Business Management program and is an elective in the Management and General Business Options in the Small Business Management program.
Lecture: 3 hours per week

BUSINESS AND OFFICE TECHNOLOGY

BUSO 101A
1 Credit

Basic Keyboarding
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, Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Claims Assistant, Medical Transcriptionist, Office Information Specialist, Office Receptionist, and Pharmacy Technology programs. This is an important course for those who want to learn to type; it is especially useful for microcomputer word processing. Prior completion of other courses is not required. This is an eight-week course.

Lecture/Lab: 5 hours per week for 8 weeks

BUSO 101B
1 Credit

Keyboarding Speed Development
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, Office Information Specialist and Office Receptionist programs. This is an eight-week course.

Lecture/Lab: 5 hours per week for 8 weeks

Prerequisite: BUSO 101A or successful challenge of BUSO 101A

BUSO 109
3 Credits

Medical Terminology
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, Pharmacy Technology and Physical Therapist Assistant 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
(Previously BUSO 209)
Offered Each Semester

2 Credits

This course provides an introduction to transcribing taped medical dictation and covers basic reports used in the medical field, related medical terminology, use of reference material, and specialized rules of grammar and punctuation peculiar to dictated medical reports. Emphasis is on the importance of correct usage of medical terms with an introduction to proofreading and editing of medical reports. Application testing is completed under timed conditions. This is a required course for students in the Medical Administrative Assistant Program and Medical Transcriptionist Program.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 109 and BUSO 176

BUSO 115

Records Systems Management
Offered Each Semester

3 Credits

This course offers instruction in various systems of records management. General areas covered include principles of record creation, retention, transfer, and disposal. Topics also include organization and management of stored records, records facilities, retention programs, and safety and security of information. Technologies of micrographics, optical disk, and bar coding are included. The use of manual, mechanical, and automated means of storing and retrieving information is covered. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Claims Assistant, Medical Transcriptionist, Office Information Specialist, Office Receptionist, and Paralegal programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 173 or concurrent enrollment in BUSO 173

BUSO 156
1 Credit

Medical Software Applications
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 Claims Assistant, and Pharmacy Technology programs.

Lecture/Lab: 2 hours per week

Prerequisite: BUSO 101B

BUSO 173
3 Credits

Word Processing
Offered Each Semester

This course provides an introduction to word processing fundamentals. It includes instruction in creating, storing, retrieving, editing, proofreading and printing documents. It utilizes word processing functions such as spell check, grammar check, and formatting features. Emphasis is placed on formatting letters, memos, tables, reports, and other business documents. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal

Administrative Assistant, Medical Administrative Assistant, Medical Claims Assistant, Medical Transcriptionist, Office Information Specialist, Office Receptionist, and Paralegal programs.

Lecture/Lab: 4 hours per week

Prerequisite: BUSO 101B

BUSO 174 Word Processing Applications
3 Credits Offered Each Semester

BUSO 174 is a continuation of BUSO 173. It emphasizes advanced word processing and beginning desktop publishing skills. Application testing is completed under timed conditions. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Transcriptionist, and Office Information Specialist programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 173

BUSO 175 Grammar Skill Building
3 Credits Offered Each Semester

BUSO 175 reviews and develops language skills by emphasizing the study of grammar usage, sentence structure, spelling, punctuation, and proofreading of business communications. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Transcriptionist, Office Information Specialist, 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
1 Credit Offered Each Semester

This course provides students with an introduction to document formatting, including formatting letters, memos, agendas, and itineraries. Students prepare business documents by listening to recorded dictation and transcribing the dictation using wordprocessing 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, Office Information Specialist, 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 177 Office Receptionist Skills
3 Credits Offered Each Semester

This course provides practical training and reinforcement in general receptionist skills such as setting priorities, making decisions, following instructions, communicating effectively, managing time, using the telephone effectively, and handling office visitors. It is a required course in the Office Receptionist program.

Lecture/Lab: 5 hours per week

Prerequisite: Completion of the first semester of the Office Receptionist Program

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 for six weeks. It is a required course in the Office Receptionist Program and is graded on a satisfactory/unsatisfactory basis.

On-the Job Activities: 9 hours per week

Prerequisites: Completion of the first semester of the Office Receptionist Program or permission of instructor

Corequisite: BUSO 115, 173, 175 and 176 and 177

BUSO 194 Legal Issues in Health Care
(Previously BUSO 294)
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 Claims Assistant, 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

Prerequisite: BUSO 176

BUSO 206 Legal Terminology/Transcription II
3 Credits Offered Spring Semester

BUSO 206 is a continuation of BUSO 205. Emphasis is placed on usage of legal terminology in legal documents, formatting legal documents, and transcribing documents from recorded dictation. This course reinforces knowledge of legal procedures. Application testing is completed under timed conditions. 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

The Advanced Medical Transcription course is designed to build on the foundation laid in the beginning medical transcription course and to bridge the gap between the typically easy-to-understand dictation in the beginning transcription course and the difficult, often indistinct dictation heard in the work environment of a medical transcriptionist. Empha-

sis is on proofreading and editing 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
(Previously BUSO 157)**

Offered Spring Semester

3 Credits

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, and audit and appeals. Exercises will cover all the medical specialties, including dermatology, cardiology, primary care, and orthopedics, and will address the common coding problems encountered in the real world. Skill emphasis is placed on knowledge of coding theories and practical coding applications. This is a required course in the Medical Administrative Assistant and Medical Claims Assistant programs.

Lecture/Lab: 4 hours per week

Prerequisite: Sophomore standing or permission of the instructor and BUSO 109

BUSO 281 Medical Claims Assistant Internship I

4 Credits

Offered Each Semester

The Medical Claims Assistant Internship I provides supervised training in medical accounts receivables/insurance billing through on-the-job experience in a medical facility. This course provides practical application of medical accounts receivables/insurance billing as a part of the learning process. It involves approximately 11 hours per week of on-site work. This is a required course in the Medical Claims Assistant program and is graded on a satisfactory/unsatisfactory basis.

On-Site Work: 11 hours per week

Prerequisites: Sophomore standing, ACCT 110; BUSA 121, 185; BUSO 109, 115, 173, 257; and ENGL 101.

Corequisites: ACCT 111, 244; BUSO 156, 194; and ENGL 272.

BUSO 282 Medical Claims Assistant Internship II

4 Credits

Offered Each Semester

The Medical Claims Assistant Internship II is a continuation of BUSO 281. It is a required course in the Medical Claims Assistant program and is graded on a satisfactory/unsatisfactory basis.

On-Site Work: 11 hours per week

Prerequisite: BUSO 281 and permission of the instructor.

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 learn-

ing 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.

On-Site Work: 9 hours per week

Prerequisites: Sophomore standing, BUSO 109, 110, 115, 173, 175, 176; and ENGL 101.

Corequisites: BIOL 227; BUSO 174, 194, 210, 295; ENGL 272; and PHAR 150.

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.

On-Site Work: 9 hours per week

Prerequisites: BUSO 283 and permission of the instructor

BUSO 285 Office Information Specialist Internship I

4 Credits

Offered Each Semester

Office Information Specialist Internship I provides supervised training in administrative skills through on-the-job experience in an office environment. The emphasis is placed on practical application of computer software such as word processing, spreadsheet, and database programs. It involves approximately 11 hours per week of in-office work. This is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSA 121, 133; BUSO 112, 173, 175, 176; ENGL 101, permission of instructor.

Corequisites: ACCT 110 or 201; BUSA 185; BUSO 115, 174, 295 and ENGL 272.

BUSO 286 Office Information Specialist Internship II

4 Credits

Offered Each Semester

BUSO 286 is a continuation of BUSO 285. It is a required course in the Office Information Specialist program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: BUSO 285 and permission of instructor

BUSO 287 Medical Administrative Assistant Internship I

4 Credits

Offered Each Semester

Medical Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a medical-related office. This course provides a practical application of administrative medical office skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Medical Administrative Assistant Program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSO 109, 110, 115, 173, 175; ENGL 101; permission of instructor.

Corequisites: ACCT 110 or 201; BUSA 185; BUSO 174, 176, 295; and ENGL 272.

BUSO 288 Medical Administrative Assistant Internship II
4 Credits Offered Each Semester

BUSO 288 is a continuation of BUSO 287. It is a required course in the Medical Administrative Assistant Program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: BUSO 287 and permission of instructor

BUSO 289 Administrative Assistant Internship I
4 Credits Offered Each Semester

Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a business office. This course provides practical application of administrative office skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSO 173, 175, 176; ENGL 101; and permission of instructor.

Conquisites: ACCT 110 or 201; BUSA 185; BUSO 115, 174, 205, 295; and ENGL 272.

BUSO 290 Administrative Assistant Internship II
4 Credits Offered Each Semester

BUSO 290 is a continuation of BUSO 289. It is a required course in the Administrative Assistant program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: BUSO 289 and permission of instructor

BUSO 291 Legal Administrative Assistant Internship I
4 Credits Offered Each Semester

Legal Administrative Assistant Internship I provides supervised training in administrative skills through on-the-job experience in a legal-related office. This course provides a practical application of legal administrative office skills as a part of the learning process. It involves approximately 11 hours per week of in-office work. This is a required course in the Legal Administrative Assistant Program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: Sophomore standing, BUSO 173, 175, 176; ENGL 101; permission of instructor.

Conquisites: ACCT 110 or 201; BUSA 185; BUSO 115, 174, 205, 295; and ENGL 272.

BUSO 292 Legal Administrative Assistant Internship II
4 Credits Offered Each Semester

BUSO 292 is a continuation of BUSO 291. It is a required course in the Legal Administrative Assistant Program and is graded on a satisfactory/unsatisfactory basis.

In-Office Work: 11 hours per week

Prerequisites: BUSO 291 and permission of instructor

BUSO 295 Office Procedures
3 Credits Offered Each Semester

BUSO 295 is a capstone course designed to give students a practical insight in the nature of current office procedures. Topics include interpersonal skills in written and oral communication; supervision and public contact; job search; mail processing; professional appearance; reference material; reprographics; scheduling; telephone techniques; and time and stress management. This is a required course in the Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Transcriptionist, and Office Information Specialist programs.

Lecture/Lab: 5 hours per week

Prerequisite: BUSO 173, 175, and 176

Corequisites: BUSO 186 or 285 or 287 or 289 or 291

CARPENTRY

NOTE: Course enrollment requires prior acceptance into the Carpentry Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

CARP 151 Carpentry Theory I
4 Credits Offered Summer Session

This course covers the carpentry trade and its applications as a career. All aspects of construction safety, hand and power tools, and most types of building materials are discussed. In preparation for building a house as a yearlong class project, much emphasis is placed on construction-related math, blueprint reading, building codes, site preparation and foundation layout.

CARP 151L Carpentry Laboratory I
2.5 Credits Offered Summer Session

Students will spend time in a shop/lab setting working on projects that require the use of a variety of layout skills as well as hand and power tools (portable and stationary). In order to be successful in the field, students must learn to be proficient in the operation of such tools and fully understand the safety aspects. Students will also spend time on the job site laying out the project house that will be constructed during the Fall and Spring semesters.

CARP 152 Carpentry Theory II
10 Credits Offered Fall Semester

Students will spend time in the classroom and on-site learning techniques and methods of carpentry and building construction. The classroom curriculum will closely correspond with progress on the house project. Topics to be included are foundations, floor, wall, and roof framing. Emphasis will also be placed on teamwork, work ethics/habits, and job site safety.

CARP 152L Carpentry Laboratory II
12 Credits Offered Fall Semester

The primary focus of this course is on the house project. Emphasis will be on practicing and refining previously learned skills as the house construction progresses. The project allows students to experience a "real life" job situation. Special attention will be paid to safety, accuracy, speed, and production. Most work will be performed in small groups with all

students having the opportunity to both lead and follow within their groups.

CARP 153 **Carpentry Theory III**
10 Credits *Offered Spring Semester*

Topics covered in this course will coincide with the house project. Such areas as stair layout, roofing, drywall and interior/exterior finish will be the primary focus. As time permits, new materials and techniques, commercial construction applications and related construction areas may be examined. Safety aspects will be covered throughout.

CARP 153L **Carpentry Laboratory III**
12 Credits *Offered Spring Semester*

As the project house nears completion, students will focus on sharpening and refining those skills taught in previous courses as well as applying new concepts such as drywall, siding, and exterior/interior finish. As students prepare to find jobs in the carpentry field much emphasis will be placed on work ethics, habits, and teamwork. Depending on the progress of the project house, other carpentry projects that benefit the NIC campus or the local community may be introduced.

CHEMISTRY

CHEM 100 **Concepts of Chemistry I**
4 Credits *Offered Each Semester*

This is a non-mathematical course designed to acquaint students with the science of chemistry as it relates to modern technological society. It is designed for non-science majors who would like to learn about chemistry in the context of their everyday lives or find it useful in their intended careers. This course fulfills the laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week

CHEM 101 **Intro to Essentials of General Chemistry I**
4 Credits *Offered Each Semester*

CHEM 101 is a survey of the basic concepts of inorganic chemistry that includes quantitative concepts and development of problem solving methods. It is designed for health science majors, but also provides satisfactory preparation for CHEM 111 for students without sufficient background in chemistry. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 101L)
Prerequisite: One year of high school algebra or MATH 025

CHEM 102 **Intro to Essentials of General Chemistry II**
4 Credits *Offered Each Semester*

This course is a continuation of CHEM 101 and surveys basic concepts of organic and biochemistry. It is designed for health science degrees or to meet general core requirements.

The course satisfies a laboratory science requirement for the A.S. degree.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 102L)
Prerequisite: CHEM 101, 111 or other chemistry background and satisfactory score on CHEM 101 equivalency examination

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, but many applications are examined. Laboratory investigations support theory covered in lecture. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees. It is a required course for many transfer degree programs in sciences and engineering.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 111L)
Prerequisite: One year of recent high school chemistry, CHEM 101, or satisfactory score on the chemistry placement test (at first lab session); two years of high school algebra or MATH 108

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. Laboratory investigations support the theory covered in lecture. This course satisfies a laboratory science course requirement for the A.S. and A.A. degrees. It is a required course for many transfer degree programs in the sciences and engineering.

Lecture: 4 hours per week
Corequisite Lab: 3 hours per week (CHEM 112L)
Prerequisite: CHEM 101 and working knowledge of logarithms
Recommended: MATH 147 or higher

CHEM 114 **Qualitative Analysis**
2 Credits *Offered Each Semester*

CHEM 114 investigates the chemistry of separation and identification of selected cations and anions. It includes the theory of chemical equilibrium of acids, bases, buffers, complexions, and precipitation reactions and practical application of the concepts in the laboratory. The course is designed to accompany CHEM 112 for students whose transfer programs require additional skill in chemistry.

Lecture: 1 hour per week
Corequisite Lab: 3 hours per week (CHEM 114L)
Prerequisite: CHEM 111 and working knowledge of logarithms
Recommended: MATH 147 or higher

CHEM 204 **Special Topics: Quantitative Analysis**
(Previously CHEM 253) 5 Credits *Offered On Demand*

CHEM 204 is the first course in the study of analytical chemistry for scientists. Students who are majoring in the physical

of life sciences take this course to be introduced to the basic concepts of quantitative analysis.
Lecture: 3 hours per week
Corequisite Lab: Two 3-hour labs per week
Prerequisites: CHEM 111, 112, MATH 147 or comparable courses or experience.

CHEM 277 **Organic Chemistry I**
4 Credits **Offered Fall Semester**

CHEM 277 is a comprehensive study of the principles and theories of organic chemistry, emphasizing properties, preparations, and reactions. Required for transfer degree programs in chemistry, medicine, dentistry, pharmacy, engineering, and related fields.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 277L)
Prerequisite: CHEM 112 or 114

CHEM 287 **Organic Chemistry II**
4 Credits **Offered Spring Semester**

This is a continuation of CHEM 277 with an introduction to biological molecules.

Lecture: 3 hours per week
Corequisite Lab: 3 hours per week (CHEM 287L)
Prerequisite: CHEM 277 or permission of instructor

CHILD DEVELOPMENT

CHD 110 **Child Health and Safety**
3 Credits **Offered Each Semester**

This course introduces the student to essentials in creating a safe and healthy environment for young children from birth through the early elementary school years. Students will explore both the indoor and outdoor environment and learn how to promote health and nutrition in the classroom, prevent illnesses and reduce injuries, and create mentally healthy environments.

Lecture: 3 hours per week
Prerequisite: CHD 134 or concurrent enrollment in CHD 134

CHD 115 **Early Childhood Curriculum**
3 Credits **Offered Each Semester**

Students will examine the critical role of curriculum in meeting the physical, social, emotional, and cognitive needs of young children from birth to age 8. Strategies for creating a child-centered approach to curriculum will be practiced including the use of space, materials, relationships and routines. Students will gain experience in observing, assessing and documenting children's ideas and works.

Lecture: 3 hours per week
Prerequisite: CHD 134

CHD 134 **Infancy through Middle Childhood**
3 Credits **Offered Each Semester**

CHD 134 provides an introductory overview of human development from conception through middle childhood. Physical, cognitive, and social-emotional development are examined in the context of family and social issues. It is a re-

quired course for the Child Development program and is strongly recommended for Elementary Education majors.
Lecture: 3 hours per week

CHD 150 **Family-School Relations**
1 Credit **Spring Semester and Summer Session**

This course provides students with practices to establish healthy, communicative relationships with parents and caregivers. Students will gain insight into dynamics of the modern family and learn strategies for creating a classroom environment that invites, supports, and embraces families as a partner in their child's school experiences.

Lecture: 1 hour per week
Prerequisite: CHD 134

CHD 155 **Program Management**
1 Credit **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, recordkeeping, and communication.

Lecture: 1 hour per week
Prerequisite: CHD 110, 115, 134, 150, and 254

CHD 160 **Professionalism**
1 Credit **Offered Spring Semester and Summer Session**

This is the culminating course for the CDA candidate. Issues associated with ongoing professionalism in early childhood will be studied including locating and utilizing community resources and professional affiliations and organizations, advocacy strategies, understanding child abuse reporting laws, and exploring opportunities for continued education. Final preparation for CDA application will be reviewed.

Lecture: 1 hour per week
Prerequisite: CHD 110, 115, 134, 150, 155, and 254

CHD 243 **Early Childhood Education**
3 Credits **Offered Fall Semester**

This course introduces students to the field of early childhood education. Developmentally appropriate curriculum, behavior guidance, primary grade education, child care, and various issues within the field are examined.

Lecture: 3 hours per week
Prerequisite or Corequisite: CHD 134

CHD 254 **Child Guidance Theory**
3 Credits **Offered Spring Semester**

Techniques for understanding and effectively guiding children's behaviors are examined and practiced in this course. Included are skills for managing classroom situations, conflict resolution, verbal guidance, effective use of praise, preventing behavior problems, promoting self esteem, and setting individual goals. It is a required course for the Child Development program and is strongly recommended for Elementary Education majors.

Lecture: 3 hours per week

CHD 298A **Child Development Practicum**
3 Credits **Offered Each Semester**

This course offers a supervised experience working with pre-schoolers 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

Prerequisite: CHD 134

CHD 298B Child Development Practicum
3 Credits *Offered Each Semester*

CHD 298B offers continued experience working with young children. Students are placed in an approved off campus setting such as Head Start, kindergartens, and private early care and education programs. Students continue practicing skills in curriculum development, behavior guidance, and teaching effectiveness under the direction of a site-based supervisor.

Off Campus Work Experience: 6 hours per week

Prerequisite: CHD 298A

CHD 298C Child Development Practicum
3 Credits *Offered Each Semester*

CHD 298C provides the final experience working directly with young children in a supervised setting. Students are placed in an off campus early childhood setting and continue practicing skills in curriculum development, behavior guidance, assessment, and teaching effectiveness.

Off Campus Work Experience: 6 hours per week

Prerequisite: CHD 298B

CINEMA ARTS

CINA 126 Film and International Culture
3 Credits *Offered Each Semester*

This course presents films as artifacts of culture and history, examines foreign and North American films, and evaluates selected critical readings to promote meaningful comparative analysis. It focuses on becoming more critically aware of the rich and diverse forms of cinematic expression, developing an appreciation for our responses to visual imagery, and using basic concepts of film theory and cultural analysis to enrich our viewing experience. The concepts and methods introduced have applications to careers in broadcasting, 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. It involves classroom lecture and separately scheduled screening sessions.

Lecture: 3 hours per week

COLLEGE SKILLS COURSES

CSC 010 Reading and Spelling Fundamentals
3 Credits *Offered Each Semester*

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. Class size is limited to 12 students. 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. Class size is limited to 15 students. 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 Freshman 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*

This course is designed for the skilled reader who would like to develop strategies for flexible reading comprehension and to improve textbook reading skills. Reading techniques are applied to reading assignments in other classes in content areas such as the sciences, social sciences, and humanities.

Lecture: 2 hours per week

CSC 105 College Study Skills
2 Credits *Offered Each Semester*

This course provides instruction 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 3 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 pp. _____.

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 Either Semester

Making literature come alive through effective reading and interpreting is the goal of this course. Students will learn to select, analyze, and perform a variety of literary pieces including stories, plays, poems, and famous orations. COMM 103 is a useful elective for elementary education, performing arts, literature, and communication majors, as well as for parents.

Lecture: 3 hours per week

COMM 111 Interview Techniques 2 Credits Offered Each Semester

This course provides practical experience in the development of interviewing techniques for a variety of settings and career applications. The process is analyzed and practiced, including setting up, conducting, and assessing the interview.

Students learn to design and carry out effective interviews through study and practice of the practical "do's and don'ts" for several types of interviews. Skills gained are helpful to those pursuing careers in journalism, communications, law enforcement, psychology, oral history, and counseling. Use of an audio tape recorder is suggested.

Lecture: 3 hours per week for 14 weeks

COMM 133 Improving Listening Skills 1 Credit Offered Either Semester

This course involves instruction in the skills necessary for effective listening. These skills apply to all aspects of life from the job to personal relationships. Listening is the most used (and least trained) of the four basic communication skills.

Lecture: 3 hours per week for 5 weeks

COMM 134 Nonverbal Communication 2 Credits Offered Either Semester

This course is an introduction to the basic concepts in the study of body language, symbols, and various means of communicating without using spoken language. The study of non-

verbal 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 non-verbal 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 or permission of instructor; strong college-level reading and writing skills

COMM 220 **Introduction to Intercultural Communication**
3 Credits *Offered Each Semester*

This course is concerned with cultural differences and their effects on communication. The course attempts to help students become more sensitive to the needs of people from other cultures with whom we interact. With more and more diversity in our country, and to create and maintain positive relationships with minimal hostility and friction, an understanding of how to communicate across cultures will prove to be a considerable asset. Communication competence with people of other cultures calls for a repertoire of communication skills rarely taught in any other college course.

Lecture: 3 hours per week

Prerequisites: COMM 101

COMM 233 **Interpersonal Communication**
3 Credits *Offered Each Semester*

This course is an introduction to the skills and concepts that impact how people deal on a one-to-one level within interpersonal relationships. Emphasis is on self-examination and understanding how "I communicate with others" and how that can be improved. This is an excellent course for 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 INFORMATION TECHNOLOGY

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 graphical user interfaces. The course discusses basic concepts of how operating systems work and how applications interact with operating systems. Emphasis will be placed on system functions and commands so that the student will be able to effectively create and manage files, run programs, and use system devices. MS Windows 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: BUSA 135 and CITE 112

CITE 112 **Introduction to PC Hardware**
4 Credits *Offered Fall Semester*

This course will teach the student to set up microcomputer hardware and expansion cards. The course includes hands-on experience in component installation and upgrading. Troubleshooting techniques will be emphasized including practice in debugging system problems. Peripheral devices will be discussed from a compatibility and capability standpoint. Each student will install operating systems, application programs, and diagnostic utilities. This class is geared towards preparing students for A+ Certification. Students wishing to take the exam will be charged a \$256 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: BUSA 135 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: BUSA 135, CITE 110, and 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 \$185 for taking the exam.

Lecture/Lab: 4 hours per week

Prerequisites: BUSA 135, CITE 110, and 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. The course will cover the life cycle of systems development; project management tools and techniques; process of interface with users, documentation, database interface; and productivity tools. Included is an overview of object-oriented design and CASE. Students will be expected to use a graphical-based high-level tool that supports the system development life cycle. This is a required course in the Computer Information Technology certificate program.

Lecture: 3 hours per week

Prerequisites: BUSA 135, CITE 110, and 112

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 Computer Information Technology 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 and 236

CITE 234 HTML/Java
4 Credits Offered Fall Semester

Current standard Hypertext Markup Language will be presented to establish concepts, principles, and techniques of web page structure. Fundamentals of web programming with Java will introduce animated presentations and interactivity. Projects will include object-oriented concepts, programming syntax and constructs, applet construction, and interactive web communication. The goal is to give the student experience in languages that support the Internet. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 5 hours per week

Prerequisites: CITE 130 and acceptance into the Internet Support Technician option

Corequisites: CITE 232 and 236

CITE 236 Web Based Applications
3 Credits Offered Fall Semester

This course presents popular Internet application software

including web page editors, converters, utilities, browsers, and search engines. Students will continually investigate the latest trends in the Internet industry, plus utilize and evaluate software applications. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130 and acceptance into the Internet Support Technician option

Corequisites: CITE 232 and 234

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. This is a required course in the Internet Support Technician option of the Computer Information Technology AAS degree program.

Lecture/Lab: 4 hours per week

Prerequisite: CITE 130, 232, 234, 236 and acceptance into the Internet Support Technician option

Corequisite: CITE 244

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 in Basic. The course will allow the student to become proficient in Visual Basic and the principles of good program design. The student will write and demonstrate simple structured programs with well-developed user interfaces. Programming assignments will include procedural techniques and event-driven processing. This is a required course in the Internet Support Technician option of the Computer Information Technology A.A.S. degree program.

Lecture/Lab: 4 hours per week

Prerequisite: Cite 110 and acceptance into the Internet Support Technician option

Corequisites: CITE 242

CITE 250 Windows 2000 Essentials
4 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 Windows 2000 Server to create files, print, and Terminal servers. It also provides students with the prerequisite knowledge and skills required for CITE 254 (Implementing a Network Infrastructure Using Microsoft Windows 2000).

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 the prerequisite knowledge and skills required for CITE 256 (Implementing and Administering Microsoft Windows 2000 Directory Services).

Prerequisite: CITE 252

CITE 256 Administering Directory Services
4 Credits Offered Spring Semester

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory directory services. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

Prerequisite: CITE 254

CITE 260 Designing Directory Services
3 Credits Offered Spring Semester

This course provides students with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure in an enterprise network.

Prerequisite: CITE 256

CITE 262 Windows 2000 Migration
2 Credits Offered Spring Semester

This course provides students with the knowledge and skills necessary to select and design a strategy to migrate from a Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Window 2000 Active Directory directory service infrastructure by describing the planning processes and implications involved.

Prerequisite: CITE 260

CITE 264 Secure Web Access
3 Credits Offered Spring Semester

This course teaches students various methods of securing web access and includes how to support various features of a proxy server. Students will learn how to install, configure, and implement all components that compromise secure web access.

Prerequisite: CITE 262

CITE 270 Internetworking 1
4 Credits Offered Fall Semester

This course teaches skills to prepare participants for configuration of networks using Cisco routers and switches. Participants learn network topologies, the OSI model, cabling (pull-

ing, terminating, punching down, testing, standards), IP addressing, subnetting, ARP/RARP, routing protocols, network media, LAN design, network management, and electrical and safety considerations. Lab work is designed to simulate real-world internetworking. This is a required course in the Internetworking Support Technician option.

CITE 272 Internetworking 2
4 Credits Offered Fall Semester

This course titled, Internetworking 2: Introduction to Cisco Router Configuration, starts with a brief LAN overview covered in Internetworking 1 and continues to Wide Area Networks (WAN). Topics of Internetworking 2 include Network layer, Cisco IOS (Internetwork Operating System), software user interface, display router configuration information, router startup and setup configuration, router configuration, sources for Cisco IOS software, TCP/IP, configuring router interfaces with IP addresses, router configuration and routing protocols (RIP and IGRP), and access lists. This is a required course in the Internetworking Support Technician option.

Prerequisite: CITE 270 and acceptance into the Internetworking Support Technician option

CITE 274 UNIX Administration
2 Credits Offered Fall Semester

This course will provide students with the knowledge and skills to use and administer the UNIX operating system. The class is intended for system administrators and advanced users wishing to expand their UNIX knowledge for use on the job and for utilizing networking environments.

Prerequisite: CITE 110 or CS 204 and permission of instructor.

CITE 281 Internetworking 3
4 Credits Offered Spring Semester

This course, Advanced Cisco Routing and Switching, provides students with the knowledge and skills to configure advanced routing protocols, LAN switching, and internetwork access methods. Students will be able to troubleshoot configurations using Cisco bridges, routers, and switches. This course prepares students for the Cisco Certified Network Associate (CCNA) exam. This is a required course in the Internetworking Support Technician option.

Prerequisite: CITE 270, 272 and acceptance into the Internetworking Support Technician option.

CITE 282 Internetworking 4
4 Credits Offered Spring Semester

This course, Cisco WAN Design, provides students with the knowledge and skills to design and configure Wide Area Networks (WANs) using the Cisco IOS command set. A Threaded Case Study is a major portion of this class. This class will prepare students for the Cisco Certified Network Association (CCNA) examination. This is a required course in the Internetworking Support Technician option.

Prerequisites: CITE 270, 272, 280 and acceptance into the Internetworking Support Technician option.

CITE 284 Network System Administration
3 Credits Offered Spring Semester

This course provides students with the knowledge and skills to perform routine administration tasks in a Novell or

Microsoft based network. The course will cover creating user accounts, printing services, and security issues.

Prerequisite: CITE 274 and acceptance into the Internetworking Support Technician option.

CITE 295 Computer Information Technology Internship
4 Credits Offered Each Semester and Summer

The Computer Information Technology Internship involves a working partnership in which North Idaho College and the sophomore students of the CITE program join with area employers in a structured, real-life relationship. The basic purpose is to provide CITE students insight and on-the-job work experience doing projects that would normally be assigned to the employer's entry-level PC/User, Internet, networking, or Cisco support staff. During this supervised experience, students will be evaluated on their performance of course competencies. This is a required course in the Computer Information Technology A.A.S. degree option.

On-Site Work: Approximately 11 hours per week

Prerequisite: Sophomore standing in the CITE program and permission of the instructor

COMPUTER SCIENCE

CS 100 Intro to Computers and Computer Science
3 Credits Offered Each Semester

CS 100 is intended as an introduction to computers and computer science for non-computer science majors. Prior experience with computers, such as using a graphical user interface and a word processor, is recommended. Students with no prior experience will be expected to attend out-of-class labs to learn the basic use of a computer. Topics include an historical perspective, evolving hardware and software, using the Internet, creating web pages, social implications, and using a modern programming language. Problem solving and algorithm development are important themes of the class. The course involves substantial use of microcomputers outside of class and the possible use of minicomputers and alternative operating systems. This course cannot be taken for credit after successful completion of BUSA 100.

Lecture: 3 hours per week

Prerequisite: MATH 025 or equivalent

CS 102 Computer Science Orientation
1 Credit Offered Either Semester

CS 102 is intended to help computer science majors broaden their perspective of computer science with current, new, and future trends in the field and employment environments and opportunities. Topics include neural networks, artificial intelligence, robotics, graphical user interface tools, Java, Hypertext Markup Language, Common Gateway Interface, Visual C++, Visual BASIC, Perl, and networking. Regional experts in various computer science fields will discuss their work, employment opportunities, perspectives, responsibilities, and educational requirements. Students will learn about NIC Computer Science Department resources. A local or regional field trip may be required.

Lecture: 1 hour per week for 15 weeks

Prerequisite: High school algebra

CS 125 Introduction to Visual BASIC Programming
2 Credits Offered Either Semester on Demand

This course is an introduction to the MS Visual BASIC programming language. It is intended for students who may need an introduction to MS Visual BASIC or students interested in programming their home computers.

Lecture: 3 hours per week

Prerequisite: MATH 108

CS 150 Computer Science I
4 Credits Offered Each Semester

CS 150 offers an introduction to the field of computer science using C/C++. Central themes of the class include an introduction to computer organization; algorithmic problem solving; structured and object oriented program design; and societal and professional context in which computer science exists. Fundamental data types including arrays and structures will be explored and concepts such as complexity, invariants, and abstract data types will be introduced.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (CS 150L)

Prerequisites: Two years of high school algebra or MATH 130 or 147. CS 100 is recommended for students without computer experience.

CS 160 Computer Science II
3 Credits Offered Either Semester On Demand

CS 160 provides continuing experience in problem-solving and software design methods. The analysis of algorithms, use of non-text files, and dynamic data structures are introduced and the entire software-design cycle is considered in greater depth. Standard algorithms for numeric and text processing, 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

Prerequisite: Prior programming experience in a structured object oriented language. This requirement may be met with a course in Pascal, C, or other high level language.

CS 212 Languages of Computer Science: HTML
3 Credits Offered Either Semester

This course is designed to teach programming and computational thinking skills to create rich, interactive documents for the World Wide Web. Focus is on using computational tools to create and work with interactive information resources. Students will learn to create documents that contain text, video, audio, and image data to request and process input

from users. Image, video, and audio representation will be covered. Techniques of indexing, searching, browsing data, societal impact of the Internet, security, cryptography, copyright, and freedom of speech will be covered.

Lecture: 3 hours per week

Prerequisites: Experience using the World Wide Web and the Internet in general.

CS 213 Languages of Computer Science: JAVA
3 Credits *Offered Either Semester*

This course provides an introduction to the programming language JAVA. The course will include the features of JAVA such as objects, classes, wrappers, constructors, inheritance, method overloading, threads, error handling with exceptions, applets, java.awt (the Abstract Windows Toolkit) and possibly other Java packages.

Lecture: 3 hours per week

Prerequisite: High level language programming class such as C++ or permission of the instructor

CS 240 Digital Computer Fundamentals
4 Credits *Offered Either Semester On Demand*

Digital logic concepts, logic design, Karnaugh maps, combinational and sequential networks, state tables, state machines, and program logic arrays are covered in this course. Laboratory activities use basic lab equipment, logic analyzers, and digital oscilloscopes.

Lecture: 3 hours per week

Corequisite Lab: CS 240L (2 hours per week)

Prerequisites: MATH 147 or permission of instructor

CS 250 Data Structures
3 Credits *Offered Either Semester On Demand*

Standard data structures are examined using a high level programming language such as C++, Stacks, Queues, Linked lists, trees, and graphs are presented and explored through manipulation methods specific to each. Other topics include a continued development of skills in the analysis of algorithms, dynamic memory use; and the use of external files.

Lecture: 3 hours per week

Prerequisites: CS 160, MATH 187

CS 270 Computer Organization and Assembly Language
3 Credits *Offered Either Semester On Demand*

Students will study computer organization, assembly language, the use of assemblers, addressing methods, and structured assembly programming methods.

Lecture: 3 hours per week

Prerequisites: CS 150, 240

CULINARY ARTS

NOTE: Course enrollment requires prior acceptance into the Culinary Arts program.

CULA 150 Sanitation and Safety
1 Credit *Offered Fall Semester*

This course focuses on the basics of safety and sanitation as it applies to the food service industry. On completion of this

course students will be certified by the National Restaurant Association in Applied Food Safe Sanitation. Students will be instructed in the basics of first aid as it relates to food service.

CULA 151 Introduction to Food Service
1 Credit *Offered Fall Semester*

Through lecture and demonstration, this course includes an introduction to tools and equipment used in the food service industry. Students will also learn basic cooking principles and methods including the art of seasoning and flavoring. Recipe and menu development will also be taught, as well as forms and functions, measurements, conversions and food costs.

CULA 152 Breakfast Cookery and Food Presentation, Garnish, Quick Breads
1 Credit *Offered Fall Semester*

This course will focus on the preparation of breakfast foods including eggs, dairy products, and meats. Basic bakeshop principles as they relate to an assortment of foods and breads, will also be explored. An introduction to food presentation and buffet service will also be included.

CULA 155 Preparation of Stocks, Soups, and Sauces
1 Credit *Offered Fall Semester*

This course will focus on the fundamental knife skills and basic food organization and preparation. Students will be introduced to techniques required for preparing stocks, soups, and sauces. A variety of sauces will be introduced including mother sauces, small sauces, clear soups, cream soups, chowders, purees, and specialties.

CULA 156 Preparation of Meats, Poultry, Fish, and Shellfish
1 Credit *Offered Spring Semester*

Students will gain an understanding of the composition and structure of meats, fish, poultry, and shellfish as they relate to the industry. Field trips to a production meat company and fishmonger will be included. Application of theories will be experienced in lab.

CULA 157 Preparation of Vegetables, Starches, Sandwiches, and Salads
1 Credit *Offered Spring Semester*

Students will gain an understanding of the different techniques and methods used to prepare vegetables and starches as these techniques relate to quality. In addition, students will learn about various types of salads and dressings, as well as hot and cold sandwich preparation.

CULA 158 Bakeshop
1 Credit *Offered Spring Semester*

Preparation techniques and procedures for a variety of baked goods will be explored in this course. Breads, cakes, icings, cookies, pies, and pastries will be among specific items discussed.

CULA 165 Introduction to Customer Service
3 Credits *Offered Fall Semester*

This course will focus on the basics of customer service. Quality customer service will be at the center of all discussions. Special attention will be placed on front-end restaurant and dining service procedures. Students will apply prin-

principles learned in class during the "on-the-job" lab in the College restaurant. A skills development log and completion of written assignments will be required. This course consists of approximately 30 hours of theory and 45 hours of lab.

CULA 165L Introduction to Customer Service Lab
0 Credits *Offered Fall Semester*

On-the-job training lab to be taken in conjunction with CULA 165. Principles taught in CULA 165 will be applied in this lab.

CULA 166 Restaurant Customer Service Operations
3 Credits *Offered Spring Semester*

This course will explore advanced customer service relations, dining room procedures, and internal customer service. Students will learn and experience a variety of front-end positions including service supervisor. Special service situations will be addressed as well as standards for industry communications. Students will apply principles learned in class during the "on-the-job" lab in the College restaurant. A skills development log and completion of written assignments will be required. This course consists of approximately 30 hours of theory and 45 hours of lab.

CULA 166L Restaurant Customer Service Operations Lab
0 Credits *Offered Spring Semester*

This is an on-the-job training lab to be taken in conjunction with CULA 166. Principles taught in CULA 166 will be applied in this lab.

CULA 170 Culinary Arts Lab I
6 Credits *Offered Fall Semester*

Students apply skills taught in theory while operating "Emery's," the College restaurant located in the Hedlund Building. Throughout the semester students will rotate to a variety of "stations" that are similar to those in the food service industry. Emphasis is placed on "hands-on" application.

CULA 171 Culinary Arts Lab II
6 Credits *Offered Spring Semester*

Students will continue to apply the knowledge taught in theory classes by exploring more advanced complexities of menu offerings while operating Emery's Restaurant.

Prerequisite: Completion of CULA 170

CULA 172 Specialty Food Design and Event Menu Planning
3 Credits *Offered Summer Session*

The student will gain an appreciation for the complexities in planning a special function with emphasis on food preparation. In addition, they will learn the art of cake and pastry decorating as well as the fundamentals of vegetable/fruit art as it relates to aesthetics and taste.

DANCE

DANC 105 Aerobic Dance/Fitness
1 Credit *Offered Each Semester*

This course combines cardiovascular conditioning, toning, flexibility exercises, and a fat burning intensity level. DANC

105 is offered in two levels: Nice and Easy, a low impact with moderate intensity for the beginner; and Intermediate, a muscle strengthening and higher level of intensity. It satisfies a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits

Lecture/Activity: 2 hours per week

DANC 111 Beginning Rhythm and Movement
1 Credit *Offered Each Semester*

This class will explore the many different forms of dance, from the Charleston to the waltz to jazz. It also covers different periods of history, styles, and rhythms.

Lecture/Activity: 2 hours per week

DANC 112 Beginning Social/Swing Dance I
1 Credit *Offered Each Semester*

This partner form dance will include social dances such as the waltz, foxtrot, cha-cha, etc. and swing dancing from the 1930's and 1940's.

Lecture/Activity: 2 hours per week

DANC 113 Jazz Dance I
1 Credit *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 a P.E./dance requirement 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 Jazz Dance II
1 Credit *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 a P.E./dance requirement for the A.S. and A.A. degrees and may be repeated for a total of four credits.

Lecture/Activity: 2 hours per week

Recommended: DANC 113 or some knowledge of jazz dance

DANC 115 Modern Dance: Beginning I
1 Credit *Offered Each Semester*

DANC 115 is a discovery of dance movement through the physical and mental discipline techniques of Graham and Cunningham. 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. Satisfies a P.E./dance requirement for the A.S. and A.A. degrees and 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 concentrates on basic technique, body alignment, and the development of step combinations. It includes related terminology and history of the art form. DANC 117 helps gain more flexibility, muscle strength and control, and mental discipline over the body. It also promotes the aesthetic understanding and appreciation of classical ballet. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees 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. It further enhances an appreciation of the art form as technique improves. This course satisfies a P.E./dance requirement for the A.S. and A.A. degrees and it may be repeated for a total of two credits.
Lecture/Activity: 3 hours per week
Prerequisite: DANC 117 or equivalent

DIESEL TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Diesel Technology Program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

DSLTL 105

Orientation/Safety/General Shop Practices
Offered Fall Semester

2 Credits
This course will introduce students to on-campus services including the library and College Skills Center. It will include instruction about the industry, including wages, job opportunities, and the nature of the work. This course will also teach students about safety equipment and procedures. Instruction will be provided on a variety of general shop practices such as drilling and tapping holes, drilling out broken bolts, installing Heli-coils, double flares, soldering, and the care of equipment and floors.

DSLTL 117L
2 Credits

Diesel Lab
Offered Summer Session

This course provides students with additional exposure to lab experiences related to a special interest area selected by the student in DSLTL 195. It may consist of work with mock-ups, components, live work, or in some cases school-to-work arrangements with local shops.

DSLTL 118L
2 Credits

Diesel Engine Lab
Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in the DSLTL 120 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 119L
1 Credit

Electrical Systems Lab
Offered Fall Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL 122 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 120
5 Credits

Diesel Engines
Offered Fall Semester

This course will include instruction on the basics of how to identify, repair, rebuild, and/or replace diesel engines. Students will learn two-stroke and four-stroke combustion engine theory as well as engine performance criteria. Instruction will include the operation and basic principles of various diesel engine components and their respective systems.

DSLTL 122
4 Credits

Electrical Systems
Offered Fall Semester

This course will include instruction on the theory, operation, construction, and repair of heavy-duty electrical systems. Students will gain an understanding of starting systems, charging systems, batteries, wiring schematics and lighting, along with the associated testing and repair procedures for each system.

DSLTL 128L
2 Credits

Powertrain Lab
Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL 130 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 129L
1 Credit

Brake Systems Lab
Offered Spring Semester

This course provides students with hands-on exposure in a shop setting on the subjects covered in the DSLTL 132 theory class. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 130
5 Credits

Powertrains
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.

DSLTL 132
4 Credits

Brake Systems
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.

DSLTL 195
1 Credit

Specialization Study
Offered Summer Session

During this course of study each student will select an area of special interest in which they wish to pursue additional study. The instructor will assist the student by providing instruction through one or more of the following: classroom instruction, videos, slides, library research projects, or short field trips.

DSLTL 218L Advanced Tune-Up Lab
2 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in DSLTL 221 theory classes. This instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 219L Computerized Engine Lab
2 Credits Offered Fall Semester

This course will give students hands-on exposure in a shop setting to those subjects covered in diesel theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 220 Advanced Tune-Up
4 Credits Offered Fall Semester

This course will teach students how to troubleshoot, adjust, repair, or replace components associated with tune up procedures for diesel engines. Exhaust emissions and other environmental issues pertaining to diesel engines will also be discussed. Students will also learn the operation, construction, and repair techniques associated with diesel fuel systems and induction systems. The course will provide students with the opportunity to become aware of the principles of theory for control devices, governors, and other controls related to diesel engines.

DSLTL 222 Computerized Engines
4 Credits Offered Fall Semester

This course will teach students how to test, troubleshoot, adjust, repair, or replace components associated with computerized engines. Students will also learn the operation, construction, and theory of computerized engine controls.

DSLTL 228L Undercarriages/Suspension Lab
2 Credits Offered Spring Semester

This course will give students hands-on exposure in a shop setting on those subjects covered in the DSLTL 230 theory class. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 229L Hydraulics Lab
2 Credits Offered Spring Semester

This course will give students hands-on exposure in a shop setting on those subjects covered in DSLTL 232 theory classes. The instruction will utilize a variety of mock-ups, training aids, components, and limited live customer work.

DSLTL 230 Undercarriages/Suspension
4 Credits Offered Spring Semester

This course will teach students the operation, construction, and repair of heavy equipment undercarriages. Instruction will cover components, construction, and repair of various truck and heavy equipment suspension systems used in the industry. Students will gain an understanding of the operation, construction, components, and repair of steering systems.

DSLTL 232 Hydraulic Systems Lab
4 Credits Offered Spring Semester

This course will teach students the theory of operation, construction, adjustment, maintenance, and repair of heavy equip-

ment hydraulic systems. Students will also learn how to design hydraulic systems and implement changes to existing hydraulic systems.

DSLTL 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 TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Drafting 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 Fall 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 Fall Semester

DRFT 106 will focus on developing the knowledge and skills necessary for solving problems using descriptive geometry. Students will develop line projections, true size and shape of lines or planes, and piercing points of lines and planes in space. In addition, they will develop graphical solutions of force vectors. AutoCAD will be used as the instructional platform. Concepts will be reinforced through hands-on activities that focus on theories discussed.

DRFT 107 Technical Graphics I
3 Credits Offered Fall Semester

DRFT 107 is designed for the beginning AutoCAD user and provides an introduction to Computer Assisted Drafting (CAD) using Windows NT as the operating system. The latest version of AutoCAD will be used as the basic drafting platform. A major focus will be to develop the visualization skills necessary to develop working line drawings. Concentrated efforts will be made to stress the importance of accuracy and clarity of drawings, while at the same time developing confidence and drafting speed. After accomplishing visualization skills the student must be able to produce hard copies of the proper scale. In the lecture/lab environment students will be presented with hands-on activities to reinforce their learning.

DRFT 108
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 Spring 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 212
3 Credits

Multimedia Presentations
Offered Either Semester

Using industry standard software, students will explore the basic skills needed for photo overlays, photo retouching, rendering and shading, fly through/animation, and page layout. Students will create presentation folios and related illustration documents.

DRFT 213
3 Credits

Custom AutoCAD for Productivity
Offered Either Semester

This advanced class builds on previous AutoCAD classes. Topics examined include customization of AutoCAD's menus, creation and implementation of user defined AutoLISP functions, and advance study using the Internet to transfer graphical information. Concepts will be reinforced through hands-on activities that focus on these skills.

DRFT 231
4 Credits

Arch Design-Chief Architect
Offered Fall Semester

Using "Chief Architect" as a tool, students will create a series of residential building plans. Each plan will include floor plans, foundation plans, elevation views, details, bill of materials, cost estimates, and a schedule. By using the concepts learned from DRFT 238 the student will be able to go from conceptual design, to design development, and finally into construction documentation. Successful completion of DRFT 110 and DRFT 130 and/or instructor permission is required.

DRFT 233
4 Credits

Arch Design-Arch Desktop
Offered Spring Semester

DRFT 233 prepares students to design and consult with architectural desktop. By learning the key entry points into architectural design, students will be able to go from conceptual design, to design development, and finally to construction documentation. Students will explore the fundamental concepts of Architectural Desktop, beginning with a detailed study of the creation of commercial building plans. Utilizing this software, students will create a full set of residential and commercial plans, including floor plans, foundation plans, elevation views, details, bill of materials, and cost estimates. Successful completion of DRFT 112 and DRFT 130 and/or permission of instructor is required.

DRFT 235
2 Credits

Building Codes
Offered Fall Semester

DRFT 235 deals with issues of land use zoning, building codes, and electrical/plumbing codes as they relate to a draftsman/designer of typical wood framed residential structures. Also included is a unit of Uniform Building Codes, including occupancy classifications, fire safety requirements, handicapped access requirements, energy conservation issues, and type of material available.

DRFT 237
2 Credits

Architectural Blueprint Reading
Offered Fall Semester

Building on knowledge learned in DRFT 130, this course will focus on advanced blueprint reading in the area of architectural 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 238
3 Credits

Architectural Design and Modeling
Offered Fall Semester

DRFT 238 provides introduction to the architectural design process and includes the study of the history of architecture. The principal characteristics of major traditional and contemporary architectural styles will be studied, as well as the concepts of space and space relationships as they relate to architecture of the major historical styles and how these styles influence today's architecture. The old adage of "form follows function" will be introduced and practiced. Successful completion of DRFT 130 and/or instructor permission is required.

DRFT 239
3 Credits

Structural Design and Modeling
Offered Spring Semester

DRFT 239 focuses directly on the structure aspects of architecture with emphasis on structural strength and acceptable building practices. Included is the study of the five basic methods of spanning open spaces between columns, including the lintel, corbel, arch, cohesive construction, and truss. Successful completion of DRFT 130 and/or instructor permission is required.

DRFT 241
3 Credits

Intro to Civil Design
Offered Fall Semester

DRFT 241 will cover the basics of interpreting survey information and transforming the data into a digital terrain model. The focus will be on horizontal layout of proposed roads.

ons, utilities, and building pads incorporated with existing boundaries and features. Students will create records of survey, ALTA maps, building/parking lot layout proposals, and subdivision layout proposals. Students must be enrolled in and/or have completed ENGR 214 and/or have instructor permission.

DRFT 243 **Advanced Civil Design**
1 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 sewers, 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 **Mechanical Design-Solid Works**
4 Credits *Offered Fall Semester*

DRFT 251 introduces the student to parametric design of parts and assemblies while utilizing Solid Works' Mechanical Design Automation Software. Design intent will be emphasized. The focus will be split between learning the software and the fundamentals of design. The design portion of this course is intended to dovetail with the design portion of DRFT 253. Successful completion of MATH 143 and 143D and/or instructor permission is required.

DRFT 253 **Mechanical Design-Mechanical Desktop**
4 Credits *Offered Spring Semester*

DRFT 253 is an introduction to parametric design of parts and assemblies utilizing Autodesk's Mechanical Desktop soft-

ware. The focus of this course is on learning the manipulation of the software and learning the fundamentals of design. The design portion is intended to dovetail with the design portion of DRFT 251. Successful completion of MATH 143 and 143D and/or instructor permission is required.

DRFT 254 **Power Transmission**
2 Credits *Offered Fall 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 Spring 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 **Advanced Blueprint Reading-Mechanic**
2 Credits *Offered Fall Semester*

Building on knowledge learned in DRFT 130, this course will focus on advanced blueprint reading in the area of mechanical design. Students will become familiar with industry standard symbols facilitating the reading and interpretation of mechanical design plans. Successful completion of DRFT 130 and/or instructor permission is required.

DRFT 258 **Strength of Materials**
3 Credits *Offered Fall Semester*

DRFT 258 deals with relationships between external loads (force) applied to an elastic body and the internal forces acting within that body. This course will allow the mechanical designer to understand the design problems that are associated with stress. By understanding the stress factor and the strength of materials the designer will be able to specify materials and material sizes of adequate strength that will withstand the design intent. Successful completion of or current enrollment in PHYS 111 and/or instructor permission is required.

DRFT 295 **Drafting Cooperative Workbased Learning**
1-3 Credits *Offered Spring Semester*

This course is designed to provide students with drafting related experience in a particular area of interest. Job site and objectives will be arranged with the instructor. Students must have prior permission from the instructor to enroll in the course.

DRFT 299 **Directed Study Special Issues**
3-6 Credits *Offered Spring Semester*

This course is intended to strengthen a student's proficiency level in areas of interest. A contractual agreement between the student and the instructor will be agreed upon. Students

must have prior permission from the instructor to enroll in this course.

ECONOMICS

ECON 201 Principles of Economics (Macro)
3 Credits Offered Each Semester

This course is an introductory study of the behavior of our national economy. This includes the tools of supply and demand, the measurement of inflation and employment, and discussion of the definition, role, and importance of national income and money and the banking system. The course also analyzes the role of government and the effects of international trade on the U.S. economy. Economic vocabulary and analysis of economic situations are emphasized. ECON 201 is a required course in the Business Administration, Business Education, Accounting Assistant, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week
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, Business Education, and Small Business Management programs. It satisfies a social science requirement for the A.S. and A.A. degrees. Prior completion of other courses is not required.

Lecture: 3 hours per week
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 the public schools.

This course is required for some transfer degrees in education. Its major goals are to assist students in making an educated decision about teaching as a career choice, to develop communications and interpersonal skills, to encourage creativity and critical thinking, and to provide opportunities to examine personal values and beliefs about teaching. Prior completion of other courses is not required.

Lecture: 2 hours per week

Field Experience: 30 hours per semester

Prerequisite: Sophomore standing or permission of instructor

Recommended: College-level reading, oral and written English language, and computer skills.

EDUC 275 Education of the Exceptional Individual
3 Credits Offered Alternate Spring Semesters

This course offers a general overview of special education. It emphasizes an introduction to the different handicapping categories, teaching methods, and unique legal requirements associated with educating exceptional individuals. EDUC 275 provides important knowledge about exceptional individuals who are found throughout the educational system (not just special education classrooms). This course is appropriate for all education degrees.

Lecture: 3 hours per week

Field Experience: 30 hours per semester

Corequisite: 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 with coverage of current, voltage, resistance, Ohm's Law, Kirchoff's Law, series, parallel, and series/parallel circuits and Network Theorems. These basics prepare the student for understanding and troubleshooting circuits with passive components and provide a foundation for further studies. Component recognition and identification and initial familiarity with schematics is presented.

ELT 110L Direct Current I Lab
2 Credits Offered Fall Semester

This lab course parallels the material presented in ELT 110 with hands-on experiments to reinforce the understanding of concepts and theory. Industry standard laboratory procedures, practices, and safety are presented in an applications oriented environment. Proper use of electronics test equipment to analyze and troubleshoot electronic circuits is introduced.

Corequisite: ELT 110

ELT 120 Direct Current II
5 Credits Offered Fall Semester

This course continues the study of DC with the coverage of capacitance, magnetism, inductance, transient response, and an introduction to AC and reactance. Manufacturer's com-

ponent 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 electronics 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 equip-

ment 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, registers 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 assembly language 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; axonometric and oblique drawing; sectioning;

dimensioning; descriptive geometry; mechanical, electrical, and civil drawing. It provides engineering students with beginning skills in computer-aided engineering drawing, but is not intended as a preparation for professional drafting. It is required for engineering transfer degrees.

Lecture/Lab: 4 hours per week

Prerequisites: Basic understanding of math

Recommended: Completion of high school algebra and geometry

ENGR 210 **Statics**
4 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: 4 hours per week

Prerequisite: MATH 170, 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. It is required for transfer degrees in civil engineering and surveying and is recommended for other engineering programs.

Lecture: 3 hours per week

Corequisite Lab: ENGR 214L, 3 hours per week

Prerequisite: MATH 147 or equivalent

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 Newtons 2nd Law, energy, momentum methods, collision equations, and vibrations. It provides basic engineering skills that apply to all machines and other engineering bodies in motion. It is required for transfer degree programs in civil and mechanical engineering and is recommended as an engineering science elective for other engineering programs.

Lecture: 3 hours per week

Prerequisite: MATH 175, ENGR 210

ENGR 223 **Engineering Analysis**
3 Credits *Offered Fall Semester*

ENGR 223 introduces a combination of numerical analysis skills, problem solving 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: 3 hours per week

Corequisite: MATH 175

ENGR 240 **Circuits I**
4 Credits *Offered Spring Semester*

ENGR 240 presents a study of Ohm's Law, analysis methods, network theorems, Laplace transforms, and energy storage elements. It includes the exploration of electrical circuits using hands-on lab activities and computers. This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry.

Lecture: 4 hours per week

Prerequisite or Corequisite: MATH 170

ENGR 241 **Circuits II**
4 Credits *Offered Fall Semester*

Circuits II presents a study of power, three phase, transformers, filters, Farrier transforms, and Laplace transforms. It includes the exploration of electrical circuits using hands-on lab activities and computers. This is an important course for transfer degree programs in engineering, physics, math, computer science, or chemistry.

Lecture: 4 hours per week

Corequisite Lab: ENGR 203L (2 hours per week)

Prerequisite: ENGR 240

Prerequisite or Corequisite: MATH 175

ENGR 295 **Strength of Materials**
3 Credits *Offered Spring Semester on Demand*

ENGR 295 is the study of material strength, including elasticity, stress, strain, beam analysis, analysis of structural forms, deformation, modes of failure, and column analysis. The course provides a basic understanding of how structures and machines should be designed to prevent failure. It is required for transfer degree programs in mechanical and civil engineering and is recommended for all other engineering programs.

Lecture: 3 hours per week

Prerequisite: ENGR 211, MATH 175

Note: This course is equivalent to U of I Engineering 350

ENGLISH

THE WRITING CENTER: The Writing Center, located in the College Skills Center, is open 10-15 hours per week (scheduled hours may vary each semester). NIC students can drop in to receive professional assistance with their writing assignments. Experienced writing instructors are available to offer help in all areas of concern, ranging from correct punctuation to word choice and organization. A student may come in one time or use the Center on an on-going basis all semester.

ENGL 045 **Writer's Workshop**
3 Credits *Offered Each Semester*

English 045 offers introductory instruction in grammar, sentence construction, and paragraph development. This class includes instruction in constructing simple, compound, and complex sentences; writing thesis and topic statements; and developing a paragraph with primary and secondary support. Writer's Workshop is helpful to those who need to improve skills before taking a college composition course. It is an important skill-building course that can influence college suc-

one, 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 0-170 on the SAT Verbal.

ENGL 099 Fundamentals for Writing
3 Credits Offered Each Semester

Fundamentals for Writing is a course focusing on building sentence, paragraph, and basic essay skills. This class teaches some related language skills, such as dictionary use and spelling development. 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 38-67 on the COMPASS Writing or between 15-37 on the ACT English or between 180-440 on the SAT Verbal. OR a grade of C- or above in ENGL 045

ENGL 101 English Composition
3 Credits 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 430-560 on the SAT Verbal. OR a grade of C- or above in ENGL 099

ENGL 102 English Composition
3 Credits 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 or higher on the ACT English or 700 or higher on the SAT Verbal will result in credit for ENGL 101 and ENGL 102.

ENGL 175 Introduction to Literature
3 Credits 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 Technical Writing
3 Credits Offered Fall Semester

Technical Writing offers instruction in the writing skills applicable to business and industry. This class emphasizes factual information in the form of writing instructions and describing mechanisms and processes. It includes the fundamentals of composing memos, letters, and reports. Technical Writing is designed for those interested in practical applications of technical writing principles. This class is required for some occupational programs and is a useful general elective for all programs in science and technology. Prior completion of ENGL 099 and sophomore standing or permission of instructor are required.

Lecture: 3 hours per week

Recommended: ENGL 101

ENGL 203A Trestle Creek Review
1 Credit 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 a choice of art, mythology, poetry, architecture, music, culture, travel, nature, science, theater, autobiography, and biography. Emphasis is placed on the student's own writing of essays and explications based on the five-step critical thinking method. This course encourages applied writing through projects in the student's field of study and encourages students to practice and learn to apply the steps in the writing process: prewriting, arrangement, revision, and editing.

Lecture: 3 hours per week
Prerequisite: ENGL 101, 102

ENGL 216 Mythology
3 Credits *Offered Spring Semester*

Mythology surveys both Greek myths and themes common to all Western mythologies, particularly those of the hero quest. This course includes the study of a variety of stories, poems, plays, and films, and 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 humanistic disciplines such as art, psychology, and philosophy. This course helps link the basic concepts of early literature to the contemporary world. It satisfies an arts and humanities course requirement for the A.S., A.A., and most transfer degrees.

Lecture: 3 hours per week
Prerequisite: ENGL 101

ENGL 258 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 appropriate score on the placement test, 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 English 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

ENGLISH AS A SECOND LANGUAGE

ESL 090 ESL Conversant Program
1-2 Credits *Offered On Demand*

ESL 090 is a lab course for students who wish to master spoken English. It emphasizes idioms, pronunciation, and language styles appropriate for informal and formal situations both on and off campus. This course is designed for students whose native language is not English. It will be individualized to suit student objectives and may be repeated for a total of four credits. Graded either satisfactory or unsatisfactory.

Lecture: 1 hour per week per credit

Prerequisite: Student whose native language is not English

ESL 100 ESL Grammar and Structure
4 Credits *Offered On Demand*

ESL 100 is an intensive review of the grammar and sentence structures of written English. Particular attention is given to complex verb forms, verbal phrases, models, preposition, modifiers, and basic sentence strategies. Attendance at the language laboratory is required. This course prepares students

to compete successfully with native English speakers in an academic setting and provides an important language base for students planning to enter English composition courses. Students must have earned a minimum score of 500 on the Test of English as a Foreign Language (TOEFL). The course may be repeated for a total of eight credits. Placement is determined by instructor.

Lecture: 4 hours per week per credit

Prerequisite: Minimum score of 500 on the TOEFL (Test of English as a Foreign Language)

ESL 101 ESL Composition
3 Credits *Offered 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 Both Semester*

The content of this course may vary somewhat with class interest, current world affairs, and instructors. The topics covered generally include air and water pollution, land use, biocides, resource and energy crises, nuclear energy and radiation, population, world food supply, food additives, and environmental ethics. This course satisfies a laboratory science course requirement for the A.S./AA degree. Some Saturday field trips may be required.

Lecture: 3 hours per week

Corequisite Lab: 2 hours per week (ENSI 119L)

Prerequisite: MATH 025 or equivalent

FOREIGN LANGUAGE

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

North Idaho College 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 or permission of instructor

CA 201 Intermediate Coeur d'Alene Language
4 Credits *Offered Fall Semester*

CA 201 provides training in conversational proficiency in an American Indian language. It features detailed discussion of grammar knowledge gained in CA 101 and CA 102 and insights into Coeur d'Alene culture revealed in the traditional oral literature. This course 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 or permission of instructor

FLAN 106 Collaborative Cultural Exchange Program
1-2 Credits *Offered Either Semester*

This course is designed to match non-native speakers of English with American, or other native English students, to the mutual benefit of both. They will study and converse with one another in a structured and monitored situation, working on projects in established courses and in short-term EFL programs. 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 French Language Laboratory
1 Credit *Offered Each Semester*

The French language lab provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through use of an audio-laboratory facility. The lab assists development of language fluency through additional practice. The lab is an elective supplement to classroom studies and is graded on a satisfactory/unsatisfactory basis. It may be repeated for a total of two credits.

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 or permission of instructor

FREN 202 Intermediate French II
4 Credits *Offered Spring Semester*

The second semester of Intermediate French provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Intermediate French II satisfies four credits of the cultural

diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week and lab TBA

Prerequisite: FREN 201

GERM 101 **Elementary German I**
5 Credits *Offered Fall Semester*

This course is designed for students with no previous language study. It provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Successful completion of GERM 101 and GERM 102 allows entry into the intermediate level courses that satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week and lab TBA

GERM 102 **Elementary German II**
5 Credits *Offered Spring Semester*

This course is the second semester of Elementary German and continues training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. Completion of this course provides the required skills for intermediate level courses which satisfy the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 5 hours per week and lab TBA

Prerequisite: GERM 101

GERM 123 **German Language Laboratory**
1 Credit *Offered Each Semester*

The German Language Laboratory provides individualized, self-paced practice in listening comprehension, pronunciation, and grammatical structure through the use of an audio-laboratory facility. It assists development of language fluency through additional practice in the language and is an elective supplement to classroom studies. This course is graded on a satisfactory/unsatisfactory basis. It may be repeated for a total of two credits.

Lecture: Time based on student/instructor agreement

GERM 201 **Intermediate German I**
4 Credits *Offered Fall Semester*

Intermediate German provides training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. It satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week and lab TBA

Prerequisite: GERM 102 or equivalent or permission of instructor

GERM 202 **Intermediate German II**
4 Credits *Offered Spring Semester*

This course provides additional training in the acquisition and application of basic language skills and culture. A laboratory is included in the course. This course satisfies four credits of the cultural diversity requirement for the A.A. degree or one of the arts and humanities requirements for the A.S. degree.

Lecture: 4 hours per week and lab TBA

Prerequisite: GERM 201

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 Fall Semester*

This introductory course in Spanish language is based on the study of vocabulary, grammar, and pronunciation. It emphasizes the development of proficiencies in speaking, reading, listening, and writing. Students will enhance their understanding of the language, culture, and geography of the Hispanic world. A laboratory is included in the course.

Lecture: 5 hours per week and lab TBA

SPAN 102 **Elementary Spanish II**
5 Credits *Offered Spring 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 183 **Spanish Language Lab**
1 Credit *Offered Each Semester*

This course is an independent language study for students who plan to enter a more advanced course or who have taken all available language courses. It may be repeated for a total of two credits and is graded on a satisfactory/unsatisfactory basis. This lab allows students to develop listening and oral skills and gain additional practice for language fluency. This course is an elective supplement to classroom studies.

Lecture: Time based on student/instructor agreement

Prerequisite: Permission of instructor

SPAN 201 **Intermediate Spanish I**
4 Credits *Offered Fall 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 Spring Semester

Spanish 202 is a continuation of SPAN 201. This course has the same degree applications as SPAN 201. Laboratory work is included.

Lecture: 3 hours per week

Prerequisite: SPAN 201 or permission of instructor

SPAN 205 Intermediate Spanish Conversation
3 Credits Offered Spring Semester

This course is for students who wish to further their conversational skills in Spanish at the intermediate level. The emphasis is on the development of oral and written discourse skills, and on the acquisition of cultural and linguistic knowledge related to specific Spanish-speaking countries. This course is conducted entirely in Spanish.

Lecture: 3 hours per week

Prerequisite or Corequisite: SPAN 202 or permission of instructor

GEOGRAPHY

GEOG 100 Physical Geography
4 Credits Offered Each Semester

Physical Geography is an introduction to the earth sciences. It emphasizes atmospheric sciences (weather and climate), landforms, water resources, native plants and animals, and soils. Concurrent enrollment in GEOG 100L is required. In combination with GEOG 100L, this course satisfies a laboratory science course requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 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. and A.A. 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 bio-

logical evolution and the resulting assembly of fossils. Geology 102 provides an appreciation for the vast extent of geologic time, the natural processes affecting change on the earth, and the identification of common fossil types. This course satisfies a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 3 hours per week

Corequisite Lab: 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. and A.A. 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 properties. It emphasizes occurrences, identification, and uses of the silicate minerals and the non-silicate ore and rock-forming minerals. The weekly three-hour laboratory will include hands-on testing and identification of mineral samples and field trips to significant mineral locations.

Students learn to recognize and identify many important ore and industrial minerals, while gaining an enhanced appreciation for the application of mineral resources to everyday life. Some background in chemistry is helpful.

Lecture: 3 hours per week

Corequisite Lab: GEOL 255L (2 hours per week)

Prerequisite: GEOL 101, 101L

**HEATING, VENTILATION,
REFRIGERATION, AND
AIR CONDITIONING**

NOTE: Course enrollment requires prior acceptance into the Heating, Ventilation, Refrigeration & Air Conditioning program. Students enrolled in this program are required to earn a grade of C- or better in their classes or receive instructor permission in order to advance to the next semester.

HVAC 161 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
5 Credits

HVAC Lab I
Offered Fall Semester

This course provides an opportunity to apply and practice the theories taught in HVAC/R Principles, HVAC/R Electrical, and HVAC Heating Systems. Safety principles and procedures used in the field are also emphasized in this lab class. Students enrolled in the HVAC/R program are required to take this class concurrently with theory classes. Of the required 5 credits, a maximum of 2 credits can be substituted in an approved internship/co-op with instructor permission.

HVAC 165
4 Credits

HVAC/R Electrical
Offered Fall Semester

Basic electrical safety and electrical theory such as Ohms Law, circuit schematics and circuit characteristics/symbols will be discussed as it applies to DC and AC circuits in the HVAC/R industry. Basic control circuits, sequence of operation for basic HVAC/R applications and electric motor theory, as well as specific information on HVAC/R electrical component devices will also be covered. Both electrical testing and troubleshooting methods are taught and practiced. HVAC/R professionals are invited to take this class as a refresher to update skills. Students enrolled in the HVAC/R program are required to take this class as part of their program.

HVAC 167
4 Credits

HVAC Heating
Offered Fall Semester

This course will focus on basic heat transfer theory and concepts. Several specific areas of study will be discussed in detail including the different mediums used for heat transfer, electric heat systems, and fossil fuel systems (natural gas, propane and fuel oil). Residential and light commercial system applications will be made throughout the program. Industry professionals who want to update skills are encouraged to take this class as a stand alone course. Students enrolled in the HVAC/R program are required to take this class as part of their program.

HVAC 171L
5 Credits

HVAC/R Lab II
Offered Spring Semester

This lab provides students an opportunity to apply and 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 175
4 Credits

HVAC Systems
Offered Spring Semester

HVAC systems that utilize the refrigeration cycle will be the main focus of this class. Refrigeration, as it applies to air conditioning, typical operation conditions, heat pumps, room air conditioners, and furnaces, as well as AC combined, will be covered. In addition, students will have the opportunity to explore troubleshooting methods for HVAC systems. Stu-

dents enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals who want to update skills are encouraged to take this class as a stand alone course.

HVAC 177
4 Credits

Refrigeration
Offered Spring Semester

This course will introduce students to the refrigeration cycle. In addition, it will concentrate on the major components and flow control devices that are used in a refrigeration system. Major topics covered will include refrigeration and refrigerants, system evacuation, refrigerant management, system charging, evaporators, condensers, compressors, and flow controls. Focus will also be placed on applications and system troubleshooting practices. Students enrolled in the HVAC/R program are required to take this class as part of their program. Industry professionals who want to update skills are encouraged to take this class as a stand alone course.

HVAC 180
3 Credits

HVAC/R Codes and Licenses
Offered Spring Semester

This course 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.

HISTORY

HIST 101
3 Credits

History of Civilization to 1500
Offered Each Semester

History 101 explores important chapters of the human past from the earliest civilizations through the middle ages. It focuses on Western cultures which have most influenced ours: Hebrew, Greek, Roman, barbarian, and medieval European. The course considers how people, ideas, and events are interconnected across such broad-ranging fields as politics, religion, social movements, technology, and the arts. This course is recommended for students seeking a broad background of general knowledge, whether as the foundation of a liberal arts education, out of curiosity, or to be well informed. It develops critical thinking skills essential in every career. It meets a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: ENGL 101 and good reading skills

HIST 102
3 Credits

History of Civilization Since 1500
Offered Each Semester

History 102 explores human society's development and variety from the Renaissance to today, focusing on Western culture. It examines such world-changing events and ideas as the reformation and the age of discovery, the scientific revolution and enlightenment, the rise of nationalism and world war, technological change, and "future shock." Students will consider how the past affects the present and future. This course is recommended for any liberal arts program and is required for many degrees and majors. It provides an excellent opportunity for students to discover how all fields of knowledge fit

together into a big picture. It meets a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

Recommended: ENGL 101 and good reading skills

HIST 103 The 20th Century World
3 Credits *Offered Each Semester*

This course is a survey of the history of the 20th century, beginning in 1871 with the formation of the modern German state and continuing to the present. Emphasis will be placed on the causes and effects of the two World Wars, the dynamics of the Cold War, the rise of technology, and the role of the nation-state. Students are expected to read and write at college level and will be required to participate in class discussions.

Lecture: 3 hours per week

HIST 111 United States History: Discovery Through Reconstruction
3 Credits *Offered Each Semester*

History 111 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Pre-Columbian period through post-Civil War Reconstruction (c. 1876). Attention is focused on differing historical interpretations and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferrable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

HIST 112 United States History: Gilded Age through the Present
3 Credits *Offered Each Semester*

History 112 offers a broad chronological overview of U.S. History which deals with political, economic, social, and cultural development from the Gilded Age (c. 1876) through the present. Attention is focused on differing historical interpretations and on themes which illuminate current events. This course serves as partial fulfillment of the social science requirement for A.A. and A.S. degrees and is transferrable to regional four-year institutions.

Lecture: 3 hours per week

Prerequisite: 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.

Lecture: 3 hours per week

Prerequisite: Good writing and communication skills

HIST 240 American Indian History
3 Credits *Offered Spring Semester*

HIST 240 provides a historical overview of post-contact Indian and non-Indian relations and their effect on Indian culture, including reactions, adaptations, and conflicts in social, political, and economic systems. Some emphasis will be placed on prominent Indian personages and geographical groups, their migrations and intertribal and U.S government relationships, including federal Indian policy. Students will gain a deeper sense of "nations" and an understanding of the importance of tribal heritage and identify from a historical perspective.

Lecture: 3 hours per week

Prerequisite: HIST 101, ANTH 225 or HIST 101, or either 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
2 Credits *Offered Fall Semester*

This course defines and describes the history of human services. Agencies, institutions, and programs which help meet human services needs are studied in the broad context of social and political systems. Various human service worker roles are explored related to target populations in need of services.
Corequisite: ALTH 101

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 services 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.
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: COMM 233, PSYC 100, and ALTH 101, 102

HSS 110 Human Services I: Direct Care Assessment and Intervention

4 Credits *Offered Spring Semester*

This course focuses on assessment and intervention principles and 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 settings.

Prerequisite: PSYC 101 or SOC 101, 102; ALTH 107 or COMM elective; HSS 101, 102

HSS 111 HSS Field Experience I
3 Credits *Offered Spring Semester*

HSS 111 provides students the opportunity to develop skill in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies, depending on the student's interest.

Corequisite: HSS 110 and permission of the instructor

HSS 121 HSS Field Experience II
6 Credits *Offered Spring Semester*

This eight-week field experience totaling 290 hours provides the student the opportunity to further develop skills in providing psychosocial, community, and educational services that assist individuals to lead self-directed and meaningful lives. The field experience may be in institutional or community-based agencies depending on the student's interest.

Prerequisite: HSS 111 and permission of the instructor

HSS 220 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 221 HSS Field Experience and Seminar III
4 Credits *Offered Each Semester*

Students obtain on-the-job training in selected human services settings. Helping and problem management principles are applied under agency supervision. Weekly seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience.

Prerequisite or Corequisite: HSS 220

HSS 230 Case Management and Human Services
3 Credits *Offered Spring Semester*

This course provides the student with the knowledge and skills required to perform case management services with clients in a variety of program settings. Discussion will include 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.

Prerequisite: HSS 220

HSS 231 HSS Field Experience and Seminar IV
4 Credits *Offered On Demand*

This practicum experience provides students the opportunity to apply previous and current course concepts to individual clients and groups in an area of special interest to the student. Weekly on-campus seminars provide opportunities for students to share experiences, debrief, and obtain faculty assistance in applying classroom concepts to the field experience.

Prerequisite: HSS 220
Corequisite: HSS 230

JOURNALISM

COMJ 100 Sentinel (NIC Newspaper) Staff
1-2 Credits *Offered Each Semester*

This course provides practical training and application of journalism theory and techniques. Students are considered as staff members of *The Sentinel*, the NIC student newspaper. Students work in a variety of positions corresponding to those in a professional journalistic organization.

Sentinel staff students learn the practical workings of a newspaper, including reporting, editing, design, layout, paste-up, computer-based technologies, and advertising. Writing and design projects contribute to the student's portfolio and provide the basis for refining journalistic skills supporting career development. The course may be repeated for a total of 10 credits.

Lab/Newspaper Coordinating: Varies according to issue
Prerequisite or Corequisite: COMJ 121 or permission of instructor

COMJ 121 News Writing
3 Credits *Offered Fall Semester*

This course provides an introduction to the principles of news writing, focusing on organization and writing methods for news media. Students develop news stories in lab and outside of class. Mastering the basics of news writing, students will improve their abilities to participate as members of communications professions in print, broadcast, and corporate areas.

Lecture: 4 hours per week
Prerequisite: Typing ability or permission of instructor
Prerequisite or Corequisite: ENGL 101

COMJ 140 Mass Media in a Free Society
3 Credits *Offered Spring 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.

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 a four-hour weekly internship in a media-related work place. Developed as a "contract" agreement between the student intern and a "host" organization, the practicum offers practical work experience supporting preparation for upper division college studies or career entry. Students seeking clarification of career direction or "real-world" experience will benefit.

Time: Varies according to project
Prerequisite: COMJ 121 or permission of instructor

LAW ENFORCEMENT

NOTE: LAWE 103, LAWE 240, and LAWE 241 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

3 Credits

Self Defense
Offered Each Semester

This course covers the use of force, baton training, pepper spray training, handcuffing techniques, people searches, firearms liability, safety, inspection and maintenance, basic marksmanship, day and night range practice, and handgun and shotgun qualifications. Classroom and hands-on training in 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

2 Credits

Basic Police Law
Offered Each Semester

This course is the study of basic police law as it relates to the U.S. Constitution, 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

1 Credit

Professional Orientation
Offered Each Semester

This course studies the human dimensions of the police profession including standards for police ethics and professionalism, media relations, crime prevention, and human relations. It is a required course in the Law Enforcement program.

LAWE 222

2 Credits

Police Procedures
Offered Each Semester

This course teaches fundamental patrol skills such as searching buildings, operating emergency vehicles, and writing reports. Also examined are jail procedures, communication methods, officer survival, courtroom demeanor, and courtroom testifying. This is a required course in the Law Enforcement program.

LAWE 223

1 Credit

Patrol Procedures
Offered Each Semester

This course teaches patrol procedures and techniques for crimes in progress, including responding to armed robberies; low-risk, high-risk, and felony traffic stops; prowler calls, hostage situations; and domestic disputes. This is a required course in the Law Enforcement program.

LAWE 224

1 Credit

Practical Problems
Offered Each Semester

This course provides an opportunity for the student to demonstrate and utilize classroom skills in simulations and exercises in crime scene investigation, search warrant application, traffic stops, arrest situations, and domestic disputes. This is a required course in the Law Enforcement program.

LAWE 225

3 Credits

Investigation
Offered Each Semester

This course provides theory, techniques, and procedures for the investigation of traffic accidents, auto theft, juvenile crimes, allegations of child abuse, DUI situations and suspicious deaths. Techniques and procedures explored include drug identification, protection of crime scenes, collecting evi-

dence, fingerprinting, interviewing, notification, and interrogation. It is a required course in the Law Enforcement program.

LAWE 226

1 Credit

Enforcement Skills
Offered Each Semester

This course provides hands-on training in handgun retention, arrest and control techniques, and handling hazardous materials. This is a required course in the Law Enforcement program.

LAWE 228

1 Credit

Police Physical Fitness
Offered Each Semester

This course provides physical health and conditioning methods for Law Enforcement students. Included are work on agility, flexibility, and conditioning. Students must pass the Idaho POST Physical Fitness Test. This is a required course in the Law Enforcement program.

LAWE 240

3 Credits

Administration of Justice I
Offered Fall Semester

This course will introduce management principles and concepts as they relate to law enforcement organizations. Emphasis will be placed on empowering personnel to accomplish organizational goals. Topics to be discussed include: leadership and management, strategies for fostering integrity, strategic planning, communications as a vehicle, delegation and participation, team effectiveness, time management, and developing action plans for total quality services. This is a required course in the Administration of Justice program.

Prerequisite: Previous completion of all freshman courses in the Administration of Justice program and permission of the instructor

LAWE 241

3 Credits

Administration of Justice II
Offered Spring Semester

A continuation of LAWE 240, this course develops management theories and practices. Application of these concepts is emphasized, with special attention to community and problem oriented policing. Current and future trends in law enforcement administration will be discussed. Topics to be discussed include community oriented policing, problem oriented policing, policing by objectives, the budget process, political relationships, police associations and unions, the news media, collective bargaining, problem employees, disciplinary guidelines, employee assistance programs, stress management, and future trends in law enforcement. This is a required course in the Administration of Justice program.

Prerequisite: LAWE 240

LAWE 290

3 Credits

Law Enforcement Theory
Offered Each Semester

LAWE 290 meets weekly to evaluate, critique, and document intern performance and experiences. It incorporates specialized or refresher training as needs arise during the intern experience. This is a required course in the Law Enforcement program.

Prerequisite: LAWE 219 - 228

LAWE 293

10-12 Credits

Law Enforcement Internship
Offered Each 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: Course enrollment requires prior 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

4 Credits

Manufacturing Processes

Offered Spring Semester

This course covers manufacturing strategies from interchangeability of common parts to third wave production techniques and "design for assembly." The instructor will supplement the text with additional information on common scheduling, inventory, and shop floor controls. Major topics include sections on metallic materials, plastics, adhesives, ceramics, and engineered materials. The machining of high temperature alloys, metals, and plastics is covered. Basic metallurgy and heat treating are also covered.

MACH 171

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

1 Credit

Statistical Process Control and Mechanical Measurements

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 introduces students to the use of computers in the machining and manufacturing industry. Students will be exposed to various hardware and software such as computers and programs used for CAD/CAM and CNC machining. Robotics, CIM technology, and recordkeeping on computers will also be covered.

MACH 253L

5 Credits

Advanced Machining Laboratory I

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

5 Credits

Advanced Machining Laboratory II

Offered Spring Semester

This course offers hands-on experience under work-like con-

ditions 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 and 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 learn how to apply Geometric Dimensioning and Tolerancing concepts.

MACH 283 Computer Numerical Control Theory I
5 Credits *Offered Fall Semester*

This course introduces students to the standard practices and methods used in CNC machining for the CNC lathe and CNC milling machine. Students will be familiarized with the different types of controls and machines. Students will also learn basic programming, setup and part production.
Corequisite: 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, pre-

cision 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. Enrollment is based on placement test results.
Lecture: 3 hours per week

MATH 024 **Technical Mathematics**
3 Credits *Offered Each Semester*

Technical Mathematics is designed as a basic mathematics 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 fractions, decimals, percents, ratios and proportions, calculator usage, signed numbers, evaluating formulas, equation solving, geometry, and the metric system. Trigonometry will be introduced when appropriate. Enrollment based on placement test results.
Lecture: 3 hours per week

MATH 025 **Elementary Algebra**
3 Credits *Offered Each Semester*

MATH 025 is an introduction to mathematical concepts dealing with signed numbers, variables, polynomials, factoring, and solving and graphing first-degree equations. It emphasizes the practical applications of these concepts. The course provides important skill-building for those who have not taken or have had difficulty with high school algebra.
Lecture: 3 hours per week
Prerequisite: MATH 015 with a grade of C- or higher

MATH 102 **Computational Skills for Allied Health**
3 Credits *Offered Each Semester*

This course includes instruction in fractions; decimals and the decimal system; solving equations in one variable; ratio and proportion involving dimensions; equivalents and conversion between decimals, fractions, ratios and percents; metric international, metric and SI measurement system; apothecary and household measurement systems; and calculations/conversions between metric and household systems. MATH 102 does not satisfy the core math requirement for the A.A. or A.S. degrees.
Lecture: 3 hours per week
Prerequisite: MATH 025 with a C- or better; (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 second degree equations, algebraic fractions, circles and parabolas, complex numbers, functions, and logarithms. There is an emphasis on the application of these skills. The course provides important skill building for entry into college-level math courses. Enrollment is based on placement test results. This course does not fulfill the math requirement for the A.A., 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: MATH 025 with a grade of C- or higher

MATH 123 **Contemporary Mathematics**
3 Credits *Offered Each Semester*

MATH 123 explores the application of mathematics to a wide range of contemporary problems. Topics include descriptive statistics, inferential statistics, consumer mathematics, linear programming, network problems, voting systems, apportionment methods, tilings, symmetry, conic sections, scaling, and population growth. Probability, game theory, geometric recursion, fractals, logic and problem solving, and right-triangle trigonometry may be discussed as time permits.

This course helps students gain practical insights into the important role of mathematics in our world. It is designed primarily for degree programs requiring little college-level mathematics and satisfies the mathematics requirement for the A.A., A.S., and A.A.S. degrees.
Lecture: 3 hours per week
Prerequisite: MATH 108 with a grade of C- or higher.

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 hrs per week
Prerequisite: MATH 108 with a grade of C- or higher

MATH 143 **College Algebra**
3 Credits *Offered Each Semester*

MATH 143 includes functions (polynomial, rational, exponential, logarithmic), inverse functions, and their graphs. Graphs and properties of conic sections, systems of equations, complex numbers, and the Fundamental Theorem of Algebra are also included. MATH 143 carries no credit if taken after MATH 147. It satisfies the math requirement for the A.A., A.S., and A.A.S. degrees.
Lecture: 3 hours per week
Prerequisite: MATH 108 with a grade of C- or better

MATH 147
5 Credits

Pre-Calculus
Offered Each Semester

Pre-calculus is the study of polynomial and rational equations, functions and their inverses, graphs, systems of equations, complex numbers, exponential and logarithmic functions, trigonometric functions, identities and graphs, applications of triangles, and polar coordinates. This course prepares students for calculus courses which are required for degrees in mathematics, engineering, computer science, physics, chemistry, and others. It satisfies the mathematics requirement for the A.A., A.S., and A.A.S. degrees.

Note: MATH 147 carries no credit if taken after successful completion of MATH 160.

Lecture: 5 hrs per week

Prerequisite: MATH 108 with a grade of C- or higher

Corequisite: MATH 148

MATH 148
1 Credit

Graphing Calculator TI-85
Offered Each Semester

This course explores the use of the TI-85 graphing calculator. Topics will include basic operation and computation, entering numeric and symbolic data, and 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 Fall Semester

MATH 157 provides the prospective elementary school teacher with a problem-solving approach to mathematics topics of the elementary school curriculum. Focus is on the development of the real number system from whole numbers, fractions, integers, and rational and irrational numbers. It emphasizes the study of math in a variety of ways, using techniques of cooperative learning, both for more effective learning and to address concerns of "math anxiety." It is designed to broaden students' appreciation of math. This course is required for Idaho elementary teacher certification. It does NOT satisfy the math requirement for any NIC degree.

Lecture: 3 hours per week

Prerequisite: MATH 108 with a grade of C- or better

MATH 160
4 Credits

Survey of Calculus
Offered Each Semester

MATH 160 is the introduction to calculus as used in business, social sciences, and life sciences. It focuses on functions, graphs, the derivative, exponential and logarithm functions, and integration applications. The course develops an understanding of the fundamentals of differential and integral calculus and how to apply these principles and theories to the solution of real problems.

Note: MATH 160 carries no credit if taken after MATH 170. Satisfies A.A., A.S., and A.A.S. degree requirements.

Lecture: 4 hours per week

Prerequisite: MATH 108 with a grade of C- or higher

MATH 170
4 Credits

Analytic Geometry and Calculus I
Offered Each Semester

MATH 170 is an introduction to calculus as the mathematics of change and motion. It emphasizes limits, the derivative, techniques of differentiation, and the integral. It 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: MATH 147 with a grade of C- or higher

MATH 175
4 Credits

Analytic Geometry and Calculus II
Offered Each Semester

This course, a continuation of MATH 170, emphasizes 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 On Demand

This course is intended for computer science majors, mathematics majors, and for other students wishing to pursue in-depth study in computer science. Topics covered will include basic set theory, propositional and predicate logic, number systems, Boolean algebra, combinatorics, and graph theory. Analysis and development of algorithms will be emphasized. Little or no programming will be done.

Lecture: 4 hours per week

Prerequisite: MATH 147 with a grade of C- or higher

Recommended: Knowledge of programming language such as PASCAL.

MATH 253
3 Credits

Principles of Applied Statistics
Offered Each Semester

MATH 253 is an introduction to applied statistical methods including descriptive statistics, confidence intervals, hypothesis testing, small and large sample methods, linear regression and correlations, chi-square, and analysis of variance. Probability, as needed, will be included.

Lecture: 3 hours per week

Prerequisite: MATH 130 or MATH 147 with a grade of C- or higher.

MATH 257 Math for Elementary School Teachers II
3 Credits Offered Spring Semester

This course is a continuation of MATH 157, with a topical emphasis on statistics, probability, and geometry. It demonstrates the usefulness of math in ordinary life (particularly with statistics), the aesthetics/"artsy" side of math, and the overall richness of the study of geometry. This course is required for elementary teacher certification by the State of Idaho. It does NOT satisfy the math requirement for the A.A., A.S., or A.A.S. degrees.

Lecture: 3 hours per week

Prerequisite: MATH 157 with a grade of C- or higher.

MATH 275
4 Credits

Analytic Geometry and 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 330

3 Credits

Linear Algebra

Offered On Demand

This course includes the study of linear systems, matrices, determinants, vector spaces, linear transformations, eigenvalues, and diagonalization of matrices with applications.

Lecture: 3 hours per week

Prerequisite: MATH 170 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 systems of linear equations.

Lecture: 3 hours per week

Prerequisite: MATH 275 with a grade of C- or higher.

MUSIC

MUS 101

3 Credits

Survey of Music

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

1 Credit

North Idaho College Concert Choir

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.

Prerequisite: Audition and permission of instructor

MUS 104

1 Credit

Vocal Jazz Ensemble

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

1 Credit

North Idaho College Symphonic Band

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.

Prerequisite: Audition and permission of instructor

MUS 107

1 Credit

Cardinal Pep Band

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

1 Credit

North Idaho College Symphony Orchestra

Offered Each Semester

The North Idaho College Symphony Orchestra is an ensemble organized to perform a standard orchestral repertoire. Credit may be transferrable. The course may be used as an ensemble elective for music majors and can be repeated for credit. Orchestra membership is open to college students and area residents.

Prerequisite: Audition and permission of instructor

MUS 110

1 Credit

Vocal Ensemble

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 quarter, mixed quarter, female trio, duets, etc. Ensemble membership is open to college students and area residents.

Prerequisite: Audition and permission of instructor

MUS 111

1 Credit

Instrumental Ensemble

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

1 Credit

Introduction to Voice

Offered Either Semester

This introductory level course is designed to provide group instruction in the basic techniques of vocal performance. This course will emphasize reading musical notation and vocal production. Students enrolling 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. Written critiques of eight concerts are required each semester. Supplemental experience in music analysis and appreciation assists music majors in refining listening capabilities.

MUS 120 **Fundamentals of Music**
2 Credits *Offered Each Semester*

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 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, i.e. sight-singing; rhythmic, melodic, and simple harmonic music dictation; and recognition. Emphasis is on materials covered in MUS 141. This course fulfills a theory requirement for music majors and expands upon musical understanding developed in MUS 141.

Lecture: 2 hours per week

Corequisite: MUS 141L

Prerequisite: Music reading skills and permission of instructor

MUS 142 **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 a basic piano technique and music-reading skills as well as reinforcement of music theory fundamentals. Piano literature includes classic to contemporary selections. 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, emphasizing writing and analysis of music up through the Romantic era of music. It fulfills a theory requirement for music majors.
 Lecture: 5 hours per week
 Corequisite: MUS 241L
 Prerequisite: MUS 142

MUS 241L **Harmony and Theory III Laboratory**
1 Credit *Offered Fall Semester*
 This course is a continuation of MUS 142L. It fulfills a theory requirement for music majors.
 Lecture: 2 hours per week
 Corequisite: MUS 241
 Prerequisite: MUS 142L

MUS 242 **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
 Corequisite: MUS 141 or permission of instructor

NURSING: PRACTICAL NURSING

NOTE: Course enrollment requires prior acceptance into the Practical Nursing Program.

PN 106 Practical Nursing Theory I
6 Credits Offered Fall Semester

This course includes an introduction to the fundamentals of nursing and therapeutic skills. A lifespan approach will be used 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 introduced.

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. Students will also have clinical experience in physicians' offices.

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 professional understanding, and developing intellectual, interpersonal, and psychomotor nursing skills to assist the person in optimizing health. Learning experiences in health care agencies and community settings provide opportunities for students to apply course content utilizing therapeutic nursing interventions to assist individuals and families in meeting their needs as they adapt to lifespan stressors and environmental stressors.

Lecture: 4 hours per week

Lab: 12 hours per week

Prerequisite: BIOL 227, 228; 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, ap-

plication 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; Math elective

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 terminal care. The course emphasizes the development of critical thinking and competencies required in providing care for groups of patients in a variety of health care settings.

Learning experiences take place in mental health facilities, home health agencies, and acute care settings 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

NOTE: Course enrollment requires prior acceptance into the Paralegal Program.

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 program.

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. This course, or PLEG 104, is a required course in the Legal Administrative Assistant program.

Lecture: 2 hours per week

PLEG 104 Civil Litigation
2 Credits *Offered Spring Semester*

Civil litigation is a course designed to teach the student the steps necessary to institute and advance a civil lawsuit from the initial client interview through trial. This is a required course in the Paralegal program. This course, or PLEG 103, is a required course in the Legal Administrative Assistant program.

Lecture: 2 hours per week

PLEG 125 Contracts
3 Credits *Offered Each 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 Each 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 and 103

PLEG 201 Legal Ethics
1 Credit *Offered Each Semester*

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

Prerequisites: PLEG 101 and 104

PLEG 205 Law Office Management
1 Credit *Offered Each Semester*

This course is an overview of procedures for managing a law office. Emphasis is placed on various structures and their organization, legal fees, timekeeping, billing, and docket con-

control systems. Specific management topics include financial, records, file, and library management. This is a required course in the Paralegal program.

Lecture: 1 hour per week

Prerequisites: Sophomore standing in the Paralegal program or permission of the instructor

PLEG 210
3 Credits

Legal Research I
Offered Each Semester

This course is an introduction to legal resource materials and methodology. Research skills are developed through law library research and drafting assignments. Emphasis is placed on the use of the legal database and on effective communication of research results. This is a required course in the Paralegal program.

Lecture: 1 hour per week

Lab: 4 hours per week

Prerequisites: PLEG 101 and 104

PLEG 211
3 Credits

Legal Research II
Offered Each Semester

This is a continuation of PLEG 210 with emphasis on further development of research techniques. Discussion topics include administrative and executive agency research, legislative research, non-legal reference materials, and loose-leaf services. This is a required course in the Paralegal program.

Lecture: 1 hour per week

Lab: 4 hours per week

Prerequisite: PLEG 210

PLEG 220
3 Credits

Legal Writing I
Offered Each Semester

This is an introduction in the drafting and preparation of legal documents and instruments. This is a required course in the Paralegal program.

Lecture: 2 hours per week

Lab: 2 hours per week

Prerequisite: PLEG 210; ENGL 101, or concurrent enrollment in PLEG 210

PLEG 221
3 Credits

Legal Writing II
Offered Each Semester

This course is a continuation of PLEG 220. Advanced processes in drafting and preparation of legal documents and instruments are emphasized. This is a required course in the Paralegal program.

Lecture: 1 hour per week

Lab: 4 hours per week

Prerequisite: PLEG 220

Co-requisite: PLEG 211 and 220

PLEG 230
3 Credits

Evidence
Offered Each Semester

This course includes an examination of the statutory and case law regarding judicial methods of proof, the hearsay rule, materiality, presumptions, and relevancy. This is a required course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

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 descriptions, liens and encumbrances, zoning and covenants, appraisals, titles, and foreclosure. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

PLEG 245

Estate and Probate Practices and Procedures
Offered on Demand

3 Credits

This course is an introduction to the laws, practices, and procedures involving trusts, wills, guardianships, property transfer, and probate. It includes estate and inheritance taxation and estate planning. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

PLEG 250
3 Credits

Family Law
Offered on Demand

This course is a study of the Idaho laws and procedures. Discussion topics include marriage and dissolution of marriage; child custody, visitation, and support; adoptions; domestic violence, and property rights. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

PLEG 255
3 Credits

Administrative Law
Offered on Demand

This course is a review of federal and state administrative laws. Discussion topics include administrative agencies, administrative law procedures, the use of expert witnesses, evidence, constitutional and judicial limits, and judicial review. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

PLEG 260
3 Credits

Criminal Law
Offered on Demand

This course is an exploration of the criminal justice system including the application of Idaho laws. Discussion topics include a study of the definition of a crime; institution of criminal action; defenses to criminal accusation; the court process; negotiated and formal pleadings; constitutional safeguards; and sentencing and probation. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

PLEG 265
3 Credits

Corporation and Partnership Law
Offered on Demand

This course is a study of the laws, documents, and procedures involved in the organization, operation, and dissolution of busi-

ness enterprises with emphasis on corporations and partnerships. This is an elective course in the Paralegal program.

Lecture: 3 hours per week

Prerequisite: Paralegal students only

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

Prerequisite: Paralegal students only

PLEG 290 Paralegal Internship I
3 Credits *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.

In-Office Work: 8 hours per week

Prerequisite: Paralegal students only and permission of instructor

PLEG 291 Paralegal Internship II
3 Credits *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.

In-Office Work: 8 hours per week

Prerequisite: PLEG 290, Paralegal students only, and permission of instructor.

PHARMACY TECHNOLOGY

NOTE: Application and acceptance into the Pharmacy Technology Program is required before enrolling in any of the Pharmacy Technology courses.

PHAR 110 Pharmacy Law and Ethics
2 Credits *Offered Fall Semester*

This course provides the student with an introduction to federal and state laws regulating the practice of pharmacy. Special emphasis is given to the areas of state law for Idaho and Washington regulating the activities of the technician. This course includes a focus on record keeping and medical ethics to better fulfill the technical needs of the students and bring the program in line with national standards.

PHAR 151 Introduction to Pharmacology
2 Credits *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 Advanced Pharmacology
3 Credits *Offered Spring Semester*

PHAR 152 is designed to teach students how to categorize commonly prescribed/dispensed oral and injectable drugs into their therapeutic drug classifications. Emphasis will be on the top 200 prescription drugs prescribed in the U.S. For each top 200 drug, the student will distinguish between generic and brand name, recognize common indications and identify available dosage forms, strengths, routes of administration, common dosing regimens, contraindications, side effect profiles, and significant drug interactions. As the therapeutic drug classifications are studied, human medical conditions (as related to anatomy and physiology) will be reviewed.

Prerequisite: PHAR 151

PHAR 171 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 setting. Instruction and guidance are provided by the staff of participating agencies. 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 the hospital setting. Instruction and guidance is provided by the staff of participating agencies. Emphasis is on application of classroom content in the pharmacy setting. This course occurs during a 10-week summer session.

Prerequisites: PHAR 180

PHILOSOPHY

PHIL 101 Introduction to Philosophy
3 Credits Offered Each Semester

Introduction to Philosophy is the discovery and exploration of major intellectual problems of humankind through methods of questioning, analysis, synthesis, and critique. It emphasizes developing a world view and higher-order reasoning skills through consideration of such issues as the nature of time and physical reality, mind and consciousness, free will, evil, truth, ethics, and the nature and existence of God. This course is for students interested in the meaning of life and the implications of modern science for understanding our world. It fulfills an arts and humanities requirement for the A.S. degree.

Lectures: 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.

Lectures: 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.

Lectures: 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 Ethics in Health Care
3 Credits Offered Either Semester On Demand

This course provides an introduction to ethical theories and their practical application to the real issues and bioethical dilemmas encountered by health care professionals. Typical issues include euthanasia, assisted suicide, personhood, human society and disease, costs and access to health care, moral value and responsibility conflicts, patient rights and the professional relationship.

Lecture: 3 hours each week

PHOTOGRAPHY

COMP 281 Introduction to Photography
3 Credits 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 Intermediate Photography
3 Credits Offered Spring Semester

This course is designed to expand the photographic knowledge of motivated students who have completed COMP 281. Basic skills in shooting, printing, and processing black and white film will be refined, and students will work to develop a personal photographic vision. Further photographic experience will enhance students' abilities through exposure to more challenging concepts including the zone system of exposure control, studio and natural lighting schemes, and print-

ing and presenting the fine print. Students entering this course must have a 35mm camera with adjustable f-stop, shutter speeds, and focus. Students are responsible for all photographic film and paper.

Lecture: 3 hours each week

Prerequisite: COMP 281 or permission of instructor

COMP 285 Nature Photography
3 Credits Offered Spring Semester

This course is an introduction to outdoor and nature photography with a specific focus on understanding common wildlife species, basic photographic skills, marketing opportunities, magazine analysis, and other subjects related to nature photography. It provides basic skills and knowledge for students interested in photographing nature and marketing photographs.

Lecture: 3 hours each week

Prerequisite: COMP 281 or background in basic photography or permission of instructor/division chair

COMP 289 Photojournalism
3 Credits Offered Fall Semester

This course provides exposure to the challenge of publications photography for students who have completed an introductory photography course. Through lecture, demonstration, and hands-on exercises, students develop their abilities in visual communication. Students will gain valuable skills in recognizing photo opportunities, covering news events and features, and composing page layouts. Most importantly, students will refine capabilities to create storytelling photographs in individual and photo essay formats. The course requires that students have a 35mm camera with adjustable f-stops, shutter speeds, focus, and synchronized strobe flash. Students are responsible for purchasing all photo paper and film stock.

Lecture: 3 hours each week

Prerequisite: COMP 281 or permission of instructor

PHYSICAL EDUCATION

NOTE: Students in special physical education activity courses are charged extra fees payable at registration. These additional fees includes courses such as bowling, rollerskating, scuba diving, kayaking, equitation, firearms, and racquetball. Students enrolled in skeet and trap shooting must pay for the cost of clay pigeons and shells; students enrolled in riflery must provide their own ammunition.

ACTIVITY COURSES:

The following courses fulfill physical education activity course requirements for the A.A. and A.S. degrees. Courses may be repeated for the maximum number of credits indicated under the course descriptions. In special situations, subject to approval by the division chair, students may be allowed to exceed the maximum number of credits.

PE 105 Varsity Sports
1 Credit Offered Each Semester

This course is restricted to varsity athletes who compete in cross country, soccer, volleyball, wrestling, basketball, baseball, track and field. Teams compete regionally with two and

four-year colleges and may advance to tournament competition. Student athletes practice daily during the season. This course offers development of skills and personal potential for student athletes interested in improving their performance or preparing for further competition at upper collegiate level. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for credit.

PE 105Z Cheerleading
1 Credit Offered Each Semester

This course involves instruction and practice in cheerleading for members of the NIC cheerleading squad. Areas developed include gymnastics, dance, communication, group leadership, and social skills. It provides experience for improving self-confidence, public performance, and gymnastic abilities. Students must participate in team tryouts to earn a place on the squad. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for credit. Prior completion of other courses is not necessary.

PE 106 Equitation
1 Credit Offered Each Semester

Equitation provides instruction and practice in horseback riding, focusing on development of skills and techniques for safe Western and English pleasure riding. It fulfills a partial physical education requirement for the A.A. and A.S. degrees and may be repeated for 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 physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.

Lab/Activity: 2 hours each week

PE 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 physical education requirement for the A.A. and A.S. degrees. It may be repeated for a total of four credits.

Lab/Activity: 2 hours each week

PE 131 Multiple Sports
1 Credit Offered Each Semester

This course offers instruction and practice in a variety of individual and team sports including volleyball, touch football, basketball, swimming, tennis, and softball. It requires participation of two hours weekly. It improves athletic skills and explores a variety of sporting activities. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.

Lab/Activity: 2 hours each week

PE 205
1 Credit

Tone and Trim
Offered Each Semester

Tone and Trim is a muscle strengthening, non-aerobic exercise class. Participants will learn a variety of safe and effective exercises to firm and tone the body and to improve balance, posture, coordination, flexibility, strength, and mental well-being. Students at all fitness levels, from beginners to advanced, will benefit from the class.
Lab/Activity: 2 hours each week

PE 206
1 Credit

Step Aerobics
Offered Each Semester

Step aerobics is a high intensity, low impact workout achieved through simple, effective patterns performed while stepping up and down 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/Dance requirement for the A.S. and A.A. degrees.
Lab/Activity: 2 hours each week

PE 207
1 Credit

Water Aerobics
Offered Each Semester

Instruction and participation in Water Aerobics is a combination of aquatic toning, strengthening and cardiovascular conditioning. It consists of a thermal warm-up, pre-stretch, cardiovascular workout, toning, cool down, and post-stretch. Water offers 12 times the resistance of air which makes water exercise the perfect place to condition muscles without injury.
Lab/Activity: 2 hours each week

PE 208
1 Credit

Beginning Swimming
Offered Fall Semester

Students are taught fundamental swimming and water safety skills for the nonswimmer or beginner. The course requires two hours of practice weekly. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits.
Lab/Activity: 2 hours each week

PE 209
1 Credit

Intermediate Swimming
Offered Each Semester

This course is a continuation of PE 208, focusing on developing intermediate swimming strokes, safety skills, versatility, and endurance. It requires two hours of practice weekly. This course fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Beginning swimming ability is necessary.
Lab/Activity: 2 hours each week
Prerequisite: Beginning swimming ability

PE 210
1 Credit

Swim Conditioning
Offered Spring Semester

This course offers instruction and practice for the intermediate or advanced swimmer, emphasizing cardiovascular conditioning by lap swimming. Advanced swimming is designed for physical fitness, developing endurance, and perfecting various styles of swimming. It fulfills a physical education requirement for the A.A. and A.S. degrees. Two hours of practice weekly is required.

Lab/Activity: 2 hours each week

Prerequisite: PE 209 or intermediate swimming skills

PE 235/236
1 Credit

Individual and Team Sports
Offered Each Semester

Fundamental instruction in a variety of courses that offer instruction in many different activities including bowling, golf, jogging, tennis, racquetball, roller skating, self-defense, skiing, riflery, skeet & trap shooting, weight training, basketball, softball, volleyball, and more. It fulfills a physical education requirement for the A.A. and A.S. degrees and may be repeated for a total of four credits. Special activity fees may be required.
Lab/Activity: 2 hours each week

PROFESSIONAL/ACADEMIC COURSES

The following courses are professional and/or academic courses and will not fulfill physical education activity requirements for A.A. and A.S. degrees.

PE 160
3 Credits

Foundations of Physical Education
Offered Each Semester

This course presents an overview of the history and development of professional physical education and related fields, including principles and objectives of program development and management. It is beneficial for students considering a career in physical education or recreation services.
Lecture: 3 hours each week

PE 204
3 Credits

Clinical Athletic Training
Offered Fall Semester

PE 204 offers a traditional work experience for students interested in the field of athletic training. Students will provide care for varsity athletes while being under the direct supervision of a Certified Athletic Trainer. Students will gain knowledge of the daily duties in a traditional athletic training setting - prevention, recognition and rehabilitation of athletic injuries, event set-up, coverage and tear-down, medical terminology, and record keeping.
Lab: 10 hours per week in athletic training room
Prerequisites: PE 248, 288 and instructor permission

PE 220
2 Credits

Sports and Society
Offered each semester

The interrelationship of sports with other aspects of culture, economics, drugs, gambling, and media will be among the topics studied in this course. The role of sports in American society will also be discussed.
Lecture: 2 hours each week

PE 221
2 Credits

Fitness Activities and Concepts
Offered Fall Semester

Topics in this course relate to individual fitness development with focus on development of personal skills in presenting and teaching fitness activities for public and private sector programs. This is a combined lecture/lab course.
Lab/Lecture: 3 hours each week

PE 222
3 Credits

Wellness Lifestyles
Offered Either Semester

Wellness Lifestyles examines contemporary health/wellness with emphasis on personal decision making and behavioral

changes to create a personal lifestyle which promotes high level wellness.

Lecture: 3 hours each week

PE 237A 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.

Prerequisite: PE 236B or instructor approval

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 on trip leadership, 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 coaching endorsement for coaching sports at the interscholastic level.

Lecture: 2 hours each week

PE 242 Sports Officiating
2 Credits *Offered Fall Semester*

This course is designed to provide a student the opportunity

to acquire knowledge, skill, and experience to function effectively as a sports official.

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 practice teaching of ARC methods. Students will have the opportunity to qualify for ARC certification. It is designed for students interested in teaching aquatic skills and safety.

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. Acceptance into the Physical Therapist Assistant program is required to register for this course. The student must also be enrolled in PTA 106, 108, 109 and 210.

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. Acceptance into the Physical Therapist Assistant program is required to register for this course. The student must also be enrolled in PTA 105, 108, 109 and 210.

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. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 200, 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. Acceptance into the Physical Therapist Assistant program is required to register for this course. The student must also be enrolled in PTA 105, 106, 109 and 210.

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. It includes an overview of other regions including the thorax and abdomen. Acceptance into the Physical Therapist Assistant program is required to register for this course. The student must also be enrolled in PTA 105, 106, 108, and 210.

PTA 200 Clinical Pathology
3 Credits Offered Spring Semester

This course is an overview of basic disease progression and classification with special emphasis on musculoskeletal and

nervous system pathologies which are treated with physical therapy. Only those students who have been accepted into the physical therapist assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, 202, and 206 is required.

PTA 202 Physical Modalities I
4 Credits Offered Spring Semester

This course includes the principles of physics, anatomy, kinesiology, heat, cold, sound and their use in therapeutics. The course also includes hydrotherapy, ultrasound, light and cryotherapy. Rationale of use is discussed. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, 200, and 206 is required.

PTA 206 Therapeutic Exercise I
4 Credits Offered Spring Semester

This course includes the development of therapeutic exercise intervention with an emphasis on orthopedic conditions in the patient population. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully completed the first semester of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 107, 200, and 202 is required.

PTA 207 Therapeutic Exercise II
4 Credits Offered Fall Semester

This course is designed to instruct the student in the general management and physical therapy treatment of patients with various neurological disorders. It includes the application of neurophysiological approaches to patient treatment in the pediatric as well as adult population. The course also presents treatment approaches used in cardiopulmonary rehabilitation. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully completed the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, 208, and 212 is required.

PTA 208 PTA Seminar
2 Credits Offered Fall Semester

This course further develops physical therapy treatment concepts and techniques such as prosthetics and orthotics, pediatrics, geriatrics, etc. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully completed the first two semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, 207, and 212 is required.

PTA 210 Clinical Affiliation I
4 Credits Offered Spring Semester

This course is a clinical-instructor-supervised clinical experience. Experience will focus on observation and beginning physical therapy skills as learned from previous coursework. Acceptance into the Physical Therapist Assistant program is required to register for this course. The student must also be enrolled in PTA 105, 106, 108, and 109.

PTA 211 Clinical Affiliation II
4 Credits Offered Summer Semester

This course is a clinical-instructor-supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Orthopedic pathologies are emphasized and students may be placed in private practice, acute care, or long term care sites. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully completed the first two semesters of coursework are eligible to enroll in this course.

PTA 212 Clinical Affiliation III
4 Credits Offered Fall Semester

This course is the final clinical affiliation. It is a clinical instructor supervised clinical experience to enhance physical therapist assistant skills in the treatment setting. Neurologic and cardiopulmonary practice arenas will be emphasized. Only those students who have been accepted into the Physical Therapist Assistant program and have successfully complete the first three semesters of coursework are eligible to enroll in this course. Concurrent enrollment in PTA 205, 207, and 208 is required.

PHYSICS

PHYS 101 Fundamentals of Physical Science
4 Credits Offered Each Semester

This course provides a general presentation of the spirit of scientific investigation for the non-science major. It includes treatment of physics, chemistry, astronomy, and geology and their relation to the world in which we live. This course is designed for the non-science major interested in an overview of the physical sciences and developing an appreciation for the nature of the physical universe. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week
Corequisite Lab: PHYS 101L (2 hours per week)
Prerequisite: MATH 015
Recommended: MATH 025

PHYS 103 Elementary Astronomy
4 Credits Offered Each Semester

PHYS 103 is an introductory study of astronomy including properties of stars, stellar evolution, the Milky Way, galaxies, theories of cosmology and cosmogony, and the history of astronomy. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week
Corequisite Lab: PHYS 103L (2 hours per week)

PHYS 111 General Physics I
4 Credits Offered Each Semester

This course is the study of mechanics, sound, linear and rotational motion momentum, energy, vectors, elasticity, vibration, and mechanical wave motion. It fulfills a laboratory science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week
Corequisite Lab: PHYS 111L (2 hours per week)
Prerequisite: High school algebra II or MATH 147 or permission of instructor

PHYS 112 General Physics II
4 Credits Offered Spring Semester

This is the study of temperature, gas laws, kinetic molecular theory, electricity and magnetism, light, and optics.

Lecture: 3 hours per week
Corequisite Lab: PHYS 112L (2 hours per week)
Prerequisite: PHYS 111 or 211 or permission of instructor

PHYS 211 Engineering Physics I
5 Credits Offered Each Semester

PHYS 211 is the study of physics applicable to engineering, including examination of statics, dynamics, work and energy, sound, and fluids. Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from this course. It fulfills a laboratory science requirement for the A.S. and A.A. degrees.

Lecture: 4 hours per week
Corequisite Lab: PHYS 211L (2 hours per week)
Corequisite: MATH 170
Prerequisite: H.S. physics or permission of instructor

PHYS 212 Engineering Physics II
5 Credits Offered Spring Semester

This is a continuation of PHYS 211, focusing on the study of heat and thermodynamics, electricity and magnetism, and optics. Students majoring in engineering, computer science, physics, chemistry, physical science, or mathematics will benefit from studying these principles and practices. It fulfills a laboratory science requirement for the A.S. degree.

Lecture: 4 hours per week
Corequisite Lab: PHYS 212L (2 hours per week)
Prerequisite: MATH 170; PHYS 211

POLITICAL SCIENCE

POLS 101 American National Government
3 Credits Offered Each Semester

Political Science 101 is the study of the foundation of the United States Government and the evolution of constitutional principles. Special attention is given to the Declaration of Independence, the United States Constitution, the three branches of national government, powers and limits of national government, public ethics, political parties, voters, pressure groups, and public opinion. The topic "Morality and Ethics in American Politics" has a close link to PHIL 201. This is an essential course for students majoring in political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

POLS 102 State and Local Government
3 Credits Offered Each Semester

Political Science 102 presents a comparative study of the 50 state governments and the local governments operating within those states. Emphasis is placed upon state constitutions, the three branches of state governments, county governments, metropolitan politics, relationships between state and local governments, and the powers and limits of these governments. This is an essential course for students wishing to major in

political science, pre-law, or law enforcement. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

POLS 105 Introduction to Political Science
3 Credits Offered Spring Semester

This is the introductory course in political science. It is a study of the basis, scope, nature, content, alternative theories, and comparative aspects of politics and political science. Students will study the nature of politics, government, and international politics; trace the development and changes in political cultures; and deal with political science methodology. This course addresses cultural diversity in addressing the various political systems of the world. It is strongly recommended that the course be taken at the same time as ENGL 101 so that the Political Science 105 research design can be coordinated with the ENGL 102 research paper. This is an essential course for students majoring in political science or pre-law and should be taken in the freshman year. It fulfills a social science requirement for A.A. and A.S. degrees.

Lecture: 3 hours per week

Conquisite: ENGL 102 is recommended

POLS 237 International Politics and Problems
3 Credits Offered Fall Semester

This course offers a basic introduction to the nature of politics in the international arena with special attention to nation-states' power, nongovernmental organizations, diplomacy, international law, human rights and ethics, international economic practices and ideas, military strategy and defense policies, alliance systems, and contemporary global issues such as demographics, energy, environment, terrorism, and refugees.

Lecture: 3 hours per week

Recommended: POLS 105

POLS 298 Political Involvement Practicum
1-6 Credits Offered Each Semester

In this practicum, students are participants and observers within local, state, or national government. They will be supervised by a government employee and an NIC political science instructor. A maximum of two credits per semester is offered to students serving as student government officers/board members. This course is useful for students wishing to obtain practical experience in government operations. Permission of the instructor, who will find a practicum assignment for the student, is required.

Prerequisite: Permission of instructor

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 degree 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 personality 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 lead-

ers 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 the responsibilities that marriage creates. Students will have to confront such issues as marriage expectations, money management, interpersonal needs, marriage adjustment, contraception, communication, pregnancy and child care, divorce, and the like. This course fulfills a social science requirement for the A.A. and A.S. degrees.

Lecture: 3 hours per week

SOC 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 as-

pects 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.

Lectures: 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.

Lectures: 3 hours per week

THEA 102
3 Credits

Stage Makeup
Offered Each Semester

THEA 102 offers instruction in the basic principles and techniques of theatre makeup. Students will explore, through the eye of the makeup artist, concepts of facial structure, aging, style and modeling with paint and 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 construc-

tion. 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 the preliminary illustration phase through onstage production). This class emphasizes application of techniques, skills, and attitude established in THEA 103. The class is also valuable for non-theatre majors who need to develop physical skills in building and construction with an emphasis on a creative approach to problem solving and various media use.

Lecture: 3 hours per week
Prerequisite: THEA 103

THEA 105
2 Credits

Basics of Performance I
Offered Fall Semester

This course is an introduction to the art of stage performance, emphasizing the development of acting skills. It includes basic verbal skills of articulation, projection and inflection as well as the study of script formats, actor language, voice, movement, and imagination. Emphasis is on developing an understanding and appreciation for the total performance of the actor, combining creative imagination and discipline. Students will do solo and duo acting, requiring script memorization and performance before an audience. Tickets to area theatrical shows may have to be purchased at a total cost of under \$12. Prior completion of other courses is not required.

THEA 106
2 Credits

Basics of Performance II
Offered Spring Semester

This course is a continuation of THEA 105, focusing on enhanced voice and movement and the development of characters from scripts. Students will study and practice techniques actors use in working with ensembles, memorizing parts, and developing stage presence. The skills introduced in THEA 105 are improved upon and includes verbal and nonverbal communication techniques, memorization, script analysis, and the interpretation of character.

Prerequisite: THEA 105

THEA 163 **Basics of Scene Design and Graphics**
2 Credits *Offered Fall Semester*

This course offers an introduction to visual interpretation, research, and rendering techniques used in scenery design. Emphasis is on creation of authentic and appropriate stage environments for theatrical scripts. It provides the opportunity to develop set design skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation. Previous participation in theatre productions is recommended.

Prerequisite: THEA 103
Recommended: THEA 263

THEA 190
1 Credit

Theatre Practice
Offered Each Semester

Students participate in the development and production of an NIC play, gaining experience in one or more areas, including lighting, properties, costuming, set construction, audio and sound support, and stage managing. Practical experience in theatrical production may include basic carpentry, electrical, makeup, sewing, painting—skills applied to theatre but useful in other fields.

Students will refine these skills as they develop an appreciation for the total process of theatre art involving organization, creativity, discipline, and ensemble teamwork. The course is open to non-majors and may be repeated for a total of four credits. Some evening and weekend work will be included. Prior completion of other courses is not required.

THEA 263
2 Credits

Technical Production
Offered Spring Semester

Theatre 263 provides instruction and practice in the techniques of stage management and production roles and responsibilities. Students will participate in the design, development, and execution of NIC Theatre Department productions. This course offers an opportunity to develop stage management skills for theatre and media production for students exploring those career areas or who are interested in community theatre participation.

Prerequisite: THEA 103 or permission of instructor

THEA 271
3 Credits

Play Analysis
Offered Spring Semester

Focusing on the role of the playwright, students will explore the structure of dramatic works and the process of script creation. The course includes exposure to live and recorded plays of Ibsen, Shakespeare, Chekov, Arthur Miller, and other great playwrights. Different styles of drama including tragedy, comedy, melodrama, and farce are emphasized.

Students will strengthen skills in reading, listening, writing, script, and character interpretation as they develop an appreciation of dramatic literature and the playwright's art and craft. Weekend attendance at plays is anticipated.

Recommended: THEA 101 and strong writing skills

THEA 272
3 Credits

Intermediate Acting
Offered Spring Semester

Theatre 272 introduces the student actor to aspects of the Stanislavski system of acting and realistic acting techniques for the modern theatre. Emphasis is on character analysis, ensemble acting for an audience with exercises in concentration, observation, and use of inner truth and emotional recall.

Skills learned include interpretive and internal techniques for character identification and "bringing a character to life." Attention is given to improving verbal and nonverbal acting qualities. Some evening and weekend participation may be necessary.

Prerequisite: THEA 105, 106 or permission of instructor

THEA 273
3 Credits

Stage Lighting
Offered Spring Semester

Theatre 273 provides an introduction to the theory and practice of lighting, with attention to visual interpretation and

design of the performance environment for theatre, dance, and rock n'roll. This course offers an opportunity to develop technical lighting skills for theatre and media production for students exploring those career areas or who are interested in lighting support for community theatre, dance, and rock bands.

Recommended: Previous participation in theatrical productions and/or completion of THEA 103, 163, and 263.

WELDING TECHNOLOGY

NOTE: Course enrollment requires prior acceptance into the Welding Technician program. Successful completion of each semester and/or permission of the instructor is required for enrollment in the next semester.

WELD 100A
2 Credits

Welding Theory
Offered Fall Semester

This course will introduce students to the problems associated with heating and cooling metals and the properties of a variety of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes of metals used in welding. Characteristics of the traditional welding and bonding agents used in welding will be provided to give students a background on metal identification, metallurgical behaviors, and the determination of weldability of ferrous and nonferrous metals. This is part one of a three-part class totaling 6 credits.

WELD 100B
2 Credits

Welding Theory
Offered Spring Semester

This course is a continuation of WELD 100A. This is part two of a three-part class totaling 6 credits.

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.

WELD 111
1 Credit

Safety Applications and Practice
Offered Fall Semester

This course will provide students with required safety practices, operation, and maintenance of welding tools and equipment including OSHA practices and laboratory procedures.

WELD 120
3 Credits

Blueprint Reading
Offered Fall Semester

This course covers basic blueprint reading techniques including drawing and layout work with emphasis on welding terminology and symbols. Students will learn methods of dimensioning drawings and will use AWS adopted standards for welding symbols.

WELD 130 Advanced Blueprint Reading
2 Credits Offered Spring Semester

Students will interpret drawings and develop materials lists, sketch or draw components for layout, and calculate material costs from blueprints. Specific applications for steel, pipe, or other welding projects will be directed to meet student and community needs. AWS adopted standards for welding symbols will be the primary reference for blueprint interpretation.

WELD 140 Auto Collision Repair Welding
2 Credits Offered Fall Semester

This course is part of the Auto Collision Repair Technology program only. It prepares the repair technician to perform basic welding processes and techniques required by industry. Students will gain skills in several welding processes including oxy-acetylene cutting and welding, plasma arc cutting of steel and aluminum, gas tungsten arc welding, and gas metal welding. Students will learn proper safety in operating the welding and cutting equipment. Students may obtain the I-CAR Welder Certification.

WELD 160L Oxyfuel Gas Principles and Practices
5 credits Offered Fall Semester

This is a basic course for welding that provides theory and techniques for all aspects of welding, but concentrates on oxyacetylene fuel applications. Instruction and practice is given in welding ferrous and nonferrous metals, light-gauge metal, brazing, hardsurfacing, and pipe using the four positions. It includes instruction and practice in both welding and cutting.

WELD 165L Shielded Metal Arc Welding
5 Credits Offered Fall Semester

This course provides instruction and practice on the basic skills needed to weld with mild steel electrodes. Students will weld using common joints found in related industries. Arc welding theory, equipment setup, polarities, and the metallurgy associated with SMAW is offered. Students will weld on plate, stainless steel, cast, aluminum, and other common materials using open root techniques in all four positions.

WELD 170L Flux Cored Arc Welding
3 Credits Offered Spring Semester

Students will be expected to gain competency in FCAW applications on stainless steel and pipe. AWS and ASME standards will apply for welds on top, lap, corner, and lap joints.

WELD 175L Gas Metal Arc Welding
3 Credits Offered Spring Semester

This course will introduce students to the methods and theory of wire feed welding. Instruction and practice on use of metallic inert gas welding with solid, stainless steel and aluminum wire will be the major components of this course.

WELD 180L Shielded Metal Arc Welding
3 Credits Offered Spring Semester

Students will become proficient in advanced welding techniques of open root welding on plate, cast, aluminum, stainless steel, and other common metals and materials. AWS certification testing will prevail on completion of this course.

WELD 195L Carbon Arc Cutting/Plasma Arc Cutting
1 Credit Offered Fall Semester

This course includes instruction in the techniques of cutting using manual and machine processes and equipment. Students will practice using manual and machine methods on ferrous and nonferrous metals for both carbon and plasma arc cutting assignments.

WELD 200 Weld Theory Metallurgy
3 Credits Offered Fall Semester

This is a continuation of WELD 100 and includes further discussion on the problems associated with heating and cooling metals and the properties of a variety of metals used in the welding process. Students will gain a working knowledge of fabrication techniques and manufacturing processes of the metals used in welding. Characteristics of the traditional welding and bonding agents used in welding will be provided to give students a background on metal identification, metallurgical behaviors, and the determination of weldability of ferrous and nonferrous metals.

WELD 210 Welding Theory
2 Credits Offered Spring Semester

This course is a continuation of WELD 100A. This is part three of a three-part class totaling 6 credits.

WELD 214 Mechanical Drawing
2 Credits Offered Fall Semester

This course will introduce students to the concepts and techniques of mechanical drawing. It will cover basic line drawings, use of mechanical drawing equipment, isometric and orthographic projections, and geometric drawings. Students will prepare geometrical drawings and draw layouts.

WELD 230 Quality Control/NDT Processes
1 Credit Offered Spring Semester

This course will emphasize ASME and AWS welding test procedures in SMAW, GMAW, and GTAW. Testing will be done in all positions and will include reading blueprints, using welding symbols, mathematics, and equipment setup. All procedures will follow those established in the National Standards for specific classes of certification.

WELD 240 Layout Procedures
2 Credits Offered Spring Semester

This course will enable students to perform layout of structural steel using fabricating practices. Students will be able to determine elevations of structures and how to construct using calculating equipment including transits, scientific calculators, and various squaring and leveling tools. The student will also be able to calculate the layout of pipe including figuring offsets, runs, and travel distances.

WELD 280L Shielded Metal Arc Welding
9 Credits Offered Spring Semester

This course will cover the advanced applications of SMAW and will include small diameter thin wall pipe and tubing in all positions. Additional instruction will cover high-pressure pipe welding using E6010 on root pass, E7018 fill, and cover passes. Qualification in various pipe fitter levels may be offered.

WELD 290

3 Credits

Gas Tungsten Arc Welding

Offered Fall Semester

Students will learn basic GTAW methods and theory on this gauge mild steel, stainless steel, and aluminum in all positions using both direct and alternating current. Equipment setup and adjustment will be emphasized to match with welding applications.

WELD 290L

5 Credits

**Gas Tungsten Arc
Welding (GTAW) Pipe**

Offered Fall Semester

This course will cover the advanced applications of GTAW and will include small diameter thin wall pipe and tubing in all positions. Additional instruction will cover high-pressure pipe welding using GTAW on root pass, E7018 fill, and cover passes. AWS certification in various pipe-fitting levels may be offered.

North Idaho College 2000-2001

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 B.A., Eastern Washington University; English/Psychology; M.A., Eastern Washington University; English; Ph.D., University of Washington; English

Donald Sprague

Psychology
 B.A., Eastern Washington University; Psychology; M.S., Eastern Washington University; Psychology

D. Tony Stewart

Political Science
 B.A., Western Carolina University; Political Science; M.A., University of Tennessee; Political Science; B.S., Western Oregon State University; Education

Edwina Stowe

Mathematics
 B.S., College of Idaho; Mathematics; M.S., Stephen F. Austin State University; Mathematics

James J. Straub

Machine Technology
 B.S., University of Idaho; Idaho State Vocational Specialist Certificate

Michael A. Swaim

Automotive Technology
 B.S., University of Idaho; Idaho State Vocational Specialist Certificate

Judith Sylta

History
 B.A., Whitworth College; History; M.A., University of California; English/History

Milton D. Turley

Welding
 Certified Welding Inspector; A.A., North Idaho College; B.S., University of Idaho; M.Ed., University of Idaho; Ed.S., University of Idaho; Idaho State Vocational Specialist Certificate

Alice Vogt

Art
 B.F.A., Colorado State University; Painting; M.F.A., Colorado State University; Painting

Bernice Wright

Nursing
 B.S., Columbia Union College; Nursing; M.S., University of Maryland; Nursing

M. Fay Wright

English
 B.A., Washington State University; English; M.A., Western Washington University; English

Dr. Kenneth Wright

Chemistry/Environmental Science
 B.S., Portland State University; Chemistry; Ph.D., University of Idaho; Chemistry

Peter Zao

Zoology
 B.A., University of California; Biology; M.A., University of California; Biology

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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 MS 1320, Boise, ID 83725
 Fee: \$20 Phone: 1-800-824-7017
 - College of Southern Idaho**
 PO Box 1218, Twin Falls, ID 83303
 Fee: None Phone: (208) 733-9554
 - Eastern Idaho Technical College**
 Student Services, 1600 S 25th E, Idaho Falls, ID 83404
 Fee: \$10 Phone: 1-800-662-0261
 - Idaho State University**
 Campus Box 8054, Pocatello, ID 83209
 Phone: (208) 236-2475
 Fee: \$20 (\$30 beg. Fall 2000)
 - Lewis-Clark State College**
 500 8th Ave, Lewiston, ID 83501
 Fee: \$20 Phone: 1-800-933-1CSC
 - North Idaho College**
 1000 W Garden Ave, Coeur d'Alene, ID 83814
 Fee: \$10 Phone: (208) 769-3311
 - University of Idaho**
 Admissions Office, Moscow, ID 83844-3133
 Fee: \$30 Phone: 1-888-884-3246

Start Date: Fall Year _____ Spring Year _____ Summer Year _____ Summer/Fall (beginning summer & continuing into fall) Year _____

APPLICANT INFORMATION

Name: _____ Name You Prefer: _____
(as on Soc. Sec. Card) last first middle

Other Names Appearing on Records: _____ E-mail Address: _____

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: _____
(Valid until the following date: ____/____/____) number & street/PO box city county state zip area code phone

GENERAL INFORMATION

Citizenship: USA Other Native Language: English Other: _____

If citizenship is "other," answer the following questions: Country of citizenship: _____

Resident alien of U.S.: Yes (resident alien number: _____) No (current visa type: _____)

Gender: (optional) Female Male

Race/Ethnicity: (optional) African American/Black American Indian/Native American/Alaska Native Asian American
 Caucasian/White Hispanic/Latino/Latina Native Hawaiian or Other Pacific Islander
 Other _____

Are you a U.S. veteran? Yes No If yes, military branch: _____ Dates of service ____/____/____ to ____/____/____

Highest level of education attained by either parent: Some High School High School Diploma/GED Some College
 Associate's Degree Bachelor's Degree Other Degree: _____

Emergency Contact: _____
(For all to complete. If under 18, list parents or guardians here.) name relationship

_____ number & street/PO box city county state zip area code phone

ENROLLMENT INFORMATION

Intended Degree Type: Certificate Associate Bachelor Second Bachelor Not Seeking Degree or Certificate

Intended Program: Academic Program Applied Technical Program

Intended Major(s) (Refer to each institution's publication for a list of available majors): _____

Undecided

Enrollment Status: New Transfer Returning (readmission) High School Student Seeking Dual Enrollment

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 _____ ASSET: Date _____ Compass: Date _____
 SAT: Date _____ CPT: Date _____

List the last high school you attended and any schools since, including colleges, trade schools, correspondence, etc. Do not omit any schools. Attach a separate sheet if more space is needed. Failure to list all schools attended, or submission of inaccurate information, is considered fraud and is cause for refusal of admission or dismissal from the institution. Students seeking certificates or degrees must have official transcripts submitted from each school listed. To be considered official, transcripts must be mailed in a sealed envelope directly from the school to the institution's admissions office.

High School _____ City _____ State _____

DID/WILL YOU GRADUATE FROM HIGH SCHOOL? YES (MONTH/YEAR ___/___) NO

If not a high school graduate, do you have a GED or High School Equivalency Diploma? Yes (month/year ___/___) No
If yes, degree-seeking applicants are required to submit official GED test scores.

Are/were you a Tech Prep Student? Yes No If yes, in which program area did you enroll? _____

Name of College, Trade School, etc.	City & State	Dates Attended	Grad. Date	Degree/# Credits Earned

RESIDENCY

Idaho residency status MAY be determined by one or more of the following. Please check all boxes that are applicable if claiming Idaho residency for tuition purposes. Residency for community colleges is determined by county of residence.

State of Residence: _____ From ___/___/___ to ___/___/___ If less than 12 months, previous state: _____

County of Residence: _____ From ___/___/___ to ___/___/___ If less than 12 months, previous county: _____

- A. *One or more of my parents/legal guardians or spouse's parents is a resident of the State of Idaho and has maintained a bona fide domicile in Idaho for at least one year prior to the opening day of the school term during which I plan to enroll.
What is the address: _____ From ___/___/___ to ___/___/___
- B. I receive less than fifty percent of my support from parents or legal guardians who are not residents of the State for voting purposes. I have continuously resided in the State of Idaho for at least twelve (12) months before the opening day of the school term at this institution.
 I have purchased a house or other residence which is my permanent domicile.
 I have been employed full time in Idaho for the past 12 months.
- C. *I am a graduate of an accredited high school in the State of Idaho and I will attend this institution during the term immediately following graduation.
- D. I am married to an Idaho resident. My spouse is a resident of _____ County.
- E. I am a member of the Armed Forces stationed in the State of Idaho on military orders. I am stationed in _____ County.
- F. One or more of my parents or legal guardians, from whom I receive fifty percent or more of my support, is a member of the Armed Forces stationed in the State of Idaho. They are stationed in _____ County.
- G. I have been separated under honorable conditions from the Armed Forces after at least two years of service. At the time of separation, I designated the State of Idaho as my intended domicile or indicated Idaho as my home of record, and I am entering this institution within one year of the date of separation.
- H. I have been away from the State of Idaho for a period of less than one calendar year. I have not established legal residence elsewhere. I was a resident of the State of Idaho for a continuous twelve month period immediately prior to departure.
- I. *I am a member of one of the following Idaho American Indian tribes: Coeur d'Alene tribe; Shoshone-Palute tribe; Nez Perce tribe; Shoshone-Bannock tribe; Kootenai tribe.

*These items may not be applicable to determine residency for community colleges.

SIGNATURE

In signing this form, I acknowledge that failure to disclose and submit accurate information may result in denial of admission or dismissal from the institution. I certify that all information provided is complete and true. By signing this application, I certify that I am in compliance with the Federal Military Selective Service Act, 50 U.S.C. sec. 453, or that I am exempt from the same. Men between the ages of 18 and 25 must be registered with Selective Service to be eligible for enrollment at a state college, to receive state and federal financial aid, and to be employed in a state or federal job. You may register on-line at <http://www.sss.gov>

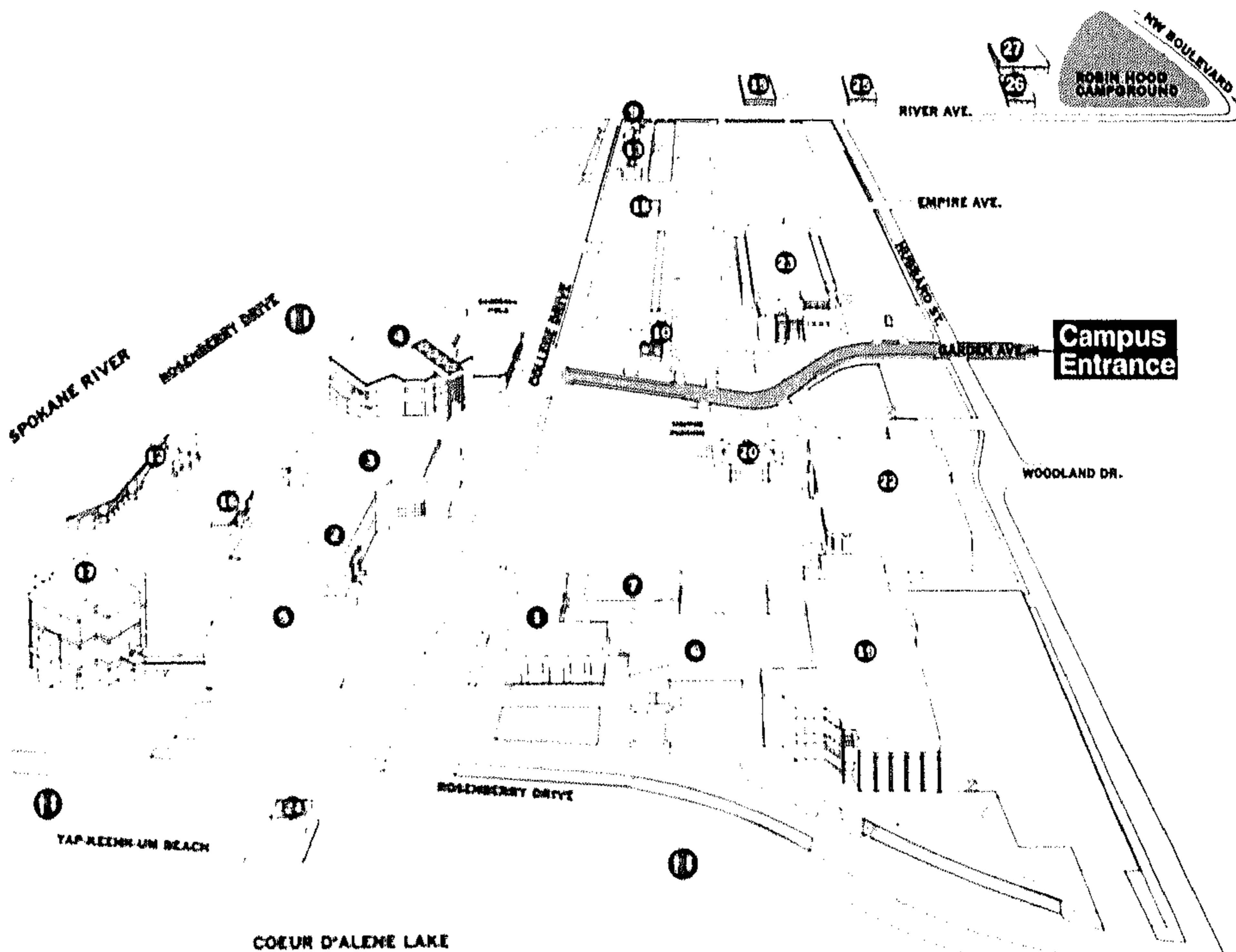
Signature of Applicant: _____ Date: _____

Idaho public colleges subscribe to the principles and laws of the State of Idaho and the Federal Government, including applicable executive orders pertaining to civil rights. These institutions are committed to the policy that all persons shall have equal access to programs and facilities without regard to age, color, creed, marital status, national or ethnic origin, physical handicap, race, religion, or sex.

OFFICE & DEPARTMENT LOCATOR

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

OFFICE	BUILDING
Intramural Sports	Edminster Student Union
Journalism.....	Siebert Building
Law Enforcement	Hedlund Building
Library	Molstead Library
Life Sciences Division	Seiter Hall
Machine Technology.....	Hedlund Building
Maintenance.....	McLain Hall
Maintenance Mechanics	Siebert Building
Computer Lab	Molstead Library
Music Department	Boswell Hall
Natural Sciences Division	Seiter Hall
Nursing Division	Post Hall
Office of Instruction	Sherman Building
Outdoor Pursuits Program.....	Edminster Student Union
Peer Tutoring	College Skills Center/Kildow Hall
Physical Education Division	Post Hall
Physical Therapist Assistant	Hedlund Building
Practical Nursing	Post Hall
President's Office	Sherman Building
Professional-Technical Division	Hedlund Building
Public Relations (College Relations)	Sherman Building
Registrar's Office	Lee Hall
<i>Sentinel</i> , Student Newspaper	Siebert Building
Social Sciences Division	Lee Hall
Student Activities	Edminster Student Union
Student Government (ASNIC)	Edminster Student Union
Student Services	Edminster Student Union
Switchboard	Lee Hall
Theatre Dept	Boswell Hall
Transportation	River Avenue Building
University of Idaho Extension Office	Molstead Library
Veterans Information	Registrar's Office, Lee Hall
VP for Administration	Lee Hall, Business Office
VP for Instruction	Sherman Building
VP for College Relations	Sherman Building
VP for Student Services	Edminster Student Union
Welding	Cd'A Industrial Park



MAP LEGEND

- ① **McLain Hall (MCL)**
Physical Plant Office, Classroom, Computer Labs
- ② **Lee Hall (LEE)**
Administration, Vice President for Administrative Services, Assistant Vice President for Instruction, Distance Education, Business Office, Records and Registrar Classrooms
- ③ **Christianson Gymnasium (GYM)**
- ④ **Edminster Student Union Building (SUB)**
Market Food Court, Education Shop, Main Peak Exchange (Bookstore), ASU Office, Vice President for Student Services, Student Thrift, Student Services (Advising, Counseling), Career Center, Student Activities Administration, Academic Services, Alumni Association, Student Parents
- ⑤ **Kildow Memorial Hall (KIL)**
College Skills Center, Writing Center, Math/Science Study Center, ANA/IEE, Peer Tutoring, ESL, Classrooms, Disability Support Services

- ⑥ **Sorbert Building (SBT)**
Computer Services, Center for New Directions, The Seminars, Classrooms
- ⑦ **Industrial Arts (IND)**
Carpentry
- ⑧ **Post Hall (PST)**
Nursing
- ⑩ **Fort Sherman Officers' Quarters (FSQ)**
Faculty offices
- ⑫ **Lakeside Center (LKC)**
Children's Daycare Center
- ⑬ **Winston Hall (WIN)**
Allied Health, Nursing, Classrooms
- ⑭ **River Building**
Campus Safety, Security, Parking Permits, Mail and Copy Center, Gender/Anti-racism, Transportation
- ⑮ **Lee Hall Annex (LHA)**
Foreign Language Lab
- ⑯ **Senter Hall (STR)**
Science and math classrooms
- ⑰ **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, Vice President for College Relations and Development, Vice President for Instruction, Office of Professional Development
- ㉑ **Boswell Hall (BOS)**
Auditorium, Instructional Technology, Classrooms, Macintosh Computer Lab, Corner Gallery
- ㉒ **Molstead Library (MOL)**
Telecommunications Classroom, Computer Labs, Todd Lecture Hall, Classrooms, Library, University of Idaho
- ㉓ **Sunspot**
Concessions & Rentals (Open June-September)
- ㉔ **Lewis-Clark State College**
- ㉕ **River Avenue Annex A**
American Indian & Minority Student Advisor
- ㉖ **River Avenue Annex B**



NORTH IDAHO COLLEGE
 1000 West Garden Avenue • Coeur d'Alene, Idaho 83814-2199

Important Dates for 2000-2001:

Application for Admission	August 7
Fall Semester begins	August 28
Spring Semester begins	January 16
Summer Session begins	June 4

Admissions: (208) 769-3311

COLLEGE TRANSFER PROGRAMS

American Indian Studies
 Anthropology
 Art
 Astronomy
 Bacteriology
 Biology, Botany, Zoology
 Business Administration
 Business Education
 Chemistry
 Child Development
 Communications
 Computer Science
 Criminal Justice
 Education
 Engineering
 English
 Environmental Health
 Environmental Science
 Foreign Language
 Forestry/Wildlife/Range/ Wildland
 Recreation Management
 General Studies
 Geology
 History
 Journalism
 Mathematics
 Music
 Nursing (RN)
 Philosophy
 Physical Education
 Physics
 Political Science/Pre-Law
 Pre-Agriculture
 Pre-Medical-Related Fields
 Pre-Physical Therapy

Pre-Veterinary Medicine
 Psychology
 Social Work
 Sociology
 Theatre

PROFESSIONAL-TECHNICAL PROGRAMS

Accounting Assistant
 Administrative Assistant
 Automotive Technology
 Carpentry
 Collision Repair Technology
 Computer Information Technology
 Culinary Arts
 Diesel Technology
 Drafting Technology
 Electronics Technology
 Graphic Design
 Heating, Ventilation, Refrigeration,
 Air Conditioning
 Human Services
 Law Enforcement
 Legal Administrative Assistant
 Machine Technology
 Maintenance Mechanic/Millwright
 Medical Claims Assistant
 Medical Transcriptionist
 Nursing (PN)
 Office Information Specialist
 Office Receptionist
 Paralegal
 Pharmacy Technology
 Physical Therapist Assistant
 Small Business Management
 Welding Technology

Non-Profit
 U.S. Postage
 PAID
 Permit No. 61
 Coeur d'Alene
 Idaho 83814